



AMERICAN INSTITUTE OF BEAUTY

LARGO CAMPUS

3665 East Bay Drive Suite 164
Largo Florida 33771

727-532-2125

ST. PETERSBURG CAMPUS

2800 34th Street North
St. Petersburg, Florida 33713

727-826-0969

BRADENTON CAMPUS

3611 1st Street East Suite 720
Bradenton, Florida 34208

941-222-0456

SCHOOL CATALOG

ACCREDITED BY



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OWNERSHIP AND HISTORY

American Institute of Beauty (“AIB”) is a Florida corporation. Michael L. Halmon and Janet M. McCann are the principal owners of the corporation.

AIB was founded in 2002. The Largo Campus relocated to its current location in 2009, the St. Petersburg Campus opened in 2012, and the Bradenton Campus opened in 2025.

AIB is dedicated to preparing students for successful careers in the beauty, barbering, wellness, and related industries through quality education, hands-on training, and professional development. Students are encouraged to develop creativity, technical proficiency, professionalism, and confidence as they progress from foundational concepts to advanced techniques.

MISSION STATEMENT

American Institute of Beauty’s (“AIB”) mission is to empower future professionals with the knowledge, skills, and confidence needed to excel in their chosen careers. AIB is dedicated to providing high-quality vocational education and training that is innovative, accessible, and responsive to the evolving needs of the workforce.

Through its comprehensive programs and experienced educators, AIB strives to foster a dynamic learning environment that promotes personal growth, professional development, and lifelong learning. AIB is committed to equipping our future professionals with the practical tools and real-world experience necessary to succeed in today's competitive job market.

At the core of AIB’s mission is a belief in the transformative power of education to unlock potential and create opportunities for individuals to achieve their goals. AIB embraces diversity, inclusion, and respect for all learners, recognizing that every individual brings unique talents and perspectives to the learning journey.

By upholding the highest standards of excellence and integrity, AIB aims to be a trusted partner in our students’ success, empowering them to make meaningful contributions to their communities and the world at large.

ADMINISTRATIVE STAFF

Michael L. Halmon, President – Corporate Office
Janet McCann, Vice President – Corporate Office
Michael C. Halmon, Executive Director – Corporate Office
Kristen Foss, Director of Operations – Corporate Office
Esther Halmon, Business Office Director – Corporate Office
Amanda Rao, Marketing Manager – Corporate Office

Bill McCann, Campus Director – Largo
Rachel Peck, Campus Director – St. Petersburg
Donna Myers, Campus Director – Bradenton

Cheryl Wilson, Financial Aid Director – Largo
Liz Carter, Director of Admissions – St. Petersburg

Kirstie Parr, Admissions – Largo
Celina Cheeseman, Admissions – Largo
Madison Betts, Admissions - Bradenton

JoAnn Reagh, Business Office – Largo
Julie Yost, Business Office – St. Petersburg
Alexa Lugo, Business Office - Bradenton

Alexis Pepper, Financial Aid – Largo
Tavia Trotter, Financial Aid – St. Petersburg

FACULTY

The faculty of AIB consists of licensed and experienced industry professionals committed to providing quality instruction, mentorship, and hands-on training. All faculty licenses are issued by the State of Florida Department of Business and Professional Regulations Board of Cosmetology and Barbers Board and the Florida Board of Massage Therapy. Faculty credentials and license information are listed below.

Denise Torres-Maloy – AIB (Largo, FL) Full Specialist (Largo) FS916286 (Nail Technology, Full Specialist)
Jennifer Dorantes – AIB (Largo, FL) Full Specialist (Largo) FS893229 (Nail Technology, Full Specialist)
Elizabeth Bolocofsky – Englewood Beauty College (Denver, CO) Cosmetology (Largo) CL1301522 (Cosmetology)
Daishawn Valentine –Wilfred Beauty Academy (Brooklyn, NY) Cosmetologist (Largo) CL1266597 (Cosmetology)
Nicole Nadeau –Robert Paul Academy (Timonium, MD) Cosmetologist (Largo) CL1321875 (Cosmetology)
Jaclyn Sirmons– Sunstate Academy (Clearwater, FL) Cosmetologist (St. Pete) CL1190281 (Cosmetology)
Sherry Sas McTernan – Elite Academy (Dunedin, FL) Facial Spec (Largo) FB9717217 (Skin Care, Full Specialist, Spa Therapy, Advanced Esthetics)
Stephanie Giannico – Capri Cosmetology Learning Center (Nanuet, NY) Facial Specialist (Largo) FB9761565 (Skin Care, Full Specialist, Spa Therapy, Advanced Esthetics)
Francesca Crocitto – Regency Beauty Academy (Clearwater, FL) Cosmetologist (Largo, FL) CL1235374 (Skin Care, Full Specialist, Spa Therapy, Advanced Esthetics)
Yesenia Diaz – AIB (Largo, FL) Facial Specialist (Largo, FL) FB9792049 (Skin Care, Full Specialist, Spa Therapy, Advanced Esthetics)
Katherine Milette – Chameleons School of Esthetics (Northampton, MA) Facial Specialist (Largo, FL) FB9732998 (Skin Care, Full Specialist, Spa Therapy, Advanced Esthetics)
Ashlee Ragains – Florida Metro. Uni. (Clearwater, FL) Massage Therapist (Largo, FL) MA50732 (Massage Therapy, Spa Therapy)
Corey Nance – Sunstate Academy (Clearwater, FL) Massage Therapist (Largo, FL) MA61033 (Massage Therapy, Spa Therapy)
Clarence Glover – AIB (Largo, FL) Barber (St. Pete) BB8893107 (Barber/Restricted Barber)
Ross Ehrich – AIB (St. Pete, FL) Barber (St. Pete) BB8896783 (Barber/Restricted Barber)
Sara Alvarado – Artistic Nails & Beauty Academy (Tampa, FL) Cosmetology (St. Pete) CL1194815 (Cosmetology)
Joaquina Leal –Douglas J. Institute (Royal Oak, MI) Cosmetology (St. Pete) CL1322241 (Cosmetology)
Adriana Perez – LIBS (Hauppauge, NY) Cosmetology (St. Pete) CL1248897 (Cosmetology)
Valerie Smith – Chattanooga State Community College (Chattanooga, TN) Cosmetology (St. Pete) CL1305707 (Cosmetology)
Asia Edwards – Loraine’s Academy (St. Pete, FL) Facial Specialist (Largo, FL) FB9762741 (Skin Care, Full Specialist)
Paulina Pencheff – Loraine’s Academy (St. Pete, FL) Full Specialist (St. Pete, FL) FB9755380 (Full Specialist, Skin Care)
Yicenia Valdes – A Beauty School (Tampa, FL) Nail Specialist (St. Pete) FV9639994 (Full Specialist, Nail Technology)
Diavonna Drayton – Loraine’s Academy (St. Pete, FL) Full Specialist (St. Pete) FS914842 (Full Specialist, Nail Technology)

Suzanne Rael – Hollywood School of Beauty (Albuquerque, NM) Cosmetologist (Bradenton) CL1278237 (Cosmetology)
Eudella Rome – Suzanne Beauty College (Los Angeles, CA) Cosmetologist (Bradenton) CL1258509 (Cosmetology, Nail Technology, Full Specialist)
Anitra Williams – Manatee Community College (Bradenton, FL) Cosmetologist (Bradenton) CL (Cosmetology)
Sherelle Jenkins – Sarasota Vocational-Technical Center (Sarasota, FL) Cosmetologist (Bradenton) CL1213434 (Cosmetology)
Gshre Jenkins – Meridian College (Sarasota, FL) Cosmetologist (Bradenton) CL1290416 (Cosmetology)
Shaheed Aziz – Aveda Institute (Clearwater, FL) Barber (Bradenton) BB8906880 (Barber, Restricted Barber)
Shane Langdon – Manatee Technical Institute (Bradenton, FL) Barber (Bradenton) BB8906451 (Barber, Restricted Barber)
Marquis Woodard - Manatee Technical Institute (Bradenton, FL) Barber (Bradenton) BB8905909 (Barber, Restricted Barber)
Leahmae Elveus – Chic Image Academy (Tampa, FL) Nail Specialist (Bradenton) FV9628495 (Full Specialist, Nail Technology)
Asha Foster – Sunstate Academy (Clearwater, FL) Massage Therapist (Bradenton) MA92541 (Massage Therapy, Spa Therapy)
Hillary Laird – Lincoln College (Normal, IL) Massage Therapist (Bradenton) MA89770 (Massage Therapy, Spa Therapy)
Michael Ierardi – Florida College of Natural Health (Bradenton, FL) Facial Specialist (Bradenton) FB929125 (Skin Care, Spa Therapy, Full Specialist, Advanced Esthetics)
Cathy Armstrong – Artistic Academy (Tampa, FL) Facial Specialist (Bradenton) FB9808402 (Skin Care, Spa Therapy, Full Specialist, Advanced Esthetics)
DeAnna Sands – Florida College of Natural Health (Bradenton, FL) Full Specialist (Bradenton) FS893003 (Skin Care, Spa Therapy, Full Specialist, Advanced Esthetics)

HOURS OF OPERATION

Full-Time Day

Monday–Friday

9:00 a.m.–4:20 p.m.

(All Campus Locations)

Part-Time Day

Monday–Friday

9:00 a.m.–1:00 p.m.

(All Campus Locations)

Part-Time Evening

Monday–Friday

5:00 p.m.–9:00 p.m.

(All Campus Locations)

Administrative Offices

Monday–Friday

9:00 a.m.–5:00 p.m.

(All Campus Locations)

PROFESSIONAL ETHICS AND DUTIES

Students preparing for careers in the beauty, barbering, wellness, and related industries are expected to demonstrate professionalism, integrity, and respect in all interactions.

Professional success requires strong communication skills, active listening, ethical conduct, and a commitment to providing exceptional client experiences.

Students should maintain a professional appearance, practice appropriate workplace behavior, respect the confidentiality of guests and fellow students, and demonstrate accountability for their actions and performance.

Students should also understand that many professions within the beauty and wellness industries are physically demanding and may require prolonged periods of standing, repetitive motions, and exposure to professional-grade products and chemicals. Proper safety, sanitation, and ergonomic practices are essential components of professional success.

FACILITIES

LARGO CAMPUS

The Largo Campus is located in Largo, Florida, and occupies approximately 13,500 square feet. The facility includes a spacious clinic floor with 36 hair stations, dedicated Cosmetology classroom, skin care, advanced esthetics, massage therapy and nail technology training areas.

Students have access to online learning resources, the student academic portal, a video library, and a dispensary that supports practical training activities. Student amenities include two break areas equipped with refrigerators, microwaves, and vending machines.

The campus is equipped with fire extinguishers, a sprinkler system, and a monitored alarm system designed to enhance campus safety and emergency response capabilities.

ST. PETERSBURG CAMPUS

The St. Petersburg Campus is located in St. Petersburg, Florida, and occupies approximately 11,500 square feet. The facility includes 48 hair stations, dedicated theory classrooms, skin care and nail technology training areas, online learning resources, a student academic portal, a video library, and a dispensary.

Students have access to a break area equipped with a refrigerator, microwave, and vending machines.

The campus is equipped with fire extinguishers, a sprinkler system, and a monitored alarm system designed to enhance campus safety and emergency response capabilities.

BRADENTON CAMPUS

The Bradenton Campus is located in Bradenton, Florida, and occupies approximately 9,000 square feet. The facility includes 42 hair stations, dedicated theory classrooms for cosmetology, barber, skin care, advanced esthetics, massage therapy and nail technology training areas, online learning resources, a student academic portal, a video library, and a dispensary.

Students have access to a break area equipped with a refrigerator and microwave.

The campus is equipped with fire extinguishers, a sprinkler system, and a monitored alarm system designed to enhance campus safety and emergency response capabilities.

CAMPUS SECURITY

The designated Campus Security Authority for AIB is Michael L. Halmon. The Largo location refers all campus law enforcement issues to the Pinellas County Sheriff's Office (727-464-6415 for non-emergency situations and 911 for all emergency cases). The St. Petersburg location refers all campus law enforcement issues to the St. Petersburg Police Department (727-893-7780 for non-emergency situations and 911 for all emergency cases). The Bradenton location refers all campus law enforcement issues to the Manatee County Sheriff's Office (941-747-3011 for non-emergency situations and 911 for all emergency cases). The school does not have private campus security personnel. Campus Safety and Security Report is available on the school website and is updated annually as directed by the U.S. Department of Education. All students and staff are notified once the updated report is available.

If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately inform your educator and complete an Incident Report. This applies to crimes in the building or in the parking lot of the school. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply complete the incident report. Appropriate personnel may later contact you or others to gather additional information.

Crimes that should be reported are:

Murder and non-negligent manslaughter, negligent manslaughter, all sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily injury and all liquor, drug or weapons law violations.

If there is any uncertainty regarding whether an incident is reportable, students and employees are encouraged to report the matter so it can be appropriately reviewed. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin or disability. It is important that any crime is reported in a timely fashion.

Never hesitate to report a crime.

STUDENT COMMITMENT AND CONSUMER RIGHTS

AIB is committed to providing students and candidates with accurate information regarding educational programs, institutional policies, costs, consumer disclosures, and student services. Students are encouraged to carefully review all information provided by the institution and to make informed decisions regarding their education and career goals.

The school reserves the right to revise policies, procedures, standards of conduct, curriculum, schedules, tuition, fees, and institutional practices when necessary. Changes will be communicated through appropriate administrative channels and will become effective as determined by the institution.

STUDENT RESPONSIBILITIES AND RIGHTS

Student Responsibilities

Each student is responsible for:

- Reviewing and understanding all information regarding their selected program prior to enrollment.

- Reading, understanding, and retaining copies of all documents and agreements signed during enrollment and attendance.
- Accepting responsibility for all financial obligations, including promissory notes, payment agreements, and other contractual commitments.
- Notifying applicable lenders, servicers, and the school of any changes to their name, address, telephone number, or enrollment status.
- Understanding and complying with all school policies, including attendance, academic progress, conduct, and refund policies.
- Maintaining professionalism and adhering to all standards outlined in this catalog.

Student Rights

Each student has the right to obtain information regarding:

- Program curriculum, facilities, equipment, and instructional resources.
- Faculty qualifications and instructional methods.
- Tuition, fees, and associated educational costs.
- Refund policies and cancellation procedures.
- Satisfactory Academic Progress requirements and the consequences of failing to maintain satisfactory progress.
- Available student services and accommodations for individuals with disabilities.
- Consumer disclosures required by federal and state regulations.

WHAT YOU SHOULD KNOW

AIB encourages all candidates considering a career in cosmetology, barbering, skin care, nail technology, massage therapy, or related fields to carefully evaluate both the opportunities and expectations associated with these professions.

Successful industry professionals generally:

- Demonstrate creativity, professionalism, and attention to detail.
- Enjoy working directly with clients and providing exceptional customer service.
- Possess strong communication and interpersonal skills.
- Remain current with industry trends, techniques, products, and technologies.
- Commit to ongoing education and professional development throughout their careers.
- Understand the importance of business development, client retention, and professional networking.

Candidates and students should also be aware that:

- Many industry positions require prolonged periods of standing, repetitive movements, and physically demanding work.
- Exposure to professional-grade chemicals, products, and equipment is common and requires strict adherence to safety procedures.
- Building a successful clientele often requires dedication, flexibility, marketing efforts, and strong customer service skills.
- Compensation structures vary and may include hourly wages, salary, commission, performance incentives, retail commissions, independent contractor arrangements, or salon suite rentals.
- Compliance with sanitation, infection control, and professional licensing requirements is essential to career success.

The Florida Board of Cosmetology, Florida Barbers' Board, and Florida Board of Massage Therapy require criminal background disclosure during the licensure application process. Certain criminal convictions may affect an individual's eligibility for licensure and employment opportunities.

JOB DEMAND IN THE INDUSTRY

The beauty, barbering, skin care, nail technology, and massage therapy industries continue to offer diverse employment opportunities throughout the United States.

According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook, employment opportunities within these industries are projected to remain strong through 2034.

Current projections include:

- Barbers, Hairdressers, and Cosmetologists: 5% projected growth from 2024–2034.
- Manicurists and Pedicurists: 7% projected growth from 2024–2034.
- Skin Care Specialists: 7% projected growth from 2024–2034.
- Massage Therapists: 15% projected growth from 2024–2034.

Growth projections are subject to change based on economic conditions, consumer demand, geographic location, and industry trends. Students are encouraged to research employment opportunities within their intended area of practice.

PLACEMENT ASSISTANCE

AIB provides career development assistance designed to help students prepare for employment opportunities following graduation.

Career development services may include:

- Resume development assistance.
- Interview preparation.
- Professional image and workplace readiness training.
- Employer networking opportunities.
- Career fairs and employer presentations.
- Employment opportunity postings.

Employment opportunities are regularly shared through school resources, including bulletin boards, digital communications, and institutional websites.

Although AIB provides placement assistance and career development support, the institution does not guarantee employment, salary levels, or placement in any specific position.

ADMISSIONS REQUIREMENTS

AIB does not discriminate on the basis of age, race, color, national origin, ethnicity, religion, sex, disability, financial status, or area of residence in its admissions, educational programs, employment practices, graduation policies, or other institutional activities.

The designated representative for inquiries regarding non-discrimination policies is Michael C. Halmon, who may be contacted at 727-873-3902.

To be considered for admission, a candidate must:

- Be at least sixteen (16) years of age.
- Possess a high school diploma, GED, or recognized equivalent.
- Provide documentation verifying educational eligibility.

Acceptable documentation may include:

- High school diploma.
- GED certificate.
- Official high school transcript reflecting graduation.

If a candidate is under the age of eighteen (18), written consent from a parent or legal guardian is required prior to enrollment.

Candidates presenting foreign educational credentials must provide documentation translated and evaluated by a recognized credential evaluation or translation service to verify equivalency prior to acceptance.

Candidates who do not possess a high school diploma or recognized equivalent may qualify for admission under the institution's Ability-to-Benefit provisions, provided all applicable requirements are satisfied.

If a candidate is denied admission, application records will be maintained according to institutional record retention requirements.

All candidates will be informed of the expectations, responsibilities, and commitment required for successful completion of their chosen program. AIB does not actively recruit students who are currently enrolled in or admitted to another institution offering similar programs.

RE-ENTRY STUDENTS

Former students seeking re-entry into AIB must receive approval from school administration before returning.

Students approved for re-entry will return in the same Satisfactory Academic Progress status held at the time of withdrawal unless otherwise required by applicable regulations.

Students who re-enter within 180 days of withdrawal may be treated as though they had not ceased attendance for purposes of determining federal financial aid eligibility and payment period calculations, as permitted by applicable regulations.

Prior to re-entry, satisfactory arrangements must be made regarding any outstanding financial obligations owed to the institution.

Students who have withdrawn multiple times may be denied re-entry at the discretion of school administration.

Re-entry students may be required to purchase updated books, kits, supplies, uniforms, or other educational materials necessary to successfully complete program requirements.

A re-entry fee and any applicable tuition or fee obligations must be satisfied before re-enrollment is finalized. Re-entry students will be required to pay \$500.00 for tuition and fees prior to re-entry.

TRANSFER OF CREDITS

AIB (AIB) may accept transfer credit/clock hours earned at another accredited postsecondary institution. Candidates requesting transfer credit must provide an official transcript from the previously attended institution. An official transcript is one that is sent directly from the institution to AIB.

AIB will evaluate the transcript and compare the completed coursework to the curriculum of the program in which the candidate seeks enrollment. Transfer credit may be awarded when coursework is determined to be substantially equivalent in content and scope to coursework offered by AIB.

To be considered for transfer credit, the transcript must include:

- All courses completed.
- Written and practical examination scores.
- Grades earned for each course.
- The type and number of services completed.
- Grade point average (GPA).
- Total hours attended.
- Attendance percentage.
- Completion date or withdrawal date.
- Last date of attendance.

If a transcript does not contain sufficient information to evaluate prior training, AIB reserves the right to deny transfer credit.

AIB will not award transfer credit for written or practical examinations with a score below 75%. In addition, the maximum number of transfer hours accepted into any program is limited to 75% of the total hours required for completion of that program at AIB.

For candidates who are not currently licensed or registered in their field of study, AIB will only consider transfer credit from institutions where the candidate's last date of attendance occurred within five (5) years of the enrollment date at AIB.

Transfer credit evaluations are completed prior to enrollment. Candidates will receive written notification of the number of credit/clock hours accepted and the class level assigned. Transfer credit determinations are made at the sole discretion of AIB and are final unless additional information becomes available that warrants further review.

Candidates who accept the transfer credit determination will be required to sign a Transfer of Credit Determination Form acknowledging the number of hours accepted and the assigned class level.

AIB may require candidates seeking transfer credit for practical coursework to demonstrate proficiency in specific skills. If AIB determines that the theory or practical training received at a previous institution may not be substantially equivalent to AIB's curriculum, practical skill

evaluations may be required. Based on the results of such evaluations, AIB may accept all, part, or none of the requested practical coursework.

Candidates receiving transfer credit must meet all institutional admission requirements. Tuition and fees will be assessed based on the remaining coursework required to complete the program at AIB. A detailed breakdown of tuition and fees will be included in the Enrollment Agreement.

Students planning to transfer from AIB to another institution are encouraged to review that institution's transfer credit policies, as transferability of credit is determined solely by the receiving institution and may vary from school to school.

ABILITY-TO-BENEFIT

An Ability-to-Benefit (ATB) candidate is an individual who is beyond compulsory school age and does not possess a high school diploma or recognized equivalent but has demonstrated the ability to benefit from the training offered by the institution.

Candidates seeking admission under Ability-to-Benefit provisions must satisfy all applicable federal and institutional requirements. Eligibility options include:

1. Successful completion 225 clock hours in a qualifying program while maintaining Satisfactory Academic Progress. Qualifying programs must be a minimum of 600 clock hours. Students who complete the 225 clock hours in satisfactory academic progress do not qualify for Title IV Federal Financial Aid.
2. Eligibility for federal financial aid under Ability-to-Benefit provisions is determined in accordance with federal law and may be limited or unavailable depending on the candidate's qualification method and enrollment. The Wonderlic Basic Skills ATB test requires a verbal score of 200 and a quantitative score of 210 to pass. A candidate who passed this test prior to July 1, 2012, and enrolled in a Title IV eligible program will be eligible for Title IV Federal Financial Aid. Applicants taking the test after July 1st, 2012, will not be eligible for Title IV Federal Financial Aid.

ADVISING

AIB is committed to supporting student success throughout the educational experience. School personnel are available to provide guidance regarding academic progress, licensure requirements, reciprocity information, employment opportunities, continuing education options, financial assistance, and referrals to appropriate professional resources when necessary.

Students are encouraged to communicate regularly with educators and administration regarding academic concerns, attendance challenges, career goals, and overall progress within their program. Appointments may be scheduled to discuss individual concerns in a private and professional setting.

ATTENDANCE

Regular attendance is essential to student success and the development of professional habits expected within the beauty, barbering, wellness, and related industries.

Students are expected to attend classes according to their assigned schedule. Full-time students are scheduled for 34 hours per week, and part-time students are scheduled for 20

hours per week.

Attendance is recorded using the institution's approved timekeeping system. Students receive credit only for actual hours attended. Attendance hours are neither added nor deducted as a reward or penalty.

Attendance is monitored daily. Students who fail to attend school for fourteen (14) consecutive calendar days may be considered unofficially withdrawn in accordance with institutional policies and applicable regulations.

The school does not excuse absences. All missed hours are the responsibility of the student and must be made up in accordance with school policy.

VETERAN'S EDUCATIONAL BENEFITS

Students receiving Veterans' Educational Benefits must comply with all applicable U.S. Department of Veterans Affairs regulations and institutional policies.

The following are required of students receiving GI Bill benefits:

- Students are only eligible to receive his/her approved monthly housing allowance for the total approved program hours.
- Students cannot exceed three absences in a calendar month or drop below 80% attendance in a calendar month. Failure to comply will result in termination of the VA Monthly Housing Allowance for unsatisfactory attendance.
- If a student fails to maintain the satisfactory progress requirements, he/she will lose eligibility from the date of termination until such time satisfactory progress is regained and maintained for 30 days.
- Students must maintain a grade point average of 75%.
- Students must report all training to the Business Office with transcripts from prior schools, failure to submit will result in VA Benefits being terminated.

AIB permits covered individuals to attend classes during the period between submission of a Certificate of Eligibility and receipt of payment from the Department of Veterans Affairs, as required by applicable federal law. No covered individual will be assessed penalties or denied access to educational services due solely to delays in VA funding.

DRESS CODE

Students are expected to maintain a professional appearance at all times while attending school, participating in educational activities, and providing client services.

All students must wear closed-toe shoes and the approved uniform designated for their program of study.

SKIN CARE: Black scrubs (top and bottom)

NAIL TECHNOLOGY: School-issued T-shirt and black full-length slacks or pants (no jeans, spandex, or stretch pants)

FULL SPECIALIST: Uniform appropriate to the phase of training being completed

MASSAGE THERAPY: Royal blue scrubs (top and bottom)

SPA THERAPY: Uniform appropriate to the phase of training being completed

PRODUCTION MAKEUP ARTISTRY: Black scrubs (top and bottom)

CLINICAL SKIN CARE: Black scrubs with optional white lab coat

ADVANCED ESTHETICS: Black scrubs with optional white lab coat

COSMETOLOGY: School-issued T-shirt and black full-length slacks or pants

BARBERING/HAIR DESIGN: School-issued T-shirt and black full-length slacks or pants

BARBER: School-issued T-shirt and black full-length slacks or pants

RESTRICTED BARBER: School-issued T-shirt and black full-length slacks or pants

During colder weather, students may wear a solid black jacket or sweater over the approved uniform. Hats and other head coverings are prohibited unless approved as religious or disability accommodation.

- Clinical Skin Care, and Production Makeup Artistry are only offered at the Largo Campus.
- Advanced Esthetics, Massage Therapy and Spa Therapy are only offered at the Largo and Bradenton Campuses
- Barber only offered at the St Pete and Bradenton Campuses
- Restricted Barber only offered at Bradenton Campus

TARDINESS

Students are expected to arrive on time and prepared for all scheduled classes, educational activities, and clinic assignments.

Students who arrive after the scheduled start of a theory class may not be permitted to enter the classroom or clock in until the class period has concluded. The decision to allow a student to enter class after instruction has begun will be made by school administration and may be based on factors including the reason for the tardiness, classroom activities in progress, and the potential disruption to the learning environment.

Repeated or excessive tardiness may negatively impact academic progress and may result in corrective action, including counseling, suspension, or other disciplinary measures in accordance with institutional policies.

MAKE-UP WORK

Students who are absent from scheduled classes for any reason are responsible for completing all missed academic requirements, including written examinations, practical examinations, assignments, projects, and other required coursework.

The educator will determine the appropriate make-up work, completion requirements, and deadlines based on the nature of the missed instruction and the student's academic progress. Students are encouraged to communicate promptly with their educator regarding missed coursework to minimize disruption to their educational progress.

Completion of make-up work may be required before a student is permitted to advance to subsequent coursework, practical activities, or assessments.

GRADUATION REQUIREMENTS

To qualify for graduation, students must satisfy all academic, attendance, practical training, and financial requirements established by AIB and any applicable regulatory agencies.

Students must:

- Achieve a minimum cumulative grade point average of 75% in both theory and practical evaluations.
- Successfully complete all required practical assignments and program competencies.
- Complete all clock hours required for graduation and licensure eligibility, as applicable.
- Successfully pass all required examinations, including the final written examination.
- Fulfill all financial obligations owed to the institution.

Students enrolled in programs requiring state licensure must also complete all applicable licensing requirements established by the State of Florida. Graduates of the Barbering/Hair Design, Restricted Barber, Barber, Cosmetology, Massage Therapy, and Spa Therapy programs must successfully complete all state licensing requirements before being authorized to practice within their respective professions.

Upon successful completion of all graduation requirements, students will be awarded a Diploma or Certificate of Completion, as applicable to their program of study.

Prior to graduation, students must meet with administration to complete any required licensure application documentation. Students receiving federal financial aid are also required to complete all applicable exit counseling requirements.

Production Makeup Artistry graduates are not required to submit a licensure application to the Florida Department of Business and Professional Regulation.

PROGRAM OR SCHEDULE CHANGE

AIB recognizes that a student's educational goals or scheduling needs may change during enrollment. Students may request a schedule change or program change by submitting a written request to administration for review and approval.

Schedule Changes

Students are permitted one schedule change during their enrollment at no additional charge. Any subsequent approved schedule change will result in a schedule change fee of \$150.00 for each additional change.

Program Changes

Students may be approved for a program change during their enrollment. Program change will result in a program change fee of \$150.00.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is not actively attending classes but intends to return and complete the program.

REQUESTING A LEAVE OF ABSENCE

Students requesting a Leave of Absence must submit a written request prior to the requested start date whenever possible. The request must include:

- The reason for the request;
- The anticipated start and end dates of the leave;
- The student's signature; and
- The date the request was submitted.

All requests must be reviewed and approved by the Business Office before the Leave of Absence begins.

UNFORESEEN CIRCUMSTANCES

In circumstances beyond the student's control, a Leave of Absence may be granted after the leave has begun if appropriate documentation is obtained and maintained in the student's academic file. In such cases, the institution may document the reason for the delayed request and process the Leave of Absence retroactively when permitted by applicable regulations.

LEAVE OF ABSENCE LIMITATIONS

Students are generally not eligible for a Leave of Absence during the first thirty (30) days of enrollment.

The total duration of all approved Leaves of Absence may not exceed one hundred eighty (180) days within any twelve-month period.

LEAVE OF ABSENCE EXTENSIONS

Students experiencing extraordinary circumstances may request an extension of an approved Leave of Absence. Supporting documentation may be required. Under no circumstances may approved leave periods exceed regulatory limitations.

LEAVE OF ABSENCE RESULTS

Students returning from an approved Leave of Absence will resume training in the same academic status held prior to the leave.

The student's contract period and anticipated graduation date will be extended by the number of calendar days included in the approved leave period. No additional tuition charges will be assessed solely because of an approved Leave of Absence.

Students who fail to return from an approved Leave of Absence, or who take an unapproved leave, will be withdrawn from the institution. Any required refund calculations will be completed in accordance with applicable regulations.

LEAVE OF ABSENCE FINANCIAL IMPACT

Federal financial aid disbursements will not be made during an approved Leave of Absence.

Students remain responsible for any contractual payment obligations that become due during the approved leave period unless alternative arrangements are approved by the institution.

Students utilizing Veterans Educational Benefits may experience interruptions to housing allowances or other benefits during approved periods of non-attendance as required by the Department of Veterans Affairs.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (“ADA”)

AIB is committed to providing equal access to educational opportunities for qualified individuals with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and other applicable laws.

The institution does not discriminate against qualified individuals with disabilities in admissions, educational programs, services, activities, employment practices, or access to institutional resources.

Reasonable Accommodations

AIB will make reasonable accommodations to qualified individuals with disabilities when necessary to provide equal access to educational programs, services, and activities.

Students requesting accommodation should notify the Campus Director and provide appropriate documentation supporting the request. Requests are reviewed on an individualized basis.

Limitations

The ADA does not require the institution to make accommodations that would fundamentally alter the nature of a program, create an undue financial or administrative burden, or compromise essential educational or safety requirements.

The institution will not impose additional fees or surcharges on students for approved accommodation, auxiliary aids, or reasonable modifications provided in accordance with applicable law.

SCHOOL POLICY ON STUDENT SERVICES

Students may be eligible to receive personal services performed within the educational environment when all the following conditions are met:

- The student maintains a minimum cumulative grade point average of 75%.
- The student maintains a minimum attendance rate of 75%.
- The student receives approval from their educator.
- The student is not assigned to perform services for a client during the requested time period.

Students may not reserve clinic time specifically for personal services.

Students receiving services outside their enrolled program may be required to pay applicable service fees. Chemical services received by students outside their program area may be subject to a charge equal to fifty percent (50%) of the published service price.

Approval of student services is subject to educational priorities, clinic operations, and educator discretion.

PRIVACY AND ACCESS TO STUDENT RECORDS

AIB maintains student records in accordance with applicable federal and state privacy regulations, including the Family Educational Rights and Privacy Act (FERPA).

Students, or parents/guardians of dependent minor students, may review educational records at a mutually convenient time and in the presence of an authorized school official.

The institution generally requires written authorization from the student or parent/guardian before releasing records to third parties unless disclosure is otherwise permitted or required by law.

AIB does not publish student directory information.

Student records may be made available to accrediting agencies, regulatory authorities, or other authorized entities when required as part of accreditation reviews, audits, investigations, compliance activities, or legal obligations.

Educational records are maintained in secure storage systems designed to protect confidentiality and preserve record integrity. Financial records are maintained in secured locations with access limited to authorized personnel.

The institution maintains student records in accordance with applicable record retention requirements and institutional policies.

TRANSCRIPT RELEASE POLICY

AIB's policy regarding the release of official student transcripts complies with all applicable federal and state regulations, including U.S. Department of Education Regulation 34 CFR 688.14(b)(34) for those students who receive HEA ("Higher Education ACT").

AIB has adopted this Transcript Release Policy for all students, including those who did not receive any HEA funds.

- Upon request by a student or a third party, AIB will provide an official student transcript that includes all clock hours for payment periods in which that student received Title IV, HEA funds or paid cash and for which all institutional charges (money owed to AIB) were either paid or included in **an agreement to pay** at the time the request is made.
- This may result in a **partial transcript** being provided if, in fact, the requested student has a ledger balance for clock hours in a payment period which were completed but AIB has not yet received payment in full for that payment period. If the institutional charges (money owed to AIB) are not paid in full for a payment period, and there is no **agreement to pay** in place, the clock hours in that payment period will not be included in the official transcript and a partial transcript reflecting all other clock hours will be provided.
- As is used above, "an agreement to pay" means a contract entered into between the student and a third-party loan servicer. AIB offers these third-party loan agreements in **very limited instances and at its sole discretion** when a graduate has a ledger

balance (owes money to AIB), that ledger balance is precluding that graduate's licensing or registration, and the graduate has the ability to pay that ledger balance over time. AIB is not obligated to offer a third-party loan agreement to any student but does so on a case-by-case basis as a courtesy. Whether or not to offer a third-party loan agreement is entirely AIB's decision.

- Students who are offered and accept a third-party loan agreement must have made the first payment under that agreement at the time a transcript is requested for AIB to provide an official transcript reflecting all clock hours. If any payments are missed or the student is delinquent in their third-party loan agreement at the time that student requests a transcript, clock hours for the payment period which is covered under the third-party loan agreement will not be included in the official transcripts. A partial transcript reflecting those clock hours within payment periods for which that student paid AIB in full will be reflected in that partial transcript.
- If a student requests an official transcript yet has only attended AIB for one payment period and owes AIB institutional charges which are not included in a third-party loan agreement, there will be no official or partial transcript released.
- All requests for release of official transcripts must be submitted to the Business Office in writing. A non-refundable transcript request fee of \$20.00 must be paid prior to AIB processing the request. Transcripts will only be released electronically to either third parties or students, via e-mail. The release of any official (whether partial or in full) transcripts does not guarantee the release of any diploma or certificates, nor does it guarantee the processing of any licensure/registration applications.

STANDARDS OF CONDUCT

AIB is committed to maintaining a professional, respectful, and safe educational environment. Students are expected to conduct themselves in a manner consistent with professional industry standards.

Students must:

- Attend classes according to their assigned schedule.
- Arrive on time and prepared for instruction. Students arriving after theory class begins may not be allowed to attend class or to clock in until the scheduled class is dismissed; if the student is allowed to enter the classroom late, he/she must do so quietly and without disrupting the educational process in progress. Excessive tardiness could result in suspension.
- Complete all theory, practical, clinic, and examination requirements.
- Day Students must arrive for class by 9:00am to receive full theory credits. Night students must arrive by 5:45pm to receive full theory credits.
- Accurately record attendance using approved timekeeping procedures.
- Obtain permission from a staff member to leave the facility for any reason other than lunchtime, scheduled breaks or scheduled departures.
- Maintain professional appearance and comply with the published dress code.
- **NO** smoking, chewing gum, eating or drinking except in designated areas.
- Comply with scheduled lunch breaks which may vary depending on class schedules and the clinic floor services that are assigned.
- Demonstrate courtesy, professionalism, and respect toward students, educators, staff, clients, and visitors.
- Follow all applicable school policies and state regulations.
- Maintain satisfactory academic progress.

- Practice proper sanitation, infection control, and safety procedures.
- Discuss only ethical and professional subject matters and refrain from using profanity.
- Refrain from theft, dishonesty, harassment, discrimination, disruptive behavior, or destruction of property.
- Use school equipment, supplies, and facilities responsibly.
- Maintain accurate client service documentation.
- Remain engaged in educational activities while clocked in.
- Limit cell phone usage to educational purposes when permitted.
- Always uphold professional ethics and integrity.
- Park only in areas designated as student parking.
- Know all pricing and service policies of the school, the name, purpose, benefits, procedures and costs of products used.
- Recommend and offer appropriate services and retail products to each client assigned to develop professional skills.
- Strive to continually improve abilities through education and practice.
- Students must clock out and leave the school premises whenever instructed to do so by educators or staff members.

Failure to comply with these standards may result in disciplinary action up to and including dismissal from the institution.

DRUG AND ALCOHOL-FREE CAMPUS POLICY

AIB maintains a drug and alcohol-free educational environment in compliance with applicable federal and state laws.

The possession, use, manufacture, distribution, sale, or being under the influence of illegal drugs, controlled substances without a valid prescription, or alcohol on school property or during school-sponsored activities is strictly prohibited.

Students are prohibited from:

Attending class while impaired by drugs or alcohol.

Possessing, using, selling, distributing, or manufacturing illegal drugs.

Possessing drug paraphernalia on campus.

Misusing prescription medications.

Operating equipment or performing services while impaired.

Violations of this policy may result in disciplinary action, including suspension, dismissal, referral to law enforcement, and loss of eligibility for certain educational benefits.

Students seeking assistance for substance abuse concerns are encouraged to utilize community resources and professional treatment providers. Information regarding available assistance resources may be obtained through school administration. Help is available at the National Institute of Drug Abuse Hotline: 1-800-662-HELP.

AIB reserves the right to require drug or alcohol testing when permitted by law and deemed necessary to protect the safety of students, staff, clients, and the educational environment.

AUDIO/VIDEO SURVEILLANCE POLICY

AIB maintains an audio/video surveillance system to support campus safety, security, operational oversight, and the protection of students, employees, clients, visitors, and institutional property.

All security cameras subject to this policy will be listed in a database maintained by AIB. All security cameras or surveillance systems maintained by AIB are and will continue to be in compliance with this policy. To control the unauthorized use of security cameras, they will be placed in a secure location and configured to prevent unauthorized access, duplication or modification.

Surveillance equipment is installed, maintained, and monitored in accordance with applicable laws and institutional privacy standards. Security cameras may be located in public and common areas, including entrances, exits, hallways, classrooms, clinic floors, parking areas, break rooms, conference rooms, lobbies, storage areas, and exterior building locations.

Students, employees, and visitors are notified of surveillance activities through posted signage, institutional policies, and student publications. By entering campus property, individuals acknowledge that they may be subject to audio and video monitoring in public areas.

AIB students, educators, staff and clients do not have a reasonable expectation of privacy, but for areas such as restrooms and changing areas. Surveillance equipment will not be installed in restrooms, changing areas, or any location where an individual has a reasonable expectation of privacy.

Access to surveillance recordings is restricted to authorized personnel. Recordings may be reviewed for safety, security, operational, compliance, investigative, or disciplinary purposes. Access records will be maintained and periodically reviewed to ensure compliance with institutional policy.

Authorized AIB management is permitted to review specific and limited recorded material, generated through the audio/video surveillance system, to aid in resolving an issue regarding (1) safety, (2) student well-being and (3) other matters of school operation, keeping confidentiality intact for the remainder of the surveillance footage not related to these three exceptions and without violating Fourth Amendment protections against warrant-less search and surveillance. (Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, U.S. Sup.Ct., 2002).

Controlled and limited access to surveillance camera recordings is a top priority of AIB's video surveillance policy. Only limited and authorized personnel, as determined by AIB, are permitted to access cameras and footage. Access is password protected. A video surveillance access log is maintained by AIB, documenting (1) the name of the authorized AIB individual accessing the recording, (2) the date of the access, (3) the specific recording being accessed, (4) the reason for the access. This access log is routinely audited by the AIB Compliance Director.

The AIB audio/video surveillance policy strictly prohibits unauthorized individuals or groups from accessing security cameras and recordings. Data stored in the cameras should not be accessed or disclosed to anyone except as outlined by the policy. Audio and video recorded material will be kept confidential from the general public, respecting the privacy of individuals.

Only authorized AIB designees are permitted to access surveillance camera recordings for safety and security purposes as set forth herein, and only while on AIB premises.

In accordance with AIB's video surveillance policy, the security and surveillance cameras will be used in a way to avoid unnecessary intrusions. There will be no intervention in academic freedom of educators and students, their privacy and freedom of speech. This will ultimately aid in professional and ethical use of surveillance cameras.

Audio/video surveillance recordings will be electronically stored by AIB in a secure location, only accessible by authorized personnel, for up to sixty days.

AIB's electronic surveillance policy allows the release of recorded footage to law enforcement officials, as part of an investigation, or pursuant to a warrant. Only the required material will be released, keeping confidentiality intact for the remainder of the surveillance footage. No other students, staff members or visitors will be permitted to access surveillance recordings.

AIB's video surveillance operators are trained to use cameras legally and ethically. AIB takes its Audio/Video Surveillance Policy and its enforcement seriously. Any violation of this policy will result in disciplinary action, up to and including expulsion from the school and termination of employment.

AUDIO RECORDING POLICY

Florida is a two-party consent state for audio recordings. In accordance with Florida law, all parties participating in a private conversation must consent before that conversation may be recorded, or it is illegal to record. It is a violation of Florida Statute 934.03 to secretly record anyone without his/her consent.

Students, employees, and visitors are prohibited from creating, possessing, sharing, distributing, or publishing unauthorized audio recordings of private conversations occurring on school property or during school-sponsored activities.

A violation of Florida Statute 934.03 is a 3rd Degree Felony punishable by up to 5 years in prison and a \$5000 fine. Further, it is an additional 3rd Degree Felony every time an individual shares an unlawful secretly recording audio. So, if you unlawfully record someone and then share that illegal recording with three of your friends, that equates to four 3rd Degree Felonies punishable by up to 20 years in prison and \$20,000 in fines.

AIB maintains a zero-tolerance approach toward unlawful audio recordings and expects all members of the campus community to respect the privacy rights of others.

FIREARMS POLICY

AIB prohibits the possession, display, storage, transfer, sale, use, or carrying of firearms, weapons, explosives, or other dangerous instruments on school property except as expressly permitted by applicable law.

This prohibition applies to all students, employees, clients, visitors, vendors, and contractors while on school property or participating in school-sponsored activities.

Any violation of this policy may result in immediate disciplinary action, removal from campus, referral to law enforcement, and prosecution under applicable federal, state, or local laws.

COMPLIANCE WITH FLORIDA SAFETY IN PRIVATE SPACES ACT

AIB complies with all applicable requirements of the Florida Safety in Private Spaces Act (“the Act”) and expects all students, employees, and clients to do so as well.

To maintain privacy, safety, and compliance with applicable law, the institution designates multi-occupancy restrooms according to the requirements established by the Act. Students, employees, and visitors are expected to comply with all posted restroom designations and institutional directives regarding restroom usage.

The Act defines a person’s sex as “the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as is indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

AIB provides an ADA-compliant single-occupancy restroom that is available for use in accordance with institutional procedures.

Individuals may enter a restroom designated for the opposite sex only under circumstances specifically permitted by applicable law, including assisting a child, elderly individual, or person with a disability; responding to an emergency; performing custodial or maintenance duties; complying with law enforcement or governmental responsibilities; or when otherwise permitted under the Act.

Failure to comply with this policy may result in disciplinary action up to and including dismissal, termination, removal from campus, or referral to law enforcement, as appropriate.

DISCIPLINARY POLICIES

Students are expected to comply with all institutional policies, procedures, standards of conduct, enrollment agreements, and applicable laws and regulations. Violations may result in disciplinary action.

PROBATION

A student may be placed on probation for violations of institutional policies or standards of conduct. Probationary status may include specific conditions, corrective actions, or performance expectations that must be satisfied within a designated period.

SUSPENSION

Students may be suspended for serious or repeated violations of institutional policies, standards of conduct, or safety requirements. Suspension may be imposed for a specified period as determined by school administration.

DISMISSAL

Enrollment may be terminated at the discretion of school administration when a student's conduct, academic performance, attendance, professionalism, safety practices, or policy violations negatively impact the educational environment or fail to meet institutional expectations.

Grounds for dismissal may include, but are not limited to:

Failure to comply with institutional policies, procedures, or enrollment agreements.
Failure to maintain Satisfactory Academic Progress.
Violations of applicable laws or regulatory requirements.
Conduct that threatens the safety or well-being of students, employees, guests, or visitors.
Theft, dishonesty, fraud, or falsification of records.
Possession, use, manufacture, distribution, or sale of prohibited drugs or alcohol.
Immoral, unethical, abusive, threatening, discriminatory, or disruptive conduct.
Willful destruction of institutional property.

APPEALS

Students may appeal disciplinary decisions by submitting a written appeal to the Campus Director. Appeals should clearly describe the circumstances, supporting information, and requested resolution.

School administration will review the appeal and provide a written response within 30 days. Students may also utilize the institution's grievance procedure when appropriate.

Concerns that are not made known to the applicable management personnel cannot be effectively addressed or handled in a timely manner. Students may refer their grievance if unresolved to the following address:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street Suite 1414
Tallahassee, Florida 32399
(850) 245-3200 or Toll Free (888) 224-6684

STUDENT SERVICES

AIB is committed to supporting students throughout their educational journey by providing resources, guidance, and services that promote academic achievement, professional development, and career readiness.

Students have access to a variety of support services, including:

- Academic advising and progress reviews.
- Career development assistance and employment preparation.
- Resume development and interview preparation.
- Licensure application guidance.
- Referrals for professional and community support services when appropriate.
- Financial aid counseling for eligible students.
- Access to institutional policies, procedures, and consumer information.

Students are encouraged to communicate regularly with educators, Campus Directors, and administrative staff regarding any academic, attendance, financial, or personal concerns that may impact their educational success.

Additional student service information is available through the Campus Director or Business Office.

HOUSING ACCOMMODATIONS

AIB does not own, operate, manage, or maintain student housing facilities.

Students are responsible for securing their own housing accommodation and transportation arrangements while attending school.

Upon request, the institution may provide information regarding apartments, hotels, extended-stay facilities, and other housing resources located within a reasonable distance of each campus. The availability of such information does not constitute a recommendation, endorsement, guarantee, or approval of any housing provider.

Students are solely responsible for evaluating housing options and entering into any agreements with housing providers.

INSTRUCTIONAL METHODS AND UNITS OF INSTRUCTION HOURS

All programs offered by AIB utilize clock-hour education and follow consistent instructional methodologies designed to prepare students for graduation, licensure, and entry-level employment within their chosen field.

Instruction is delivered through a combination of classroom theory, demonstrations, practical applications, supervised clinic experiences, interactive activities, audiovisual presentations, projects, guest speakers, and other educational methods designed to enhance student learning and skill development.

Educational content is organized into units of instruction that address specific competencies, knowledge areas, practical skills, safety procedures, sanitation practices, professional development concepts, and state regulatory requirements.

Programs are designed to provide students with both theoretical knowledge and hands-on practical experience using equipment, implements, products, and procedures comparable to those utilized within the professional industry.

Licensed or otherwise qualified educators deliver instruction using structured lesson plans and educational materials designed to support student achievement and competency development.

Detailed curriculum outlines, including unit descriptions and instructional hour allocations, are provided within each program section of this catalog.

Students are evaluated throughout their program to ensure competency and readiness for graduation and professional practice.

GRADING PROCEDURES

AIB utilizes a grading system designed to evaluate student knowledge, competency, practical skill development, and readiness for graduation.

Students are required to complete all assigned theory coursework, practical assignments, examinations, projects, and other educational requirements established for their program of study.

Practical assignments are credited toward program completion only when evaluated as satisfactorily completed by an educator.

Theory knowledge is evaluated through written examinations, quizzes, assignments, projects, presentations, and other assessment methods as determined by the institution.

Students must maintain a minimum cumulative theory grade point average of 75% and satisfy all graduation requirements established by the institution.

The grading scale is as follows:

- 92% – 100% = A
- 83% – 91% = B
- 75% – 82% = C
- 67% – 74% = D
- Below 67% = F

Students who fail or miss examinations, assignments, or practical evaluations may be required to complete make-up work as directed by their educator.

Failure to complete required coursework, practical assignments, or examinations may delay graduation.

INSTRUCTIONAL METHODS

AIB delivers instruction through a structured sequence of learning experiences designed to develop technical competency, professional behavior, critical thinking skills, and career readiness.

Educational delivery methods may include:

- Classroom lectures
- Educator demonstrations
- Interactive discussions
- Practical laboratory exercises
- Supervised clinic experiences
- Audiovisual presentations
- Guest speakers
- Individual and group projects
- Online learning resources
- Industry-specific activities and assignments

Practical training is conducted under the supervision of licensed and qualified educators who evaluate student performance and provide ongoing feedback and coaching.

Clinic floor experiences allow students to develop confidence, professionalism, communication skills, and technical proficiency while performing services within an educational environment.

Students are expected to actively participate in all instructional activities and demonstrate progressive mastery of both theoretical and practical competencies throughout their program.

PROGRAMS OFFERED

LARGO CAMPUS

- Cosmetology
- Full Specialist
- Clinical Skin Care
- Advanced Esthetics
- Massage Therapy
- Spa Therapy
- Production Makeup Artistry
- Nail Technology
- Skin Care
- Barbering/Hair Design
- Restricted Barber

ST. PETERSBURG CAMPUS

- Cosmetology
- Barbering/Hair Design
- Restricted Barber
- Barber
- Full Specialist
- Nail Technology
- Skin Care

BRADENTON CAMPUS

- Cosmetology
- Barber
- Restricted Barber
- Advanced Esthetics
- Full Specialist
- Nail Technology
- Skin Care
- Massage Therapy
- Spa Therapy
- Production Makeup Artistry

Program availability is subject to approval, scheduling, enrollment demand, and regulatory requirements. Students should contact the institution to confirm current program availability at their selected campus prior to enrollment.

COSMETOLOGY (1200 HOURS)

PROGRAM DESCRIPTION:

The Cosmetology Program is designed to prepare students for licensure and entry-level employment in today's beauty industry. Through classroom instruction, hands-on training, and supervised client services, students develop technical skills, professional habits, safety awareness, and industry knowledge necessary for career success.

Students receive comprehensive training in haircutting, hairstyling, hair coloring, texture services, scalp and hair treatments, skin care, makeup application, manicuring, pedicuring,

sanitation, infection control, state laws and regulations, and professional development. The program combines theory and practical application to help students build confidence while working with clients in a supervised educational environment.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES

Career opportunities may include:

- Cosmetologist
- Hairstylist
- Salon Owner or Manager
- Hair Color Specialist
- Texture Specialist
- Educator
- Platform Artist
- Product Representative
- Brand Educator
- Beauty Industry Consultant

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication, consultation, and client service skills.
2. Perform cosmetology services safely and effectively.
3. Apply haircutting, hairstyling, coloring, texture, skin care, makeup, and nail care techniques.
4. Recommend products and services based on client needs.
5. Apply sanitation, infection control, and safety procedures in accordance with industry standards.
6. Demonstrate professionalism, adaptability, and career readiness necessary for long-term success in the beauty industry.

COSMETOLOGY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	25	0
CHM101	Chemistry and Electricity	15	0
EMP 101	Career Information	5	0
FAC101	Facials	40	15
FMH101	Facial Makeup and Hair Removal	35	20
HCB101	Hair Coloring and Bleaching	60	60
HCT101	Hair Cutting	280	100
HEX101	Hair Extensions	30	0
HIV101	HIV/AIDS	4	0
HST101	Hair Styling	280	300
MPN101	Manicures, Pedicures	75	40
PRE101	Perming and Relaxing	170	75
SHR101	Shampooing & Rinsing	75	100
STC101	Scalp Treatment and Color Rinses	50	50
STE101	Sterilization and Sanitation	45	300
STL101	State Law	11	0

COSMETOLOGY COURSE DESCRIPTIONS

ANP 101 Anatomy and Physiology 25 Hours: This course provides instruction in the structure and function of the human body with emphasis on systems and concepts relevant to cosmetology services. Topics include anatomy, physiology, and foundational principles necessary for safe and effective professional practice.

CHM101 Chemistry and Electricity 15 Hours: This course provides instruction in the principles of chemistry and electricity as they relate to cosmetology. Topics include product chemistry, electrical equipment, chemical services, safety procedures, and the application of scientific principles within the salon environment.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty industry. Topics include professional ethics, employment preparation, resume development, interviewing skills, workplace expectations, and the differences between employee and independent contractor career paths.

FAC101 Facials 40 Hours: This course provides instruction in facial treatments, skin analysis, facial massage techniques, product knowledge, and skin health. Topics include common skin conditions and disorders, treatment procedures, and professional facial service techniques.

FMH101 Facial Makeup and Hair Removal 35 Hours: This course provides instruction in makeup application, color theory, facial contouring, and hair removal techniques. Emphasis is placed on the safe and effective performance of professional makeup and hair removal services.

HCB101 Hair Coloring and Bleaching 60 Hours: This course provides instruction in color theory, hair color chemistry, consultation procedures, formulation, application techniques, color correction, and design principles. Practical application of professional hair coloring and lightening services is incorporated throughout the course.

HCT101 Hair Cutting 280 Hours: This course provides instruction in haircutting principles, techniques, and the proper use of haircutting tools and implements. Topics include shear cutting, razor cutting, clipper cutting, texturizing techniques, and haircut design.

HEX101 Hair Extensions 30 Hours: This course provides instruction in wigs, hair additions, braiding techniques, and hair extension applications. Topics include methods used to enhance hair length, volume, texture, and design.

HIV101 HIV/AIDS 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

HST101 Hair Styling 280 Hours: This course provides instruction in hairstyling techniques, design principles, roller placement, thermal styling, special occasion styling, and current industry trends. Practical application of professional styling services is incorporated throughout the course.

MPN101 Manicures, Pedicures 75 Hours: This course provides instruction in nail structure, nail disorders, sanitation procedures, manicuring, pedicuring, and nail enhancement services. Emphasis is placed on proper nail care, maintenance, and professional service procedures.

PRE101 Perming and Relaxing 170 Hours: This course provides instruction in chemical texture services, including permanent waving and chemical relaxing. Topics include product chemistry, consultation procedures, safety considerations, and application techniques.

SHR101 Shampooing and Rinsing 75 Hours: This course provides instruction in shampooing procedures, scalp manipulations, conditioning treatments, product selection, and guest preparation techniques. Practical application of foundational salon services is incorporated throughout the course.

STC101 Scalp Treatment and Color Rinses 50 Hours: This course provides instruction in scalp analysis, scalp treatments, color rinses, and hair and scalp health. Topics include the identification of common conditions and the performance of appropriate treatment services.

STE101 Sterilization and Sanitation 45 Hours: This course provides instruction in infection control, sanitation procedures, sterilization methods, safety protocols, and regulatory requirements necessary to maintain a safe and professional salon environment.

STL101 State Law 11 Hours: This course provides instruction in the laws, rules, and regulations governing the cosmetology profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and regulatory compliance standards.

RESTRICTED BARBER (600 HOURS)

PROGRAM DESCRIPTION:

The Restricted Barber Program is designed to prepare students for licensure and entry-level employment in barbering and men's grooming services. Through classroom instruction, practical training, and supervised client services, students develop the technical knowledge and hands-on skills required to perform barbering services safely, professionally, and effectively.

Students receive training in haircutting, shaving, beard and mustache design, scalp and hair care, sanitation, infection control, and Florida barbering laws and regulations. The program emphasizes professionalism, client consultation, and practical experience to prepare students for success in today's barbering industry.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES:

Career opportunities may include:

- Barber
- Men's Grooming Specialist
- Barber Shop Team Member
- Shop Owner
- Shop Manager
- Platform Artist
- Product Representative
- Brand Educator

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and consultation skills.
2. Perform haircutting, shaving, beard design, and grooming services safely and effectively.
3. Recommend services and products based on client needs.
4. Apply sanitation, infection control, and safety standards.
5. Demonstrate professionalism and workplace readiness.
6. Meet the requirements necessary to pursue barber licensure.

RESTRICTED BARBER PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
CHM101	Hair Structure and Chemistry	25	0
HCT101	Hair Cutting	100	250
HIV101	HIV/AIDS	4	0
SHR101	Shampooing and Rinsing	25	75
SMB101	Shaves, Moustache/Beard Trims	50	75

STE101	Safety, Sanitation and Sterilization	325	0
STL101	State Law	71	0

RESTRICTED BARBER COURSE DESCRIPTIONS

CHM101 Hair Structure and Chemistry 25 Hours: This course introduces the fundamental principles of chemistry and electricity as they relate to the barbering profession. Students develop an understanding of hair structure, product composition, chemical reactions, and electrical safety while learning to apply these concepts safely and effectively in professional barbering services.

HCT101 Hair Cutting 100 Hours: This course provides instruction in the principles and techniques of hair cutting, styling, and design. Students develop proficiency in the proper use of haircutting tools and implements while performing a variety of haircutting techniques and styles. Instruction also includes roller placement, styling fundamentals, and an overview of historical and contemporary hairstyling trends. Practical application is emphasized through hands-on training and guest service experiences.

HIV101 HIV/AIDS 4 Hours: This course provides information regarding HIV/AIDS, including transmission methods, prevention strategies, infection control practices, and the responsibilities of licensed professionals in maintaining a safe and sanitary environment for clients and coworkers.

SHR101 Shampooing and Rinsing 25 Hours: This course provides instruction in shampooing, conditioning, scalp care, and rinsing procedures. Students develop product knowledge and learn proper techniques designed to promote scalp and hair health while delivering professional guest services. Practical application is incorporated throughout the course.

SMB101 Shaves, Moustache/Beard Trims 50 Hours: This course focuses on the techniques and procedures used in professional shaving, beard design, and facial hair grooming services. Students develop the skills necessary to perform facial shaves, moustache trims, and beard shaping services while emphasizing safety, sanitation, client comfort, and professional standards.

STE101 Safety, Sanitation and Sterilization 325 Hours: This course provides comprehensive instruction in infection control, sanitation, disinfection, sterilization, and workplace safety practices. Students learn the procedures necessary to maintain a safe, clean, and professional environment while complying with industry standards and regulatory requirements applicable to the barbering profession.

STL101 State Law 71 Hours: This course provides an overview of the laws, rules, and regulations governing the barbering profession in the State of Florida. Students develop an understanding of the requirements established by the Florida Department of Business and Professional Regulation, professional responsibilities, licensure requirements, and standards of practice necessary for legal and ethical operation within the profession.

BARBERING/HAIR DESIGN (1200 HOURS)

PROGRAM DESCRIPTION:

The Barbering/Hair Design Program is designed to prepare students for licensure and a wide range of career opportunities within the barbering and grooming industry. Combining traditional barbering techniques with contemporary hair design services, the program provides comprehensive training through classroom instruction, hands-on practice, and supervised client services.

Students develop skills in haircutting, hairstyling, shaving, beard design, chemical services, hair coloring, scalp and hair care, sanitation, infection control, and professional development. The curriculum is designed to build technical competency, confidence, and professionalism while preparing students to meet the demands of a modern barbering environment.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES:

Career opportunities may include:

- Barber
- Hair Designer
- Men's Grooming Specialist
- Barber Shop Team Member
- Shop Owner
- Shop Manager
- Platform Artist
- Product Representative
- Brand Educator

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and consultation skills.
2. Perform haircutting, hairstyling, shaving, beard design, and grooming services.
3. Perform chemical and color services within the scope of the program.
4. Apply sanitation, infection control, and safety standards.
5. Recommend products and services based on client needs.
6. Demonstrate professionalism and career readiness necessary for success in barbering and hair design.

BARBERING/HAIR DESIGN PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	25	0
CHM101	Electricity and Chemistry	25	0
EMP101	Career Information	25	0
HCB101	Hair Coloring and Bleaching	175	25
HCT101	Hair Cutting	100	350
HIV101	HIV/AIDS	4	0
HST101	Hair Styling	100	200
MFM101	Men's Facial Massage	25	15
PRE101	Perming and Relaxing	175	60
SHR101	Shampooing & Rinsing	75	200
SMB101	Shaves, Moustache/Beard Trims	25	75
STE101	Safety, Sanitation and Sterilization	300	300
STL101	State Law	146	0

BARBERING/HAIR DESIGN COURSE DESCRIPTIONS

ANP 101 Anatomy and Physiology 25 Hours: This course provides instruction in the structure and function of the human body with emphasis on anatomy and physiology concepts relevant to the barbering profession.

CHM101 Chemistry and Electricity 25 Hours: This course provides instruction in the principles of chemistry and electricity as they relate to barbering services. Topics include product chemistry, electrical safety, and the application of scientific principles within the barbering profession.

EMP101 Career Information 25 Hours: This course provides instruction in career opportunities within the beauty and barbering industries. Topics include industry history, professional ethics, employment preparation, resume development, interviewing skills, workplace expectations, professional image, and the differences between employee and independent contractor career paths.

HCB101 Hair Coloring and Bleaching 175 Hours: This course provides instruction in color theory, hair color chemistry, consultation procedures, formulation, application techniques, color correction, and hair color design principles. Practical application of professional hair coloring and lightening services is incorporated throughout the course.

HCT101 Hair Cutting 100 Hours: This course provides instruction in haircutting principles, techniques, and the proper use of haircutting tools and implements. Topics include shear cutting, texturizing techniques, razor cutting, clipper cutting, men's hair replacement services, and haircut design. Practical application of haircutting services is incorporated throughout the course.

HIV101 HIV/AIDS 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

HST101 Hair Styling 100 Hours: This course provides instruction in hairstyling techniques, roller placement, design principles, historical and contemporary styling trends, and the fundamentals of hair design. Practical application of professional hairstyling services is incorporated throughout the course.

MFM101 Men's Facial Massage 25 Hours: This course provides instruction in men's facial massage techniques, skin structure, skin disorders, skin diseases, and professional facial service procedures. Practical application of men's facial massage services is incorporated throughout the course.

PRE101 Perming and Relaxing 175 Hours: This course provides instruction in chemical texture services, including permanent waving and chemical relaxing. Topics include product chemistry, consultation procedures, safety considerations, and application techniques. Practical application of chemical texture services is incorporated throughout the course.

SHR101 Shampooing and Rinsing 75 Hours: This course provides instruction in shampooing procedures, scalp manipulations, conditioning treatments, scalp treatments, product knowledge, and the properties and disorders of the hair and scalp. Practical application of shampooing and rinsing services is incorporated throughout the course.

SMB101 Shaves, Mustache/Beard Trims 25 Hours: This course provides instruction in shaving techniques, facial hair design, mustache grooming, beard trimming, and beard shaping services. Topics include client preparation, safety procedures, sanitation practices, and professional service standards.

STE101 Safety Sanitation and Sterilization 300 Hours: This course provides instruction in infection control, sanitation procedures, sterilization methods, safety protocols, and workplace practices required within the barbering profession. Emphasis is placed on maintaining a safe, clean, and professional barbershop environment while complying with industry standards and regulatory requirements.

STL101 State Law 146 Hours: This course provides instruction in the laws, rules, and regulations governing the barbering profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

BARBER (900 HOURS)

PROGRAM DESCRIPTION:

The Barber Program is designed to prepare students for licensure and entry-level employment in the rapidly growing barbering industry. Through a combination of classroom instruction, hands-on training, and supervised client services, students develop the technical skills, professional habits, and industry knowledge necessary to build successful careers in barbering.

Students receive training in haircutting, fading, tapering, shaving, beard and mustache design, scalp and hair care, sanitation, infection control, guest consultation, and professional development. Emphasis is placed on modern barbering techniques while maintaining the foundational principles of traditional barbering.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES

- Barber
- Hair Designer
- Men's Grooming Specialist
- Barber Shop Team Member
- Shop Owner
- Shop Manager
- Platform Artist
- Product Representative
- Brand Educator

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and client consultation skills.
2. Perform haircutting, fading, tapering, shaving, and beard design services safely and effectively.
3. Analyze client needs and recommend appropriate services and products.
4. Apply sanitation, infection control, and safety procedures.
5. Demonstrate professionalism, business awareness, and workplace readiness.
6. Meeting the requirements necessary to pursue barber licensure and employment opportunities within the industry.

BARBER

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	25	0
CHM101	Electricity and Chemistry	25	0
EMP101	Career Information	25	0
HCB101	Hair Coloring and Bleaching	125	20
HCT101	Hair Cutting	100	250
HIV101	HIV/AIDS	4	0
HST101	Hair Styling	75	150
MFM101	Men's Facial Massage	25	15
PRE101	Perming and Relaxing	100	60
SHR101	Shampooing & Rinsing	50	150
SMB101	Shaves, Moustache/Beard Trims	25	75
STE101	Safety, Sanitation and Sterilization	250	200
STL101	State Law	71	0

BARBER COURSE DESCRIPTIONS

ANP 101 Anatomy and Physiology 25 Hours: This course provides instruction in the structure and function of the human body with emphasis on anatomy and physiology concepts relevant to the barbering profession.

CHM101 Chemistry and Electricity 25 Hours: This course provides instruction in the principles of chemistry and electricity as they relate to barbering services. Topics include product chemistry, electrical safety, and the application of scientific principles within the barbering profession.

EMP101 Career Information 25 Hours: This course provides instruction in career opportunities within the beauty and barbering industries. Topics include industry history, professional ethics, employment preparation, resume development, interviewing skills, workplace expectations, professional image, and the differences between employee and independent contractor career paths.

HCB101 Hair Coloring and Bleaching 125 Hours: This course provides instruction in color theory, hair color chemistry, consultation procedures, formulation, application techniques, color correction, and hair color design principles. Practical application of professional hair coloring and lightening services is incorporated throughout the course.

HCT101 Hair Cutting 100 Hours: This course provides instruction in haircutting principles, techniques, and the proper use of haircutting tools and implements. Topics include shear cutting, texturizing techniques, razor cutting, clipper cutting, men's hair replacement services, and haircut design. Practical application of haircutting services is incorporated throughout the course.

HIV101 HIV/AIDS 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

HST101 Hair Styling 75 Hours: This course provides instruction in hairstyling techniques, roller placement, design principles, historical and contemporary styling trends, and the fundamentals of hair design. Practical application of professional hairstyling services is incorporated throughout the course.

MFM101 Men's Facial Massage 25 Hours: This course provides instruction in men's facial massage techniques, skin structure, skin disorders, skin diseases, and professional facial service procedures. Practical application of men's facial massage services is incorporated throughout the course.

PRE101 Perming and Relaxing 100 Hours: This course provides instruction in chemical texture services, including permanent waving and chemical relaxing. Topics include product chemistry, consultation procedures, safety considerations, and application techniques. Practical application of chemical texture services is incorporated throughout the course.

SHR101 Shampooing and Rinsing 50 Hours: This course provides instruction in shampooing procedures, scalp manipulations, conditioning treatments, scalp treatments, product knowledge, and the properties and disorders of the hair and scalp. Practical application of shampooing and rinsing services is incorporated throughout the course.

SMB101 Shaves, Mustache/Beard Trims 25 Hours: This course provides instruction in shaving techniques, facial hair design, mustache grooming, beard trimming, and beard shaping services. Topics include client preparation, safety procedures, sanitation practices, and professional service standards.

STE101 Safety Sanitation and Sterilization 250 Hours: This course provides instruction in infection control, sanitation procedures, sterilization methods, safety protocols, and workplace practices required within the barbering profession. Emphasis is placed on maintaining a safe, clean, and professional barbershop environment while complying with industry standards and regulatory requirements.

STL101 State Law 71 Hours: This course provides instruction in the laws, rules, and regulations governing the barbering profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

NAIL TECHNOLOGY (300 HOURS)

PROGRAM DESCRIPTION:

The Nail Technology Program is designed to prepare students for licensure and entry-level employment in the nail and beauty industry. Through a combination of classroom instruction, hands-on training, and supervised client services, students develop technical skills, professional habits, and industry knowledge necessary to build successful careers as nail professionals.

Students receive training in manicuring, pedicuring, nail enhancements, nail artistry, sanitation, infection control, product knowledge, client consultation, and professional development. The curriculum emphasizes both technical proficiency and client experience while preparing students to work in salons, spas, and specialty nail environments.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES:

Career opportunities may include:

- Nail Technician
- Nail Artist
- Salon Nail Specialist
- Product Representative
- Brand Educator
- Salon Owner
- Salon Manager
- Platform Artist

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and client consultation skills.
2. Perform manicuring, pedicuring, and nail enhancement services safely and effectively.
3. Apply nail design principles and current industry trends.
4. Recommend products and services based on client needs.
5. Apply sanitation, infection control, and safety procedures in accordance with industry standards.
6. Demonstrate professionalism and career readiness necessary for success in the nail industry

NAIL TECHNOLOGY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
EMP101	Career Information	5	0
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	4	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
NPC101	Nail Product Chemistry	71	0
NPR101	Nail Repair	5	5
NRT101	Nail Art	5	10
NSG101	Nail Structure and Growth	15	0
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
NWR101	Nail Wrapping	5	10
PED101	Pedicuring	15	30
PED102	Spa Pedicuring	5	20
PES101	Personal Ethics and Professional Image	5	0
POL101	Polishing	5	20
SCN101	Sculptured Nails	40	15
STL101	State Law	10	0

NAIL TECHNOLOGY COURSE DESCRIPTIONS

ANR101 Artificial Nail Removal 5 Hours: This course provides instruction in the methods, techniques, and implements used for the safe removal of artificial nail enhancements. Practical application of artificial nail removal procedures is incorporated throughout the course.

ASN101 Nail Diseases and Disorders 15 Hours: This course provides instruction in nail structure, nail diseases, and nail disorders. Topics include the identification of conditions that may prohibit nail services and the professional responsibilities associated with client safety and referral procedures.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional salon environment.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty industry. Topics include employment preparation, resume development, interviewing skills, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

GEL101 Gel Nails 5 Hours: This course provides instruction in gel nail enhancement services, including application procedures, product knowledge, safety considerations, and maintenance requirements. Practical application of gel nail services is incorporated throughout the course.

HIV101 HIV/AIDS 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MAN101 Manicuring 20 Hours: This course provides instruction in manicuring procedures, workstation preparation, nail care techniques, and professional service standards. Practical application of manicure services is incorporated throughout the course.

MAN102 Spa Manicuring 5 Hours: This course provides instruction in spa manicure services, including advanced manicure techniques, workstation preparation, product selection, and professional service procedures. Practical application of spa manicure services is incorporated throughout the course.

NPC101 Nail Product Chemistry 71 Hours: This course provides instruction in nail product chemistry and the composition, characteristics, and safe use of professional nail products. Topics include product selection, performance, and application considerations.

NPR101 Nail Repair 5 Hours: This course provides instruction in nail repair techniques, procedures, and safety considerations. Practical application of nail repair services is incorporated throughout the course.

NRT101 Nail Art 5 Hours: This course provides instruction in nail art techniques, design principles, and decorative applications for natural and enhanced nails. Practical application of nail art services is incorporated throughout the course.

NSG101 Nail Structure and Growth 15 Hours: This course provides instruction in the anatomy and physiology of the hands, arms, feet, and nails. Topics include nail structure, growth patterns, and the relationship between nail health and professional nail services.

NTF101 Nail Tips with Overlays 40 Hours: This course provides instruction in nail tip application, acrylic overlays, product selection, and safety procedures. Practical application of nail tip and overlay services is incorporated throughout the course.

NTF102 Fill-Ins 5 Hours: This course provides instruction in maintenance procedures for artificial nail enhancements, including fill-in techniques, product application, and safety considerations. Practical application of fill-in services is incorporated throughout the course.

NWR101 Nail Wrapping 5 Hours: This course provides instruction in nail wrapping techniques, including application procedures, maintenance requirements, and removal methods. Practical application of nail wrap services is incorporated throughout the course.

PED101 Pedicuring 15 Hours: This course provides instruction in pedicuring procedures, workstation preparation, foot care techniques, and professional service standards. Practical application of pedicure services is incorporated throughout the course.

PED102 Spa Pedicuring 5 Hours: This course provides instruction in spa pedicure services, including advanced foot care procedures, product selection, and professional service techniques. Practical application of spa pedicure services is incorporated throughout the course.

PES101 Personal Ethics and Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty industry.

POL101 Polishing 5 Hours: This course provides instruction in nail polishing techniques, product application, and professional finishing procedures for fingernails and toenails. Practical application of nail polishing services is incorporated throughout the course.

SCN101 Sculptured Nails 40 Hours: This course provides instruction in sculptured nail enhancement services, including acrylic application techniques, product knowledge, safety considerations, and maintenance procedures. Practical application of sculptured nail services is incorporated throughout the course.

STL101 State Law 10 Hours: This course provides instruction in the laws, rules, and regulations governing the nail technology profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

SKIN CARE (300 Hours)

PROGRAM DESCRIPTION:

The Skin Care Program is designed to prepare students for licensure and entry-level employment in the skin care and wellness industry. Through classroom instruction, hands-on training, and supervised client services, students develop technical skills, treatment knowledge, and professional habits necessary to provide skin care services safely and effectively.

Students receive training in facials, hair removal, skin analysis, product selection, sanitation, infection control, makeup application, client consultation, and professional development. The curriculum emphasizes individualized treatment planning, client experience, and practical application in a supervised educational environment.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES:

Career opportunities may include:

- Facial Specialist/Esthetician
- Spa Professional
- Waxing Specialist
- Makeup Artist
- Product Representative
- Brand Educator
- Spa Coordinator/Manager

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and consultation skills.
2. Perform facial treatments, skin analysis, hair removal, and makeup services safely and effectively.
3. Evaluate skin conditions and recommend appropriate treatment plans and products.
4. Apply sanitation, infection control, and safety procedures.
5. Deliver exceptional client experiences through professionalism and service excellence.
6. Demonstrate career readiness and professionalism necessary for success in the skin care industry.

SKIN CARE PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy, Physiology and Histology	40	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
CHN101	Chemistry and Nutrition	6	0
DSE101	Disorders of the Skin	45	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
EMP101	Career Information	5	30
FMC101	Facial Machines	20	0
FMS101	Facial Massage	25	0
FTM101	Basic Facials	25	25
FTM102	European Facials	25	30
HIV101	HIV/AIDS	4	0
MUT101	Makeup Techniques	27	20
PES101	Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	25
STL101	State Law	10	0
WTH101	Hair Removal	20	30

SKIN CARE COURSE DESCRIPTIONS

ANP101 Anatomy, Physiology and Histology 40 Hours: This course provides instruction in anatomy, physiology, and histology as they relate to the skin care profession. Topics include facial nerves, muscles, tissues, bones, body systems, and the structure and function of the human body.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional environment while complying with industry standards and regulatory requirements.

CHN101 Chemistry and Nutrition 6 Hours: This course provides instruction in the principles of chemistry and nutrition as they relate to skin health and professional skin care services. Topics include product chemistry, ingredient functions, nutritional influences on skin health, and the relationship between overall wellness and skin condition.

DSE101 Disorders of the Skin 45 Hours: This course provides instruction in the identification of skin disorders, skin conditions, treatment considerations, contraindications, and professional referral procedures. Emphasis is placed on safe service practices and client care.

ELB101 Eyelash and Brow Treatments 10 Hours: This course provides instruction in eyelash and eyebrow enhancement services, including tinting procedures, eyelash application techniques, product knowledge, and safety considerations. Practical application of eyelash and brow services is incorporated throughout the course.

ELC101 Electricity 8 Hours: This course provides instruction in the principles of electricity as they relate to professional skin care services. Topics include electrical safety, equipment operation, and the application of electrical devices used within the industry.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty and wellness industries. Topics include employment preparation, resume development, interviewing skills, retail practices, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

FMC101 Facial Machines 20 Hours: This course provides instruction in the operation, benefits, indications, contraindications, and safety procedures associated with professional facial machines. Topics include equipment selection, treatment applications, and client safety considerations.

FMS101 Facial Massage 25 Hours: This course provides instruction in facial massage techniques, movements, benefits, and treatment applications. Practical application of facial massage services is incorporated throughout the course.

FTM101 Basic Facials 25 Hours: This course provides instruction in basic facial treatments, skin care products, consultation procedures, cleansing techniques, extractions, and facial treatment protocols. Practical application of facial services is incorporated throughout the course.

FTM102 European Facials 25 Hours: This course provides instruction in advanced facial treatments, including European facials, chemical peels, microdermabrasion procedures, and advanced treatment concepts. Practical application of facial treatments and microdermabrasion services is incorporated throughout the course.

HIV101 HIV/Aids 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MUT101 Makeup Techniques 27 Hours: This course provides instruction in cosmetics, color theory, product selection, and professional makeup application techniques. Practical application of makeup services is incorporated throughout the course.

PES101 Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty and wellness industries.

PSA101 Procedure of Skin Analysis 10 Hours: This course provides instruction in skin analysis procedures, skin types, skin conditions, consultation techniques, and treatment planning. Practical application of skin analysis techniques is incorporated throughout the course.

STL101 State Law 10 Hours: This course provides instruction in the laws, rules, and regulations governing the skin care profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

WTH101 Hair Removal 20 Hours: This course provides instruction in hair removal methods, treatment procedures, equipment, product selection, safety considerations, and client care. Practical application of hair removal services is incorporated throughout the course.

FULL SPECIALIST (600 HOURS)

PROGRAM DESCRIPTION:

The Full Specialist Program combines training in skin care and nail technology, preparing students for licensure and employment opportunities across multiple segments of the beauty and wellness industry. Through classroom instruction, practical application, and supervised client services, students develop a diverse skill set that supports career flexibility and long-term professional growth.

Students receive training in facials, skin analysis, hair removal, makeup application, manicuring, pedicuring, nail enhancements, sanitation, infection control, guest consultation, and professional development. The program provides comprehensive exposure to both skin care and nail services while emphasizing professionalism and client satisfaction.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES:

Career opportunities may include:

- Full Specialist
- Facial Specialist/Esthetician
- Nail Technician
- Spa Professional
- Waxing Specialist
- Salon or Spa Coordinator/Manager

- Brand Educator

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and consultation skills.
2. Perform skin care and nail services safely and effectively.
3. Evaluate client needs and recommend appropriate products and services.
4. Apply sanitation, infection control, and safety standards.
5. Deliver exceptional client experiences through professionalism and service excellence.
6. Demonstrate career readiness and versatility within the beauty and wellness industries.

FULL SPECIALIST PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
EMP101	Career Information	5	0
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	4	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
NPC101	Nail Product Chemistry	71	0
NPR101	Nail Repair	5	5
NRT101	Nail Art	5	10
NSG101	Nail Structure and Growth	15	0
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
NWR101	Nail Wrapping	5	10
PED101	Pedicuring	15	30
PED102	Spa Pedicuring	5	20
PES101	Personal Ethics and Professional Image	5	0
POL101	Polishing	5	20
SCN101	Sculptured Nails	40	15
STL101	State Law	10	0
ANP101	Anatomy, Physiology and Histology	40	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
CHN101	Chemistry and Nutrition	6	0
DSE101	Disorders of the Skin	45	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
EMP101	Career Information	5	30
FMC101	Facial Machines	20	0
FMS101	Facial Massage	25	0
FTM101	Basic Facials	25	25
FTM102	European Facials	25	30
HIV101	HIV/AIDS	4	0
MUT101	Makeup Techniques	27	20
PES101	Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	25
STL101	State Law	10	0
WTH101	Hair Removal	20	30

FULL SPECIALIST COURSE DESCRIPTIONS

ANR101 Artificial Nail Removal 5 Hours: This course provides instruction in the methods, techniques, and implements used for the safe removal of artificial nail enhancements. Practical application of artificial nail removal procedures is incorporated throughout the course.

ASN101 Nail Diseases and Disorders 15 Hours: This course provides instruction in nail structure, nail diseases, and nail disorders. Topics include the identification of conditions that may prohibit nail services and the professional responsibilities associated with client safety and referral procedures.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional salon environment.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty industry. Topics include employment preparation, resume development, interviewing skills, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

GEL101 Gel Nails 5 Hours: This course provides instruction in gel nail enhancement services, including application procedures, product knowledge, safety considerations, and maintenance requirements. Practical application of gel nail services is incorporated throughout the course.

HIV101 HIV/AIDS 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MAN101 Manicuring 20 Hours: This course provides instruction in manicuring procedures, workstation preparation, nail care techniques, and professional service standards. Practical application of manicure services is incorporated throughout the course.

MAN102 Spa Manicuring 5 Hours: This course provides instruction in spa manicure services, including advanced manicure techniques, workstation preparation, product selection, and professional service procedures. Practical application of spa manicure services is incorporated throughout the course.

NPC101 Nail Product Chemistry 71 Hours: This course provides instruction in nail product chemistry and the composition, characteristics, and safe use of professional nail products. Topics include product selection, performance, and application considerations.

NPR101 Nail Repair 5 Hours: This course provides instruction in nail repair techniques, procedures, and safety considerations. Practical application of nail repair services is incorporated throughout the course.

NRT101 Nail Art 5 Hours: This course provides instruction in nail art techniques, design principles, and decorative applications for natural and enhanced nails. Practical application of nail art services is incorporated throughout the course.

NSG101 Nail Structure and Growth 15 Hours: This course provides instruction in the anatomy and physiology of the hands, arms, feet, and nails. Topics include nail structure, growth patterns, and the relationship between nail health and professional nail services.

NTF101 Nail Tips with Overlays 40 Hours: This course provides instruction in nail tip application, acrylic overlays, product selection, and safety procedures. Practical application of nail tip and overlay services is incorporated throughout the course.

NTF102 Fill-Ins 5 Hours: This course provides instruction in maintenance procedures for artificial nail enhancements, including fill-in techniques, product application, and safety considerations. Practical application of fill-in services is incorporated throughout the course.

NWR101 Nail Wrapping 5 Hours: This course provides instruction in nail wrapping techniques, including application procedures, maintenance requirements, and removal methods. Practical application of nail wrap services is incorporated throughout the course.

PED101 Pedicuring 15 Hours: This course provides instruction in pedicuring procedures, workstation preparation, foot care techniques, and professional service standards. Practical application of pedicure services is incorporated throughout the course.

PED102 Spa Pedicuring 5 Hours: This course provides instruction in spa pedicure services, including advanced foot care procedures, product selection, and professional service techniques. Practical application of spa pedicure services is incorporated throughout the course.

PES101 Personal Ethics and Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty industry.

POL101 Polishing 5 Hours: This course provides instruction in nail polishing techniques, product application, and professional finishing procedures for fingernails and toenails. Practical application of nail polishing services is incorporated throughout the course.

SCN101 Sculptured Nails 40 Hours: This course provides instruction in sculptured nail enhancement services, including acrylic application techniques, product knowledge, safety considerations, and maintenance procedures. Practical application of sculptured nail services is incorporated throughout the course.

STL101 State Law 10 Hours: This course provides instruction in the laws, rules, and regulations governing the nail technology profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

ANP101 Anatomy, Physiology and Histology 40 Hours: This course provides instruction in anatomy, physiology, and histology as they relate to the skin care profession. Topics include facial nerves, muscles, tissues, bones, body systems, and the structure and function of the human body.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional environment while complying with industry standards and regulatory requirements.

CHN101 Chemistry and Nutrition 6 Hours: This course provides instruction in the principles of chemistry and nutrition as they relate to skin health and professional skin care services. Topics include product chemistry, ingredient functions, nutritional influences on skin health, and the relationship between overall wellness and skin condition.

DSE101 Disorders of the Skin 45 Hours: This course provides instruction in the identification of skin disorders, skin conditions, treatment considerations, contraindications, and professional referral procedures. Emphasis is placed on safe service practices and client care.

ELB101 Eyelash and Brow Treatments 10 Hours: This course provides instruction in eyelash and eyebrow enhancement services, including tinting procedures, eyelash application techniques, product knowledge, and safety considerations. Practical application of eyelash and brow services is incorporated throughout the course.

ELC101 Electricity 8 Hours: This course provides instruction in the principles of electricity as they relate to professional skin care services. Topics include electrical safety, equipment operation, and the application of electrical devices used within the industry.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty and wellness industries. Topics include employment preparation, resume development, interviewing skills, retail practices, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

FMC101 Facial Machines 20 Hours: This course provides instruction in the operation, benefits, indications, contraindications, and safety procedures associated with professional facial machines. Topics include equipment selection, treatment applications, and client safety considerations.

FMS101 Facial Massage 25 Hours: This course provides instruction in facial massage techniques, movements, benefits, and treatment applications. Practical application of facial massage services is incorporated throughout the course.

FTM101 Basic Facials 25 Hours: This course provides instruction in basic facial treatments, skin care products, consultation procedures, cleansing techniques, extractions, and facial treatment protocols. Practical application of facial services is incorporated throughout the course.

FTM102 European Facials 25 Hours: This course provides instruction in advanced facial treatments, including European facials, chemical peels, microdermabrasion procedures, and advanced treatment concepts. Practical application of facial treatments and microdermabrasion services is incorporated throughout the course.

HIV101 HIV/Aids 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MUT101 Makeup Techniques 27 Hours: This course provides instruction in cosmetics, color theory, product selection, and professional makeup application techniques. Practical application of makeup services is incorporated throughout the course.

PES101 Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty and wellness industries.

PSA101 Procedure of Skin Analysis 10 Hours: This course provides instruction in skin analysis procedures, skin types, skin conditions, consultation techniques, and treatment planning. Practical application of skin analysis techniques is incorporated throughout the course.

STL101 State Law 10 Hours: This course provides instruction in the laws, rules, and regulations governing the skin care profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

WTH101 Hair Removal 20 Hours: This course provides instruction in hair removal methods, treatment procedures, equipment, product selection, safety considerations, and client care. Practical application of hair removal services is incorporated throughout the course.

CLINICAL SKIN CARE PROGRAM (720 Hours)

PROGRAM DESCRIPTION:

The Clinical Skin Care Program is designed for individuals seeking advanced training in skin care techniques, treatment technologies, and professional consultation skills. Through classroom instruction, hands-on training, and supervised practical experiences, students expand their knowledge of advanced skin care concepts while developing the confidence necessary to work in today's evolving esthetics industry.

Students receive training in advanced skin analysis, treatment planning, ingredient technology, advanced facial protocols, client consultation, sanitation, infection control, and professional development. The curriculum emphasizes evidence-based practices, client education, and advanced service delivery.

Upon successful completion of all program requirements, graduates are awarded a diploma.

CAREER OPPORTUNITIES

Career opportunities may include:

- Clinical Skin Care Specialist
- Medical Spa Support Professional
- Treatment Specialist
- Product Educator
- Brand Representative
- Spa Manager
- Skin Care Consultant

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate advanced consultation and communication skills.
2. Perform advanced skin care services safely and effectively.
3. Analyze skin conditions and develop appropriate treatment recommendations.
4. Evaluate products, ingredients, and treatment protocols.
5. Apply advanced sanitation, infection control, and safety standards.
6. Demonstrate professionalism and advanced career readiness within the skin care industry.

CLINICAL SKIN CARE PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	40	0
ANP201	Advanced Anatomy and Physiology	20	0
BSH101	Bacteriology, Sterilization, and Sanitation	20	100
BSH201	Advanced Bacteriology and Sanitation	10	150
CHN101	Chemistry and Nutrition	8	0
DSE101	Disorders of the Skin	45	0
DSE201	Advanced Skin Disorders	20	0
ELB101	Eyelash/Brow Treatments	20	25
ELC101	Electricity	28	0
ELC201	Advanced Laser, Energy & Frequency	20	0
EMP101	Career Information	15	30
FMC101	Facial Machines	40	0
FMC201	Advanced Facial Machines/Product	30	0
FMS101	Facial Massage	45	0
FTM101	Basic Facials	35	50
FTM102	European Facials	80	90
HIV101	HIV/AIDS	4	0
MED101	Medical protocol/paramedical	50	0
MED102	Pre-Op and Post Op Procedures	50	0
MUT101	Makeup Techniques	45	20
MUT201	Advanced Makeup Techniques	10	20
PES101	Professional Image	20	0
PSA101	Procedure of Skin Analysis	20	50
STL101	State Law	15	0
WTH101	Hair Removal	30	40

CLINICAL SKIN CARE COURSE DESCRIPTIONS

ANP101 Anatomy and Physiology 40 Hours: This course provides instruction in anatomy, physiology, and histology as they relate to the skin care profession. Topics include facial nerves, muscles, tissues, bones, body systems, and the structure and function of the human body.

ANP201 Advanced and Physiology 20 Hours: The advanced study of cardiovascular and lymphatic systems, muscles and nerves, histology of cells and skin and hormones.

BSH101 Bacteriology, Sterilization and Sanitation 20 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional environment while complying with industry standards and regulatory requirements.

BSH201 Advanced Bacteriology and Infection Control 10 Hours: The advanced study of bacteria, proper sanitation and infection control.

CHN101 Chemistry and Nutrition 8 Hours: This course provides instruction in the principles of chemistry and nutrition as they relate to skin health and professional skin care services. Topics include product chemistry, ingredient functions, nutritional influences on skin health, and the relationship between overall wellness and skin condition.

DSE101 Disorders of the Skin 45 Hours: This course provides instruction in the identification of skin disorders, skin conditions, treatment considerations, contraindications, and professional referral procedures. Emphasis is placed on safe service practices and client care.

DSE201 Advanced Skin Disorders 20 Hours: The advanced study of skin disorders, precautions and procedures used to treat them.

ELB101 Eyelash and Brow Treatments 20 Hours: This course provides instruction in eyelash and eyebrow enhancement services, including tinting procedures, eyelash application techniques, product knowledge, and safety considerations. Practical application of eyelash and brow services is incorporated throughout the course.

ELC101 Electricity 28 Hours: This course provides instruction in the principles of electricity as they relate to professional skin care services. Topics include electrical safety, equipment operation, and the application of electrical devices used within the industry.

ELC201 Advanced Laser, Energy & Frequency 20 Hours: The advanced study of laser, light energy and radio frequency therapy, various treatments and how it relates to the skin student.

EMP101 Career Information 15 Hours: This course provides instruction in career opportunities within the beauty and wellness industries. Topics include employment preparation, resume development, interviewing skills, retail practices, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

FMC101 Facial Machines 40 Hours: This course provides instruction in the operation, benefits, indications, contraindications, and safety procedures associated with professional facial machines. Topics include equipment selection, treatment applications, and client safety considerations.

FMC201 Advanced Facial Machines/Product 30 Hours: The study of more advanced facial machines and processes, advanced skin care products, advanced chemistry and ingredients.

FMS101 Facial Massage 45 Hours: This course provides instruction in facial massage techniques, movements, benefits, and treatment applications. Practical application of facial massage services is incorporated throughout the course.

FTM101 Basic Facials 35 Hours: This course provides instruction in basic facial treatments, skin care products, consultation procedures, cleansing techniques, extractions, and facial treatment protocols. Practical application of facial services is incorporated throughout the course.

FTM102 European Facials 80 Hours: This course provides instruction in advanced facial treatments, including European facials, chemical peels, microdermabrasion procedures, and advanced treatment concepts. Practical application of facial treatments and microdermabrasion services is incorporated throughout the course.

HIV101 HIV/Aids 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MED101 Medical Protocol/Paramedical 50 Hours: Study of the role of the skin care specialist in a medical office environment. Paramedical treatments and procedures used by the skin care specialist in the medical office. Students will learn pharmacology and working in a plastic surgery setting.

MED 102 PRE-OP and POST OP Procedures 50 Hours: Study of the role of a skin care specialist in the pre and post operation medical environment. Students will study the various procedures necessary to perform the functions used in this area of clinical skin care. Students will learn their role in pre and post op treatments, medical terminology and medical intervention.

MUT101 Makeup Techniques 45 Hours: This course provides instruction in cosmetics, color theory, product selection, and professional makeup application techniques. Practical application of makeup services is incorporated throughout the course.

MUT201 Advanced Makeup Techniques 10 Hours: Advanced study of makeup techniques and color theory. Students will apply more advanced makeup applications.

PES101 Professional Image 20 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty and wellness industries.

PSA101 Procedure of Skin Analysis 20 Hours: This course provides instruction in skin analysis procedures, skin types, skin conditions, consultation techniques, and treatment planning. Practical application of skin analysis techniques is incorporated throughout the course.

STL101 State Law 15 Hours: This course provides instruction in the laws, rules, and regulations governing the skin care profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

WTH101 Hair Removal 30 Hours: This course provides instruction in hair removal methods, treatment procedures, equipment, product selection, safety considerations, and client care. Practical application of hair removal services is incorporated throughout the course.

ADVANCED ESTHETICS (600 HOURS)

PROGRAM DESCRIPTION:

The Advanced Esthetics Program is designed to provide students with advanced training in modern esthetics techniques, technologies, and treatment protocols. Through classroom instruction, practical application, and supervised client services, students develop the advanced knowledge and technical skills necessary to pursue opportunities in today's expanding esthetics industry.

Students receive training in advanced facial treatments, treatment technologies, skin analysis, product chemistry, consultation techniques, professional development, sanitation, and infection control. The curriculum focuses on advanced service delivery, client education, and career advancement opportunities within the esthetics profession.

Upon successful completion of all program requirements, graduates are awarded a diploma.

CAREER OPPORTUNITIES

Career opportunities may include:

- Advanced Esthetics Professional
- Skin Care Specialist
- Spa Professional
- Treatment Specialist
- Product Educator
- Brand Representative
- Spa Manager
- Skin Care Consultant

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate advanced consultation and communication skills.
2. Perform advanced esthetics services safely and effectively.
3. Evaluate skin conditions and develop treatment recommendations.
4. Recommend products and services based on client goals and needs.
5. Apply advanced sanitation, infection control, and safety procedures.

6. Demonstrate professionalism, leadership, and career readiness within the esthetics industry.

ADVANCED ESTHETICS PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy, Physiology & Histology	50	0
ANP102	Advanced Anatomy & Physiology	40	0
BSH101	Infection Control	15	100
BSH201	Advanced Infection Control	30	150
CHN101	Chemistry & Nutrition	6	0
DSE101	Disorders & Diseases of the Skin	45	0
DSE201	Advanced Disorders of the Skin	40	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
ELC201	Adv. Laser, Energy and Frequency	30	0
EMP101	Career Information	5	0
FMC101	Facial Machines	20	30
FMC201	Advanced Facial Machines	50	0
FMS101	Facial Massage	25	50
FTM101	Facials - Basic	25	50
FTM102	Facials - European	25	30
HIV101	HIV/AIDS	4	0
MED101	Medical Protocol/Paramedical	50	0
MED102	Pre Op and Post Op Procedures	50	0
MUT101	World of Makeup	27	30
PES101	Professional Image	5	0
PSA101	Skin Analysis	10	50
STL101	State Law	10	0
WTH101	Hair Removal	20	30

ADVANCED ESTHETICIAN COURSE DESCRIPTIONS

ANP101 Anatomy and Physiology 40 Hours: This course provides instruction in anatomy, physiology, and histology as they relate to the skin care profession. Topics include facial nerves, muscles, tissues, bones, body systems, and the structure and function of the human body.

ANP201 Advanced and Physiology 30 Hours: This course provides instruction in advanced anatomy and physiology concepts as they relate to clinical skin care. Topics include the cardiovascular and lymphatic systems, muscular and nervous systems, cellular histology, skin histology, and endocrine system functions relevant to advanced skin care treatments.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional environment while complying with industry standards and regulatory requirements.

BSH201 Advanced Bacteriology and Infection Control 30 Hours: This course provides instruction in advanced bacteriology, infection control, sanitation procedures, sterilization methods, and safety protocols applicable to clinical skin care environments. Emphasis is placed on maintaining compliance with industry standards and professional best practices.

CHN101 Chemistry and Nutrition 6 Hours: This course provides instruction in the principles of chemistry and nutrition as they relate to skin health and professional skin care services. Topics include product chemistry, ingredient functions, nutritional influences on skin health, and the relationship between overall wellness and skin condition.

DSE101 Disorders of the Skin 45 Hours: This course provides instruction in the identification of skin disorders, skin conditions, treatment considerations, contraindications, and professional referral procedures. Emphasis is placed on safe service practices and client care..

DSE201 Advanced Skin Disorders 30 Hours: This course provides instruction in advanced skin disorders, conditions, contraindications, treatment considerations, and professional referral procedures. Topics include the identification and evaluation of skin conditions commonly encountered in clinical skin care settings.

ELB101 Eyelash and Brow Treatments 10 Hours: This course provides instruction in eyelash and eyebrow enhancement services, including tinting procedures, eyelash application techniques, product knowledge, and safety considerations. Practical application of eyelash and brow services is incorporated throughout the course.

ELC101 Electricity 8 Hours: This course provides instruction in the principles of electricity as they relate to professional skin care services. Topics include electrical safety, equipment operation, and the application of electrical devices used within the industry.

ELC201 Advanced Laser, Energy & Frequency 10 Hours: This course provides instruction in the principles and applications of laser technology, light-based therapies, radio frequency treatments, and energy-based skin care modalities. Topics include treatment indications, contraindications, safety procedures, and the role of these technologies in advanced skin care services.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty and wellness industries. Topics include employment preparation, resume development, interviewing skills, retail practices, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

FMC101 Facial Machines 20 Hours: This course provides instruction in the operation, benefits, indications, contraindications, and safety procedures associated with professional facial machines. Topics include equipment selection, treatment applications, and client safety considerations.

FMC201 Advanced Facial Machines/Product 30 Hours: This course provides instruction in advanced facial technologies, treatment equipment, professional skin care products, product chemistry, and ingredient analysis. Topics include the selection and application of advanced technologies and products used in clinical skin care treatments.

FMS101 Facial Massage 25 Hours: This course provides instruction in facial massage techniques, movements, benefits, and treatment applications. Practical application of facial massage services is incorporated throughout the course.

FTM101 Basic Facials 25 Hours: This course provides instruction in basic facial treatments, skin care products, consultation procedures, cleansing techniques, extractions, and facial treatment protocols. Practical application of facial services is incorporated throughout the course.

FTM102 European Facials 25 Hours: This course provides instruction in advanced facial treatments, including European facials, chemical peels, microdermabrasion procedures, and advanced treatment concepts. Practical application of facial treatments and microdermabrasion services is incorporated throughout the course.

HIV101 HIV/Aids 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MED101 Medical Protocol/Paramedical 50 Hours: This course provides instruction in the role of the skin care specialist within medical and paramedical environments. Topics include medical office procedures, pharmacology fundamentals, paramedical treatments, professional responsibilities, and protocols commonly utilized in dermatology, plastic surgery, and medical spa settings..

MED 102 PRE OP and POST OP Procedures 50 Hours: This course provides instruction in the role of the skin care specialist in pre-operative and post-operative care. Topics include medical terminology, treatment protocols, client care procedures, post-procedure recovery considerations, medical interventions, and professional responsibilities associated with clinical skin care services.

MUT101 Makeup Techniques 27 Hours: This course provides instruction in cosmetics, color theory, product selection, and professional makeup application techniques. Practical application of makeup services is incorporated throughout the course.

PES101 Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty and wellness industries.

PSA101 Procedure of Skin Analysis 15 Hours: This course provides instruction in skin analysis procedures, skin types, skin conditions, consultation techniques, and treatment planning. Practical application of skin analysis techniques is incorporated throughout the course.

STL101 State Law 15 Hours: This course provides instruction in the laws, rules, and regulations governing the skin care profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

WTH101 Hair Removal 25 Hours: This course provides instruction in hair removal methods, treatment procedures, equipment, product selection, safety considerations, and client care. Practical application of hair removal services is incorporated throughout the course.

MASSAGE THERAPY (600 Hours)

PROGRAM DESCRIPTION:

The Massage Therapy Program is designed to prepare students for licensure and entry-level employment in the health, wellness, and massage therapy industries. Through classroom instruction, hands-on training, and supervised practical experiences, students develop technical skills, professional habits, and foundational knowledge necessary to provide therapeutic massage services safely and effectively.

Students receive training in anatomy and physiology, kinesiology, pathology, massage theory and practice, professional ethics, hydrotherapy, clinical applications, client assessment, sanitation, and business development. The curriculum emphasizes both therapeutic effectiveness and client-centered care while preparing students for success in a variety of professional settings.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPORTUNITIES

Career opportunities may include:

- Licensed Massage Therapist
- Spa Massage Therapist
- Resort Massage Therapist
- Wellness Center Therapist
- Chiropractic Office Massage Therapist
- Independent Practitioner
- Spa Coordinator
- Wellness Consultant

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication, consultation, and client assessment skills.
2. Perform massage therapy techniques safely and effectively.

3. Apply knowledge of anatomy, physiology, kinesiology, and pathology to treatment planning.
4. Develop individualized service recommendations based on client needs and goals.
5. Apply sanitation, safety, and ethical standards in a professional environment.
6. Demonstrate professionalism, career readiness, and a commitment to lifelong learning within the wellness industry.

MASSAGE THERAPY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy & Physiology	150	0
MTH101	Basic Massage Therapy Theory and History	125	0
MCP101	Clinical Practicum Massage Therapy	175	75
MAM101	Allied Modalities Massage Therapy	101	40
MBS101	Business	15	0
MHP101	Theory and Practice of Hydrotherapy	15	0
STL101	Florida Law and Rules Governing Massage Therapy Practice (Chapter 456 and 480, F.S., and rule Division 64B, F.A.C.)	10	0
MPE101	Professional Ethics	4	0
HIV101	HIV/AIDS Education	3	0
MME101	Prevention of Medical Errors	2	0

MASSAGE THERAPY COURSE DESCRIPTIONS

ANP101 - Anatomy & Physiology - 150 Hours: This course provides instruction in the anatomy and physiology of the human body with emphasis on systems relevant to massage therapy practice. Topics include body systems, anatomical structures, physiological functions, pathology, contraindications to massage, body planes, bony landmarks, and the muscular and skeletal systems. Emphasis is placed on the relationship between anatomy, movement, and therapeutic massage applications.

MTH101 - Basic Massage Therapy Theory and History - 125 Hours: This course provides instruction in the history, theory, principles, and professional foundations of massage therapy. Topics include scope of practice, licensure requirements, professional terminology, documentation, indications and contraindications, equipment, supplies, hygiene, sanitation, safety procedures, and the evolution of massage therapy as a profession.

MCP101 - Clinical Practicum Massage Therapy - 175 Hours: This course provides instruction in fundamental massage therapy techniques with emphasis on relaxation, stress reduction, and client care. Topics include Swedish massage, chair massage, body mechanics, sports massage applications, and therapeutic massage techniques such as effleurage, petrissage, friction, percussion, and vibration. Practical application of massage therapy services is incorporated throughout the course.

MAM101 - Allied Modalities Massage Therapy - 101 Hours: This course provides instruction in Eastern and Western massage therapy modalities and their applications within professional practice. Topics include Shiatsu, acupressure, Thai massage, Tui Na, Chinese medicine concepts, deep tissue massage, trigger point therapy, myofascial release, lymphatic techniques, and neuromuscular therapy. Emphasis is placed on the principles, history, and practical integration of various therapeutic modalities.

MBS101 - Business - 15 Hours: This course provides instruction in the business principles applicable to massage therapy practice. Topics include business planning, goal setting, marketing, social media, financial management, taxation basics, professional development, and self-employment considerations for massage therapists.

MHP101 - Theory and Practice of Hydrotherapy - 15 Hours: This course provides instruction in hydrotherapy principles, modalities, applications, and spa services. Topics include the therapeutic use of water in its various

forms, hydrotherapy techniques, spa treatments, product knowledge, and the integration of hydrotherapy services into massage therapy practice. Practical application of hydrotherapy and spa techniques is incorporated throughout the course.

STL101- Florida Law and Rules Governing Massage Therapy Practice - 10 Hours: This course provides instruction in the laws, rules, and regulations governing the massage therapy profession in the State of Florida. Topics include Chapters 456 and 480, Florida Statutes, applicable Florida Administrative Code provisions, licensure requirements, professional responsibilities, ethical standards, regulatory compliance, and business considerations related to massage therapy practice.

MPE101- Professional Ethics - 4 Hours: This course provides instruction in professional conduct, ethical decision-making, workplace responsibilities, and standards of practice within the massage therapy profession. Topics include professional boundaries, client confidentiality, HIPAA compliance, special populations, sexual harassment prevention, and ethical considerations in professional practice.

HIV101- HIV/AIDS Education - 3 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, legal and ethical considerations, and professional responsibilities related to maintaining a safe and sanitary environment.

MME101- Prevention of Medical Errors - 2 Hours: This course provides instruction in the prevention of medical errors within healthcare and wellness settings. Topics include common causes of medical errors, risk reduction strategies, patient safety principles, vulnerable populations, quality improvement practices, and Florida requirements related to medical error prevention.

SPA THERAPY (900 Hours)

PROGRAM DESCRIPTION:

The Spa Therapy Program is designed to prepare students for careers within the growing spa and wellness industries by combining training in massage therapy and skin care services. Through classroom instruction, practical application, and supervised client services, students develop a diverse skill set that supports employment opportunities in spas, wellness centers, resorts, and other client-focused environments.

Students receive training in massage techniques, skin care services, anatomy and physiology, client consultation, wellness principles, sanitation, infection control, and professional development. The curriculum emphasizes holistic wellness, exceptional client experiences, and professional service delivery.

Upon successful completion of all program requirements, graduates are awarded a diploma and may pursue licensures in accordance with Florida state requirements.

CAREER OPPOTUNITES

Career opportunities may include:

- Spa Therapist
- Wellness Professional
- Resort Spa Therapist
- Massage Therapist
- Skin Care Professional
- Spa Coordinator/Manager
- Product Representative
- Wellness Consultant
-

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and consultation skills.
2. Perform massage and skin care services safely and effectively.
3. Evaluate client needs and recommend appropriate services and products.
4. Apply sanitation, infection control, and safety procedures.
5. Deliver exceptional client experiences through professionalism and service excellence.
6. Demonstrate career readiness and versatility within the spa and wellness industries.

SPA THERAPY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy & Physiology	150	0
MTH101	Basic Massage Therapy Theory and History	125	0
MCP101	Clinical Practicum Massage Therapy	175	75
MAM101	Allied Modalities Massage Therapy	101	40
MBS101	Business	15	0
MHP101	Theory and Practice of Hydrotherapy	15	0
STL101	Florida Law and Rules Governing Massage Therapy Practice (Chapter 456 and 480, F.S., and rule Division 64B, F.A.C.)	10	0
MPE101	Professional Ethics	4	0
HIV101	HIV/AIDS Education	3	0
MME101	Prevention of Medical Errors	2	0
ANP101	Anatomy, Physiology and Histology	40	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
CHN101	Chemistry and Nutrition	6	0
DSE101	Disorders of the Skin	45	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
EMP101	Career Information	5	30
FMC101	Facial Machines	20	0
FMS101	Facial Massage	25	0
FTM101	Basic Facials	25	25
FTM102	European Facials	25	30
HIV101	HIV/AIDS	4	0
MUT101	Makeup Techniques	27	20
PES101	Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	25
STL101	State Law	10	0
WTH101	Hair Removal	20	30

SPA THERAPY COURSE DESCRIPTIONS

ANP101 - Anatomy & Physiology - 150 Hours: This course provides instruction in the anatomy and physiology of the human body with emphasis on systems relevant to massage therapy practice. Topics include body systems, anatomical structures, physiological functions, pathology, contraindications to massage, body planes, bony landmarks, and the muscular and skeletal systems. Emphasis is placed on the relationship between anatomy, movement, and therapeutic massage applications.

MTH101 - Basic Massage Therapy Theory and History - 125 Hours: This course provides instruction in the history, theory, principles, and professional foundations of massage therapy. Topics include scope of practice, licensure requirements, professional terminology, documentation, indications and contraindications, equipment, supplies, hygiene, sanitation, safety procedures, and the evolution of massage therapy as a profession.

MCP101 - Clinical Practicum Massage Therapy - 175 Hours: This course provides instruction in fundamental massage therapy techniques with emphasis on relaxation, stress reduction, and client care. Topics include Swedish

massage, chair massage, body mechanics, sports massage applications, and therapeutic massage techniques such as effleurage, petrissage, friction, percussion, and vibration. Practical application of massage therapy services is incorporated throughout the course.

MAM101 - Allied Modalities Massage Therapy - 101 Hours: This course provides instruction in Eastern and Western massage therapy modalities and their applications within professional practice. Topics include Shiatsu, acupressure, Thai massage, Tui Na, Chinese medicine concepts, deep tissue massage, trigger point therapy, myofascial release, lymphatic techniques, and neuromuscular therapy. Emphasis is placed on the principles, history, and practical integration of various therapeutic modalities.

MBS101 - Business - 15 Hours: This course provides instruction in the business principles applicable to massage therapy practice. Topics include business planning, goal setting, marketing, social media, financial management, taxation basics, professional development, and self-employment considerations for massage therapists.

MHP101 - Theory and Practice of Hydrotherapy - 15 Hours: This course provides instruction in hydrotherapy principles, modalities, applications, and spa services. Topics include the therapeutic use of water in its various forms, hydrotherapy techniques, spa treatments, product knowledge, and the integration of hydrotherapy services into massage therapy practice. Practical application of hydrotherapy and spa techniques is incorporated throughout the course.

STL101- Florida Law and Rules Governing Massage Therapy Practice - 10 Hours: This course provides instruction in the laws, rules, and regulations governing the massage therapy profession in the State of Florida. Topics include Chapters 456 and 480, Florida Statutes, applicable Florida Administrative Code provisions, licensure requirements, professional responsibilities, ethical standards, regulatory compliance, and business considerations related to massage therapy practice.

MPE101- Professional Ethics - 4 Hours: This course provides instruction in professional conduct, ethical decision-making, workplace responsibilities, and standards of practice within the massage therapy profession. Topics include professional boundaries, client confidentiality, HIPAA compliance, special populations, sexual harassment prevention, and ethical considerations in professional practice.

HIV101- HIV/AIDS Education - 3 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, legal and ethical considerations, and professional responsibilities related to maintaining a safe and sanitary environment.

MME101- Prevention of Medical Errors - 2 Hours: This course provides instruction in the prevention of medical errors within healthcare and wellness settings. Topics include common causes of medical errors, risk reduction strategies, patient safety principles, vulnerable populations, quality improvement practices, and Florida requirements related to medical error prevention.

ANP101 Anatomy, Physiology and Histology 40 Hours: This course provides instruction in anatomy, physiology, and histology as they relate to the skin care profession. Topics include facial nerves, muscles, tissues, bones, body systems, and the structure and function of the human body.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: This course provides instruction in bacteriology, infection control, sanitation procedures, sterilization methods, and workplace safety practices. Emphasis is placed on maintaining a safe, clean, and professional environment while complying with industry standards and regulatory requirements.

CHN101 Chemistry and Nutrition 6 Hours: This course provides instruction in the principles of chemistry and nutrition as they relate to skin health and professional skin care services. Topics include product chemistry, ingredient functions, nutritional influences on skin health, and the relationship between overall wellness and skin condition.

DSE101 Disorders of the Skin 45 Hours: This course provides instruction in the identification of skin disorders, skin conditions, treatment considerations, contraindications, and professional referral procedures. Emphasis is placed on safe service practices and client care.

ELB101 Eyelash and Brow Treatments 10 Hours: This course provides instruction in eyelash and eyebrow enhancement services, including tinting procedures, eyelash application techniques, product knowledge, and safety considerations. Practical application of eyelash and brow services is incorporated throughout the course.

ELC101 Electricity 8 Hours: This course provides instruction in the principles of electricity as they relate to professional skin care services. Topics include electrical safety, equipment operation, and the application of electrical devices used within the industry.

EMP101 Career Information 5 Hours: This course provides instruction in career opportunities within the beauty and wellness industries. Topics include employment preparation, resume development, interviewing skills, retail practices, professional image, workplace expectations, and the differences between employee and independent contractor career paths.

FMC101 Facial Machines 20 Hours: This course provides instruction in the operation, benefits, indications, contraindications, and safety procedures associated with professional facial machines. Topics include equipment selection, treatment applications, and client safety considerations.

FMS101 Facial Massage 25 Hours: This course provides instruction in facial massage techniques, movements, benefits, and treatment applications. Practical application of facial massage services is incorporated throughout the course.

FTM101 Basic Facials 25 Hours: This course provides instruction in basic facial treatments, skin care products, consultation procedures, cleansing techniques, extractions, and facial treatment protocols. Practical application of facial services is incorporated throughout the course.

FTM102 European Facials 25 Hours: This course provides instruction in advanced facial treatments, including European facials, chemical peels, microdermabrasion procedures, and advanced treatment concepts. Practical application of facial treatments and microdermabrasion services is incorporated throughout the course.

HIV101 HIV/Aids 4 Hours: This course provides instruction in HIV/AIDS awareness, transmission prevention, infection control procedures, and professional responsibilities related to maintaining a safe and sanitary environment.

MUT101 Makeup Techniques 27 Hours: This course provides instruction in cosmetics, color theory, product selection, and professional makeup application techniques. Practical application of makeup services is incorporated throughout the course.

PES101 Professional Image 5 Hours: This course provides instruction in professional conduct, workplace ethics, communication skills, personal presentation, and the professional image expected within the beauty and wellness industries.

PSA101 Procedure of Skin Analysis 10 Hours: This course provides instruction in skin analysis procedures, skin types, skin conditions, consultation techniques, and treatment planning. Practical application of skin analysis techniques is incorporated throughout the course.

STL101 State Law 10 Hours: This course provides instruction in the laws, rules, and regulations governing the skin care profession in the State of Florida. Topics include licensure requirements, professional responsibilities, and standards established by the Florida Department of Business and Professional Regulation.

WTH101 Hair Removal 20 Hours: This course provides instruction in hair removal methods, treatment procedures, equipment, product selection, safety considerations, and client care. Practical application of hair removal services is incorporated throughout the course.

PRODUCTION MAKEUP ARTISTRY (600 Hours)

PROGRAM DESCRIPTION:

The Production Makeup Artistry Program is designed to prepare students for creative careers in makeup artistry across a variety of professional environments. Through classroom instruction, hands-on training, portfolio development, and practical application, students develop the artistic, technical, and professional skills necessary to succeed in today's beauty, entertainment, fashion, and media industries.

Students receive training in beauty makeup, corrective makeup, editorial makeup, bridal artistry, special event makeup, color theory, skin preparation, product selection, sanitation, professional practices, and portfolio development. The curriculum emphasizes creativity,

technical precision, and client communication while encouraging students to develop their own artistic style.

Upon successful completion of all program requirements, graduates are awarded a diploma

CAREER OPPORTUNITIES:

Career opportunities may include:

- Makeup Artist
- Bridal Makeup Artist
- Freelance Makeup Artist
- Editorial Makeup Artist
- Fashion Makeup Artist
- Beauty Consultant
- Product Representative
- Brand Educator

PROGRAM OUTCOMES:

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication and client consultation skills.
2. Apply makeup techniques for a variety of occasions, settings, and client needs.
3. Evaluate facial features, skin conditions, and desired outcomes to develop customized makeup applications.
4. Recommend products, techniques, and maintenance strategies appropriate to individual clients.
5. Apply sanitation, safety, and professional standards throughout all services.
6. Demonstrate creativity, professionalism, and career readiness necessary for success in the makeup industry.

PRODUCTION MAKEUP ARTISTRY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
PMA(B)101	Fundamental Makeup Technique	105	25
PMA(B)102	Airbrush Makeup	28	5
PMA(B)103	Wedding and Event Makeup	42	5
PMA(F)104	Makeup for Fashion	91	20
PMA(F)105	Hair Styling for Makeup Artists	14	3
PMA(F)106	Retail and Marketing	20	N/A
PMA(C)107	Character Makeup	137	25
PMA(C)108	Body Painting	30	5
PMA(T)109	Makeup for Film and Television	63	20
PMA(T)110	Theatrical Makeup	70	20

PRODUCTION MAKEUP ARTISTRY COURSE DESCRIPTIONS

PMA(B) 101 Fundamental Makeup Technique 105 Hours: This course provides instruction in the fundamental principles and techniques of professional makeup artistry. Topics include color theory, sanitation practices, professional image, makeup application techniques, facial analysis, corrective makeup, brow design, contouring and highlighting, skin preparation, multicultural makeup applications, and current industry trends. Practical application of professional makeup services is incorporated throughout the course.

PMA(B) 102 Airbrush Makeup 28 Hours: This course provides instruction in airbrush makeup techniques and applications for photography, television, fashion, bridal, and special event makeup. Topics include airbrush

equipment, product selection, application techniques, color matching, corrective procedures, and professional finishing techniques. Practical application of airbrush makeup services is incorporated throughout the course.

PMA(B) 103 Wedding & Event Makeup 42 Hours: This course provides instruction in makeup applications for weddings, special events, photography, and other professional occasions. Topics include bridal consultations, contemporary and classic makeup designs, airbrush makeup applications, client service techniques, contract development, and business practices related to event makeup artistry. Practical application of bridal and event makeup services is incorporated throughout the course.

PMA(F) 104 Makeup for Fashion 91 Hours: This course provides instruction in fashion makeup artistry for print, editorial, advertising, runway, and commercial applications. Topics include creative design concepts, fashion trends, photographic makeup techniques, portfolio development, editorial styling, advertising campaigns, and professional collaboration within creative production environments. Practical application of fashion makeup services is incorporated throughout the course.

PMA(F) 105 Hairstyling for Makeup Artists 14 Hours: This course provides instruction in hairstyling techniques commonly utilized within fashion, editorial, commercial, and production environments. Topics include blow-drying, styling, updos, period hairstyles, wigs, hairpieces, and hair design concepts used in conjunction with professional makeup applications. Practical application of hairstyling techniques is incorporated throughout the course.

PMA(F) 106 Retail & Marketing 20 Hours: This course provides instruction in professional development, retail sales, marketing strategies, customer relations, business operations, and entrepreneurship within the beauty industry. Topics include brand development, client retention, merchandising, communication skills, and freelance business practices.

PMA(C) 107 Character Makeup 137 Hours: This course provides instruction in character and special effects makeup techniques for film, television, theater, and media production. Topics include character design, script analysis, continuity procedures, aging techniques, injury simulation, facial hair application, bald cap application, tattoo simulation, fantasy makeup, and special effects applications. Practical application of character makeup techniques is incorporated throughout the course.

PMA(C) 108 Body Painting 30 Hours: This course provides instruction in body painting techniques, design concepts, product selection, skin preparation, color application, corrective procedures, and removal techniques. Topics include artistic design, cosplay, convention makeup, fantasy applications, and professional body painting practices. Practical application of body painting techniques is incorporated throughout the course.

PMA (T) 109 Makeup for Film & TV 63 Hours: This course provides instruction in makeup applications for film, television, commercials, music videos, news broadcasting, and digital media production. Topics include script breakdown, continuity procedures, industry terminology, production protocols, high-definition makeup techniques, product selection, and pre-production responsibilities. Practical application of production makeup techniques is incorporated throughout the course.

PMA (T) 110 Theatrical Makeup 70 Hours: This course provides instruction in theatrical makeup techniques for stage productions, performing arts, live entertainment, and specialty performance applications. Topics include stage makeup, lighting considerations, airbrush techniques, body painting applications, character development, specialty theatrical designs, and performance makeup concepts. Practical application of theatrical makeup techniques is incorporated throughout the course.

COURSE NUMBERING SYSTEM

AIB utilizes a six-character course numbering system to identify curriculum content throughout its educational programs.

Each course number consists of:

- Three alphabetic characters representing the subject area or course title.
- Three numeric characters representing the course sequence or level of study.

This numbering system is used for curriculum organization, student records, and academic tracking purposes.

UNIT OF CREDIT

AIB operates on a clock-hour system.

One clock hour is defined as fifty (50) minutes of educator-directed instruction, training, or supervised educational activity, followed by a ten (10) minute break period.

Clock hours are awarded only for actual attendance and participation in scheduled educational activities. Students must be properly clocked in and actively engaged in training to receive credit.

TUITION AND FEES

Tuition and fees vary by program and are outlined in the student's Enrollment Agreement and the institutional Tuition and Fee Schedule.

Program costs may include:

- Registration fees
- Tuition charges
- Books, kits, and supplies
- Laboratory fees
- Applicable licensing-related expenses

Students are responsible for reviewing all enrollment costs prior to signing an Enrollment Agreement.

AIB reserves the right to revise tuition and fees when necessary. Any tuition or fee changes will not affect students who are actively enrolled under an existing Enrollment Agreement unless otherwise permitted by applicable regulations.

Program	Registration Fee	Book, Kit & Supplies	Lab Fees	Tuition	Total Charges
Cosmetology	\$100.00	\$1,250.00	\$801.00	\$15,504.00	\$17,655.00
Restricted Barber	\$100.00	\$1,250.00	\$402.00	\$9,398.00	\$11,150.00
Barbering/Hair Design	\$100.00	\$1,325.00	\$801.00	\$17,124.00	\$19,350.00
Barber	\$100.00	\$1,325.00	\$603.00	\$14,094.00	\$16,122.00
Nail Technology	\$100.00	\$875.00	\$225.00	\$2,870.00	\$4,070.00
Skin Care	\$100.00	\$900.00	\$225.00	\$5,645.00	\$6,870.00
Full Specialist**	\$100.00	\$1,775.00	\$450.00	\$8,615.00	\$10,940.00
Clinical Skin Care	\$100.00	\$1,495.00	\$600.00	\$10,565.00	\$12,760.00
Advanced Esthetics	\$100.00	\$1,495.00	\$500.00	\$8,950.00	\$11,045.00
Massage Therapy	\$100.00	\$1,175.00	\$450.00	\$9,300.00	\$11,025.00
Spa Therapy	\$100.00	\$2,075.00	\$675.00	\$14,310.00	\$17,160.00
Production Makeup Artistry	\$100.00	\$1,850.00	\$450.00	\$8,460.00	\$10,860.00

** For Full Specialist students, tuition is assessed according to the applicable hourly tuition rates established for the Nail Technology and Skin Care portions of the program.

Additional costs associated with licensure examinations, state applications, HIV/AIDS education requirements, or other third-party requirements may not be included in tuition and fees and remain the responsibility of the student. Pearson VUE serves as the testing

administrator for applicable barbering and cosmetology licensure examinations. Students are responsible for all fees associated with state licensing requirements.

ADDITIONAL COSTS	
Nail Technician Registration	\$75.00
Skin Care License	\$75.00
Full Specialist License	\$75.00
Cosmetologist License	\$45.00
Barber License	\$155.50
Restricted Barber License	\$188.50
Pearson Vue Testing	\$27.00
Barbering/Hair Design	\$155.50
HIV/AIDS Course	\$20.00

ADDITIONAL TUITION

AIB reserves a seat in class and establishes a contract period that provides students with a reasonable opportunity to complete their program within the scheduled timeframe.

Students who do not complete their contracted training by the contract end date may be assessed additional tuition charges for all remaining hours required to complete the program.

Additional tuition is currently assessed at a rate of \$5.00 per remaining clock hour. Any applicable additional tuition charges must be paid prior to attendance beyond the contracted enrollment period.

The institution reserves the right to revise additional tuition rates as necessary.

FINANCIAL ASSISTANCE

AIB is approved by the United States Department of Education to participate in eligible Title IV Federal Student Aid programs. Student tuition may be paid by cash, check, money order or through financial aid, which is defined as assistance that the student has been or will be awarded by Federal, State, Institutional or other scholarships, grant or loan programs.

Financial assistance may be available to students who qualify. Eligibility is determined in accordance with federal regulations and program requirements.

All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 hours and 26 weeks. Students will receive an award letter which states, in writing, how much and when disbursements will be made. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such a request in writing.

PELL GRANTS

Federal Pell Grants range in award amounts from a minimum of \$0 to approximately \$7,395 per academic year. The amount of the award depends upon the actual cost of attendance at the school. The student must meet the school's satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

To qualify for this loan the student must be a resident of Florida or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a FDLP student loan. The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half time enrollment status. Students who do not qualify for interest subsidies under the FDLP or who qualify only for a partial annual loan limit and need additional assistance may apply for an unsubsidized Federal Direct Loan.

Students seeking financial assistance are encouraged to meet with a Financial Aid Officer to discuss eligibility requirements, application procedures, borrowing responsibilities, and available funding options.

Receipt of financial aid does not relieve students of their obligation to satisfy all institutional policies, including attendance, academic progress, and graduation requirements.

SCHOOL CALENDER

AIB publishes an annual academic calendar that identifies scheduled holidays, institutional closures, and other dates that may impact instructional activities.

The academic calendar is available through campus administration and may be revised, when necessary, due to operational requirements, weather emergencies, regulatory considerations, or other circumstances beyond the institution's control.

Students are responsible for remaining informed of calendar updates, schedule adjustments, and institutional announcements.

Any instructional time lost due to institutional closures may be made up through schedule modifications or other methods approved by the institution and applicable regulatory agencies.

The institution observes designated holidays and closure periods as outlined below.

- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth: Includes the actual holiday and/or the day of observance for the holiday.
- Independence Day: Includes the actual holiday and/or the day of observance for the holiday.
- Labor Day
- Thanksgiving Break: Includes Thanksgiving and the Friday after
- Winter Break: Dates will be announced annually, typically Christmas Eve through New Year's Day
- Educator In-Service Day: Dates will be announced annually; there will be two scheduled In-Service Days each year. One in the first quarter and the second in the third quarter.

The institutions designated program start dates are outlined below:

Largo Campus

All programs begin once a month.

- Full Specialist and Nail Technology start the first week of the month
- Advanced Esthetics, Clinical Skin Care and Skin Care start the second week of the month
- Cosmetology starts the third week of the month.
- Massage Therapy and Spa Therapy start the fourth week of the month.

St. Petersburg Campus

All programs begin once a month.

- Full Specialist, Nail Technology and Skin Care start the first week of the month
- Cosmetology, Barbering/Hair Design, Barber starts the third week of the month.

Bradenton Campus

All programs begin once a month.

- Full Specialist and Nail Technology start the first week of the month.
- Advanced Esthetics and Skin Care start the second week of the month.
- Cosmetology, Barber, and Restricted Barber start the third week of the month.
- Spa Therapy and Massage Therapy start the fourth week of the month.

Applicable start dates are identified at the time of enrollment and are included as part of the enrollment agreement.

LICENSURE REQUIREMENTS

AIB prepares students for licensure in accordance with applicable Florida laws and regulations governing their chosen profession.

Graduates of programs requiring state licensure must successfully complete all graduation requirements established by the institution and satisfy all applicable state licensing requirements before legally practicing within their field.

Licensure requirements vary by profession and may include:

- Completion of the required program hours.
- Successful completion of all academic and practical requirements.
- Submission of a state licensure application.
- Payment of applicable state fees.
- Successful completion of any required state examination(s).
- Compliance with all requirements established by the applicable licensing authority.

Students should be aware that licensing agencies may require disclosure of criminal history, disciplinary actions, or other information as part of the licensure process. Individuals with certain criminal backgrounds may be denied licensure despite successful completion of an educational program.

Because licensing requirements are established by regulatory agencies and may change without notice, students are encouraged to review current requirements directly with the appropriate licensing authority.

GRIEVANCE POLICY

AIB is committed to maintaining a positive educational environment and encourages students to seek resolution of concerns through open communication and established institutional procedures.

Students who believe they have grievance should first discuss the matter with the appropriate educator, staff member, or Campus Director in an effort to achieve an informal resolution.

If the matter cannot be resolved informally, the student may follow the steps below:

1. File the complaint in writing with a letter to the Campus Director outlining the allegation of the nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the school's grievance committee. (The grievance committee consists of President, Executive Director, Director of Business Office and Director of Operations).
4. The school's grievance committee will meet with the student within 21 calendar days of receipt of the complaint and review the allegations.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the grievance committee will make a decision as to the allegations. A letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information showing that the allegations were not warranted or based on fact.

Students who believe their grievance has not been satisfactorily resolved through the institutional process may contact:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399
(850) 245-3200 or toll free (888) 224-6684

The institution encourages students to utilize internal resolution procedures prior to contacting external agencies.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is measured by evaluating both qualitative and quantitative standards. Students are required to maintain the minimum cumulative Grade Point Average (GPA) and attendance percentage established by the institution to remain in good academic standing.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at AIB full-time and part-time. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on actual hours completed as follows:

- Cosmetology, Barbering/Hair Design*: 450, 900 clocked (actual) hours
- Spa Therapy*, Barber*: 450 clocked (actual) hours
- Clinical Skin Care*: 360 clocked (actual) hours
- Full Specialist, Massage Therapy*, Restricted Barber*: 300 clocked (actual) hours
- Advanced Esthetics*, Production Makeup Artistry*: 300 clocked (actual) hours
- Skin Care, Nail Technology: 150 clocked (actual) hours

*Clinical Skin Care is only offered at the Largo Campus.

*Spa Therapy, Massage Therapy, Advanced Esthetics, and Production Makeup Artistry are only offered at the Largo and Bradenton Campuses

*Barber, Restricted Barber, and Barbering/Hair Design only offered at St Petersburg and Bradenton Campuses

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ACADEMIC PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule 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 75% 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.

DETERMINATION OF MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM WEEKS	SCHEDULED HOURS
Cosmetology (Full Time: 34.167 hrs./wk.) – 1200 hours	46	1596
Cosmetology (Part Time: 20.00 hrs./wk.) – 1200 hours	80	1596
Barbering/Hair Design (Full Time: 34.167 hrs./wk.) – 1200 hours	46	1596
Barbering/Hair Design (Part Time: 20.00 hrs./wk.) – 1200 hours	80	1596
Restricted Barber (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Restricted Barber (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Barber: (Full Time: 34.167 hrs./wk.) – 900 hours	36	1197

Barber: (Part Time: 20.00 hrs./wk.) – 900 hours	60	1197
Spa Therapy (Full Time: 30.00 hrs./wk. for 600 hours, 34.167 hrs./wk. for 300 hours) – 900 hours	39	1197
Spa Therapy (Part Time: 20.00 hrs./wk.) – 900 hours	60	1197
Clinical Skin Care (Full Time: 34.167 hrs./wk.) – 720 hours	28	958
Clinical Skin Care (Part Time: 20.00 hrs./wk.) – 720 hours	48	958
Advanced Esthetics (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Advanced Esthetics (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Full Specialist (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Full Specialist (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Massage Therapy (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Massage Therapy (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Production Makeup Artistry (Full Time: 34.167 hrs./wk.) – 600 hrs.	23	798
Production Makeup Artistry (Part Time: 20.00 hrs./wk.) – 600 hrs.	40	798
Skin Care (Full Time: 34.167 hrs./wk.) – 300 hours	12	399
Skin Care (Part Time: 20.00 hrs./wk.) – 300 hours	20	399
Nail Technology (Full Time: 34.167 hrs./wk.) – 300 hours	12	399
Nail Technology (Part Time: 20.00 hrs./wk.) – 300 hours	20	399
*Clinical Skin Care is only offered at the Largo Campus. *Advanced Esthetics, Spa Therapy, Massage Therapy, and Production Makeup Artistry are only offered at the Largo and Bradenton Campuses. *Barber, Restricted Barber, and Barbering/Hair Design only offered at the St Petersburg and Bradenton Campuses.		

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

Students that reach the maximum time frame will no longer be eligible to receive Title IV Federal Financial Aid. Students may complete their program however any outstanding balance will need to be paid with payment arrangements through the Business Office.

PROGRAM LENGTH

The following shows the total program length and academic year for each program offered at the AIB

Course	Course Hours	Academic Year
Cosmetology	1200 Clock Hours	900 Clock Hours
Barbering/Hair Design	1200 Clock Hours	900 Clock Hours
Restricted Barber	600 Clock Hours	900 Clock Hours
Barber	900 Clock Hours	900 Clock Hours
Spa Therapy	900 Clock Hours	900 Clock Hours
Clinical Skin Care	720 Clock Hours	900 Clock Hours
Advanced Esthetics	600 Clock Hours	900 Clock Hours
Full Specialist	600 Clock Hours	900 Clock Hours
Massage Therapy	600 Clock Hours	900 Clock Hours
Production Makeup Artistry	600 Clock Hours	900 Clock Hours
Skin Care	300 Clock Hours	900 Clock Hours
Nail Technology	300 Clock Hours	900 Clock Hours
*Clinical Skin Care is only offered at the Largo Campus. *Advanced Esthetics, Spa Therapy, Massage Therapy, and Production Makeup Artistry are only offered at the Largo and Bradenton Campuses.		

*Barber, Restricted Barber, and Barbering/Hair Design only offered at the St Petersburg and Bradenton Campuses.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned 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 (the computer system will reflect completion of the practical assignment as a 100% rating).

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 cumulative grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

- 92 – 100% A
- 83 – 91% B
- 75 – 82% C
- 67 – 74% D
- Below 66% F

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 receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

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 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, student 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 may be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if and only if, the student appeals the decision and prevails upon appeal.

Additionally, only students who can 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 the 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, it will be determined the student is NOT making satisfactory academic progress and, if applicable, student 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 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 will return to the same satisfactory academic progress status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect on the school's Satisfactory Academic Progress standards.

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 with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students' 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. If this appeal is submitted following the "warning period" in an effort to be placed into probation status, please see the details of "probation" above.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses 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.

POLICY ON REFUNDS AND CANCELLATIONS

For Students who cancel the Enrollment Agreement within 72 hours of signing or students who withdraw from enrollment, this policy will apply. This policy will apply to all withdrawals for any reason, by either party, including student decision, School decision, course or program cancellation, or school closure. Any refund due to the student will be refunded within 30 days of cancellation or withdrawal. The date of cancellation or withdrawal used to calculate a refund, if any, will be determined as follows:

1. If student is not eligible to enroll in the School, the student is entitled to a refund of all monies paid.
2. Student (or legal guardian) cancels the Enrollment Agreement in writing within three business days of signing - all monies paid to the School on behalf of the student will be refunded, regardless of whether or not the student has actually started classes.
3. Student cancels the Enrollment Agreement more than three business days after signing the Enrollment Agreement but prior to starting classes - the student will be entitled to a refund of all monies paid to the School but for the Registration Fee.
4. Student notifies the School of their withdrawal in writing – the notification date will be used and applied to the following chart to calculate the amount of tuition owed.
5. If student is on an approved leave of absence notifies the School that they will not be returning-the date of withdrawal used to calculate the amount of Tuition owed to the School will be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.

6. Student is withdrawn by the School – the date of withdrawal will be the notification date and that date applied to the following chart to calculate the amount of tuition owed.
7. In type 2, 3, 4 or 5, cancellations or withdrawals, the cancellation/withdrawal date will be determined by the date the notification is received by the School. For students who enroll and begin classes but withdraw or are withdrawn prior to Program completion the following schedule of tuition earned by the school applies.

All refunds are based on scheduled hours.

Percentage of Scheduled Program Hours completed in the Payment Period	Amount of Total Charges in the Payment Period earned and payable to the School
0.01% to 20%	Pro-Rata
20.1% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

8. All refunds will be calculated based on the student's last date of attendance. Refunds will be processed and paid within 30 days from the date the notification was received by the School or the date the Student was withdrawn by the school.

POLICY ON BALANCED OWED TO SCHOOL:

If a student withdraws or is withdrawn and the termination of the Enrollment Agreement results in the student owing the School a balance, the student will receive a Withdrawal Calculation Worksheet, via that student's email address on file, notifying that student of the balance due. That balance is due and payable to School within 30 days from the date of notification.

PROGRAM CANCELLATION:

If a Program is cancelled after the student has enrolled and started the program and the student does not elect to transfer into another program, the School will provide a pro rata refund of the Program Cost to the student. If the program is canceled subsequent to the student's enrollment but before the student has started the program and the student does not elect to transfer into another program, the School will provide a full refund of all monies received.

WITHDRAWAL FEE:

If the student withdraws or is withdrawn prior to program completion, the student owes the School a withdrawal fee of \$150.00. Other miscellaneous charges that the student may have incurred at the School (i.e., extra kit materials, books, products, unreturned school property, etc.) will be due and payable by the student to the School at the time of withdrawal.

DROP/ADD PERIOD:

The drop/add period is defined as the first week (5 days) in a program. If the student withdraws from the program during the drop/add period, the student will be entitled to a refund of all monies paid, with the exception of the Registration Fee.

RETURN OF TITLE IV AND OTHER FEDERAL AND STATE FUNDS:

If a student receiving Title IV financial aid or other federal and/or state funds withdraws or is withdrawn prior to program completion, the School will calculate the amount of Title IV funds to be returned.

Any financial aid to be returned by the School will be applied and paid (1) to the unsubsidized Federal Direct Student Loan Program, (2) to the subsidized Federal Direct Student Loan Program, (3) to the Federal Pell Grant Program, (4) to other Federal, State, private or institutional student financial assistance programs and (5) to the student.

After all applicable returns to Title IV aid have been made, the School's refund policy will apply to determine the amount earned by the School and owed by the student. If the student receives personal payments of Title IV aid, they may be required to refund the aid to the applicable program.

KIT FEE:

Books, Kit and Supplies are non-returnable once issued and non-refundable.

ORGANIZATION AND AFFILIATIONS

AIB maintains memberships, approvals, and affiliations with professional, educational, and regulatory organizations that support the institution's mission of providing high-quality career education.

The institution is licensed by the Commission for Independent Education, Florida Department of Education and accredited by the Middle States Association – Commission on Secondary Schools.

Licensed by the Commission for Independent Education

License Number 2835 Largo Campus

License Number 4688 St. Petersburg Campus

License Number 12861 Bradenton Campus

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399

Additional information regarding this institution may be obtained by contacting the Commission toll free at 888-224-6684

Accredited By:

Middle States Association Commissions on Elementary and Secondary Schools

School Code FL112MAIN

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