

# *Prestige Health and Beauty Sciences Academy*

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**2011-2012 CATALOG**

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***A MESSAGE FROM THE PRESIDENT***

*Welcome to Prestige Health and Beauty Sciences Academy.*

*To become a patient care technician, massage therapist, medical assistant, dental assistant, cosmetologist, esthetician and/or manicurist takes hard work, dedication and much determination. These qualities, together with the development of individual potential skills and artistic abilities, will pave the way for a successful and rewarding career.*

*The primary concern of our faculty, staff and administration is the success of our students. We hope you will take advantage of the learning opportunity available at Prestige Health and Beauty Sciences Academy*

## **1. LEGAL OWNERSHIP/GOVERNING BODY OF ACADEMY**

**Prestige Health and Beauty Sciences Academy** is owned and operated by Luba Bourenina and located at 3845 N.E. 163-rd Street, North Miami Beach FL 33160. The corporate name of the school is **Prestige Beauty Academy International, Inc.**

**Luba Bourenina** holds the position of the President / CEO of the Corporation. She has owned Prestige Beauty Salon for ten years, which has helped make her an effective leader, seeking to meet the needs of each employee and constantly make improvements in business.

**Rachel Lekherzak** holds the position of the Director of Education. She has extensive educational background and work experience to properly administer and guide the educational process.

## **2. INSTITUTIONAL STATEMENT AND PURPOSE**

Our purpose is to train and educate qualified students through the delivery of Health Sciences Programs leading to a licensure in Massage Therapy, Patient Care Technician, Medical Assistant and Dental Assistant and Beauty Sciences Programs for a career as a cosmetologist, esthetician and/or manicurist, in a personalized teaching and learning environment designed to support students' personal and professional career development.

The mission of Prestige Health and Beauty Sciences Academy is to provide each and every student with the ability to achieve his or her dream of a career in the health or beauty industry. Whether it is a career in Massage Therapy, Patient Care, Medical Assistant, Dental Assistant, Cosmetology, Nail Technology or Skin Care, we are committed to teaching our students to be both technically proficient and professionally successful in their chosen career fields. We believe strongly in the value of Career Education and employ qualified, experienced faculty to educate, motivate, and support our students through their coursework, licensure process, and industry employment.

We offer a flexible schedule that allows adult students to take advantage of our training program while still meeting adult obligations, such as family and work. We believe that each person has the right to personal and professional growth and a prosperous future and that anyone who is really willing to apply himself or herself to our training program can successfully complete it.

Prestige Health and Beauty Sciences Academy is a private school specializing in vocational training in Massage Therapy, Patient Care, Medical Assisting, Dental Assisting as well as Cosmetology and related arts and sciences. It was founded in 2007. Initially Prestige Health and Beauty Sciences Academy has been located in Sunny Isles Beach, and has moved to its current location in North Miami Beach in December of 2010.

### **3. FACULTY AND STAFF**

#### **GOVERNING BOARD:**

**LUBA BOURENINA**

President /CEO – Full Time on Site Chief Administrative Officer

**RACHEL LEKHERZAK**

Director of Education

Admissions Representative and Registrar / Placement Services / New Program Development

#### **FACULTY:**

#### **HEALTH SCIENCES PROGRAMS**

**OLGA V. LOVE, RN**

Patient Care Technician - lab and practical applications instructor.

**Broward Community College – Paramedic, RN/AS**

**VLADIMIR TUROVSKIY, D. Ac., LMT**

Massage Therapy - Therapeutic Massage Instructor

**Moscow Medical School – RN/ Physical Therapy**

**Moscow Institute of Sports Medicine – BS/Sports Medicine**

**Jacksonville Classical Acupuncture Institute – Acupuncture Physician**

**Hallandale Academy for 5 Element - MS/Acupuncture**

**ANATOLY RIPA, DDS**

Dental Assisting Instructor

**Beltsy MedTech School, Moldova – Dental Technician - AS Degree**

**Long Island University – BS Degree**

**Stony Brook School Of Dental Medicine DDS Degree**

**LYUDMILA SHAMSUTDINOVA, RN**

Patient Care Technician, Medical Assisting, Dental Assisting-Health Science Core Part

**MEDICAL SCHOOL No.3, Riga Latvia – Diploma in Nursing**

**MIAMI DADE COLLEGE - ASSOCIATE DEGREE/RN**

## **BEAUTY SCIENCES PROGRAMS**

### **Vladimir Mezhibousky**

Cosmetology Instructor; Full Specialist Instructor  
**Washington Jungle School of Beauty - Cosmetology Diploma**  
**Miami Unisex Beauty School - Cosmetology Diploma**

### **Raisa Khabibulina**

Nail Technician Instructor  
**Miramar Exotica Academy - Nail Technician Certificate;**  
**Tashkent Law College - BS/Law/Human Services**

### **Svetlana Pasechnikova**

Skin Care/Facial Instructor  
**Hollywood Institute of Beauty Careers - Skin Care Diploma**  
**Kazan Medical College – Kazan, Russia R.N. Degree**

### **Susanne Loundin**

Full Specialist Instructor  
**Miami Beauty School - Facial Specialist Diploma**  
**Israel School of Beauty –Tel-Aviv Aesthetician Diploma**  
**Minsk Beauty Institute – Minsk, Belarus Cosmetology Diploma**  
**Belarus Polytechnic Institute – Minsk, Belarus Engineering Degree**

Prestige Health and Beauty Sciences Academy is licensed by the **Commission for Independent Education**, Florida Department of Education. License # 3450.

Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Prestige Health and Beauty Sciences Academy holds the following approvals:

**Florida Department of Health Board of Massage** Approved School.

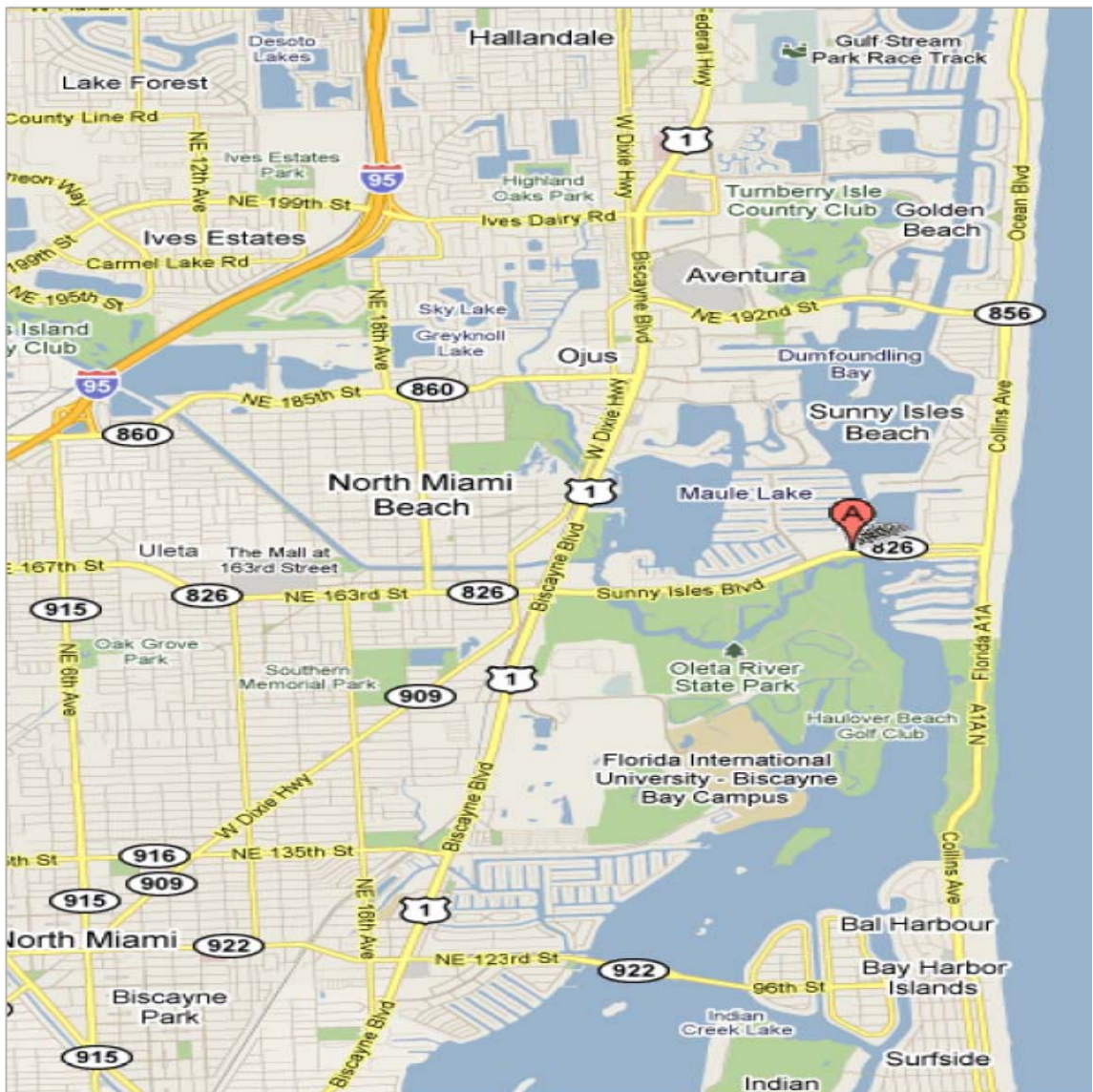
**Florida Department of Health Board of Dentistry** Approved School.

Certified by the **Department of Homeland Security, Immigration and Customs Enforcement (ICE)** to issue special student non-immigrant (M) visas for international students who wish to attend the school.

## 4. FACILITY DESCRIPTIONS AND LOCATION

Prestige Health and Beauty Sciences Academy is located at 3845 NE 163rd Street, North Miami Beach, FL 33160. Its classrooms and practice clinics occupy 5200 square feet of space in the upscale Intracoastal Mall shopping center connected by major highways and also serviced by public transportation.

Our facilities contain lecture rooms, Beauty Sciences and Massage Therapy practice clinic. All lab, clinical and practical application instructions and studies for Patient Care Technician, Medical Assisting and Dental Assisting Programs are delivered in a real environment of nearby hospital, doctor's or dentist's offices, home health care agency, nursing homes, long term care facilities under the supervision of licensed practitioners. Computerized records are kept for all programs.



## **5. EDUCATIONAL OBJECTIVES**

The programs offered by the Prestige Health and Beauty Sciences Academy are designed to prepare graduates to earn licensure through the Florida Department of Health, Board of Massage Therapy and by Florida Department of Business and Professional Regulation. The licensure is necessary for graduates to become successfully employed in their chosen fields of study. The programs provide students with a well-rounded learning environment by combining theory concepts with practical hands-on experience.

The school focuses on providing its students with individualized attention to ensure that graduates meet employer and client expectations with regards to both technical and service skills.

Our Massage Therapy program is designed to prepare students for national licensing examination (NCTMB for Massage Therapy) and gainful employment as Massage Therapists. Our Cosmetology Program prepares students for Florida state licensing examination and profitable career as hairdressers, salon managers, salon owners, hair colorists, product demonstrators, school managers, etc.

There is no requirement for Patient Care Technician, Medical Assisting, Dental Assisting as well as Nail Technology, Facial/Skin Care or Full Specialty graduates for state exam.

### **HEALTH SCIENCES PROGRAMS**

The **THERAPEUTIC MASSAGE** program prepares students for massage licensing examination and employment in the massage industry.

The **PATIENT CARE TECHNICIAN** program prepares students to work as an entry-level Patient Care Technician in a clinic, hospital, wound care centers or long-term care facility.

The **MEDICAL ASSISTING** program prepares students for employment as medical assistants in a clinic, hospital or doctor's offices.

The **DENTAL ASSISTING** program prepares students for employment as dental assistants

### **BEAUTY SCIENCES PROGRAMS**

The **COSMETOLOGY** program prepares students for the state licensing examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

The **NAIL TECHNICIAN** program prepares a person to work as professional nail technician doing manicures, pedicures, a variety of nail extension services, and nail art.

The **SKIN CARE/FACIAL SPECIALIST** program prepares students to work doing facials, spa services, waxing/hair removal, and makeup.

The **FULL SPECIALIST** program combines nail and skin care programs to prepare a person to do manicure, pedicure, and nail extension services, as well as skincare, facial, makeup, color analysis and hair removal services. Graduates will be qualified to work in cosmetology or specialty salons, spas, department stores, or the television, photography, and movie industries.

## **6. ADMISSION STANDARDS**

### **HEALTH SCIENCES PROGRAMS**

#### **Patient Care Technician, Medical Assisting, Dental Assisting, Massage Therapy programs:**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.
4. Enrollment application and \$100 registration fee.

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 or have a High School diploma or GED.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus registration fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

Full time student is considered a morning student. Part time is for evening students.

#### **THERAPEUTIC MASSAGE PROGRAM**

Full Time 600 Hours/20 Weeks

#### **PATIENT CARE TECHNICIAN**

Full Time 600 Hours/15 Weeks

Part Time 600 Hours/20 Weeks

#### **MEDICAL ASSISTING**

Full Time 1350 Hours/ 10 Months

#### **DENTAL ASSISTING**

Full Time 1275 Hours/ 10 Months

## **BEAUTY SCIENCES PROGRAMS**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to our school a student must:

1. Have Admissions Interview
2. Applicants must provide a copy of their official high school transcript or GED scores.
3. Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.
4. Enrollment application and \$100 registration fee.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus registration fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

Full time student is considered a morning student. Part time is for evening students.

### **COSMETOLOGY PROGRAM**

Full Time 1200 Hours/7-8 Months

Part Time 1200 Hours/10 Months

### **NAIL TECHNICIAN PROGRAM**

Full Time 300 Hours/7.5 - 8 Weeks

Part Time 300 Hours/10 Weeks

### **SKIN CARE/FACIAL PROGRAM**

Full Time 300 Hours/7.5 - 8 Weeks

Part Time 300 Hours/10 Weeks

### **FULL SPECIALIST PROGRAM**

Full Time 600 Hours/15 Weeks

Part Time 600 Hours/20 Weeks

## **7. COURSE DESCRIPTIONS**

### **HEALTH SCIENCES PROGRAMS**

Courses are typically sequential and based on the student's program of study. The first two letters indicate the program or subject as follows: MT – Therapeutic Massage, PCT – Patient Care Technician.

#### **Therapeutic Massage**

**This program is approved by the Florida Department of Health Board of Massage**

No prerequisites for this Program.

#### **Program Objective**

The primary objective of Therapeutic Massage program is to prepare students for the for national licensing examination (NCTMB for Massage Therapy) and gainful employment as Massage Therapists

#### **Program Description**

The program covers neuromuscular massage, spa services, and other specialized massage techniques, in both theory and practical work. Students start by learning muscles and application of various massage techniques to muscle groups in theory and classroom workshops and eventually move to full body clinical experiences. They will learn the psychological and physiological affects of massage, ultrasound, electric steam, massage oils/lotions/gels, aromatherapy, body wraps, spa settings, relationship of anatomy and physiology to massage, wellness systems, physiological changes during diseases, kinesiology, ethical practice and decision making.

This program takes **600** clock hours to complete: 20 weeks on a 30 hour per week schedule.

Course#	Course Name	Course Outline/Description *	Clock Hours
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the Workplace	3
MT-01	Statutes/Rules and History of Massage	Ethical practice & decision making, licensing requirements	15
MT-02	Anatomy and Physiology	Relationship of A&P to massage, Wellness Systems, Physiological Change during disease, Pathology and Kinesiology	190
MT-03	Massage Theory Techniques & Clinical Practicum	Foundation of Bodywork, Reflexology, Massage Movements, Techniques, Massage Procedures, Therapeutic Exercise, Medical Errors Prevention, Full Body Massage Clinic (50 services required)	250
MT-04	Allied Modalities	Specialized and Integrative Massage, Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians, CPR/First Aid	100
MT-05	Hydrotherapy	Theory, Modalities, Application, Practice	22
MT-06	The Business & Ethics of Massage	Business Planning, Marketing, Record Keeping, Scheduling	20

**Clock Hours is a combination of theory and lab hours**

**Total Theory Hours 430**

**Total Lab Hours 170/50 services minimum**

**\*Service Requirements are included in each Course Description**

## Patient Care Technician

(No prerequisites for this Program.)

### Program Objective

The primary objective of this Program is to prepare a graduate to work as an entry-level Patient Care Technician in a clinic, hospital, wound care centers or long-term care facility. Upon completion of the Program graduates will be able to check vital signs, perform CPR and First Aid, and assist in medical examinations, performing electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy.

### Program Description

This program will cover role and responsibility of the patient care technician, principles and techniques of Standard Precautions, Infection Control and related OSHA Standards, various safety and emergency principles as they relate to a health care facility, proper body mechanics when lifting, moving and positioning patients, proper techniques for obtaining vital signs, height and weight, proper techniques when performing various diagnostic procedures such as EKG, spirometry and venipuncture and entry-level office skills in the areas of reception, scheduling and word processing.

The Patient Care Technician takes **600 clock hours** to complete. That is, for instance, 15 weeks for morning student on a 40 hour per week schedule or for an evening student on a 30 hour/wk schedule, 20 weeks. Scheduling may be somewhat individualized to meet a student's needs.

<b>Course#</b>	<b>Course Name</b>	<b>Course Outline/Description</b>	<b>Clock Hours*</b>
BHC-1	Introduction to Health Care: Health Careers Core	Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions.	85
BHC-2	HIV/AIDS	Hours: theory – 72, lab – 18, clinical -0	5
PCT-01	Articulated Nursing Assistant Module	Skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues. Communication and interpersonal skills, nutrition, infection control, safety/emergency procedures & physical comfort and safety functions. Hours: theory – 15, lab – 10, clinical -50	75
PCT-02	Advanced Home Health Aide	Legal & ethical responsibilities, communication skills, basic human needs, nutritional needs, emergency & personal care, & rehabilitation needs of the client, household management, record-keeping, pet-facilitated therapy & employability skills. Infection control, first aid, cardiopulmonary resuscitation (CPR) heart saver level, vital signs, home-care skills and client-care skills. Hours: theory – 28, lab – 0, clinical -22	50
PCT-03	Patient Care Assistant Module	Overview of the human body, inc. organization and chemical processes, the structure and function of the body systems in health and disease, health care delivery system and health occupations, clinical rotation Hours: theory – 15, lab –10, clinical -50	75

PCT-04	Allied Health Assistant Module	Human body structure, systems, functions, growth & its development spanning the life stages. Knowledge of medical terminology, legal and ethical issues, anatomy and physiology, blood and airborne pathogens, first aid, CPR, and many basic skills needed in a healthcare environment. Hours: theory – 30, lab –20, clinical -100	150
PCT-05	Advanced Allied Health Assistant Module	Integration of OCP E of human body structure, systems, functions, growth & its development spanning the life stages. Knowledge of medical terminology, legal and ethical issues, anatomy and physiology, blood and airborne pathogens, first aid, CPR, and many basic skills needed in a healthcare environment. Hours: theory – 25, lab – 15, clinical -60	100
PCT-06	Patient Care Technician Module	Responsibility and accountability of the technician level role in health care organizations. Concept and competencies of critical thinking informed consent, reliability, honesty, and ethics. Hours: theory – 28, lab – 10, clinical -22	60

**\*Clock Hours is a combination of theory, lab and clinical hours**

**Total Theory Hours 213**

**Total Lab Hours 83**

**Total Clinical Hours 304**

## Medical Assisting

(No prerequisites for this Program.)

### Program Objective

The primary objective of this program is to prepare students for employment as medical assistants. Upon completion, the graduate will possess a working knowledge in medical terminology, anatomy, human diseases, pharmacology, basic medical office procedures and clinical medical assisting skills. Students will learn front office procedures such as handling patient accounts and records, word processing, and scheduling of patients. The students will also learn back office procedures such as taking patient histories and vital signs, preparing patients for procedures, assisting the physician with examinations and treatments, and performing selected diagnostic tests as directed by the physician. The medical assistant will also learn basic medical laboratory and X-ray procedures.

Upon completion, the graduate may be eligible for the National Certification examination offered by the National Healthcare Association. The Medical Assistant graduate may be prepared to take the Basic X-Ray Machine Operator State exam.

### Program Description

The Medical Assisting Program is a 10-month Diploma program. All modules must be completed to be a medical assistant. Students are placed into lab and clinical practice in physicians' offices throughout Miami Dade and Broward County, which offers maximum flexibility to the student, allowing for the development of specific skills within a chosen specialty area. Such skills encompass those of administrator, clinician, or technician. Upon completion of this ten (10) month program the student may be eligible to write the national certification exam of the American Association of Medical Assistants to obtain the credential of Certified Medical Assistant (CMA-AAMA).

The Medical Assisting takes **1350 clock hours/10 months** to complete.

Course#	Course Name	Course Outline/Description	Clock Hours*
BHC-1	Introduction to Health Care:	Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions.	85
BHC-2	Health Careers Core HIV/AIDS	Hours: theory – 72, lab – 18, clinical -0	5
MA-T	Medical Terminology	Provides a broad survey of the language of medicine in the health science professions. This course will familiarize the student with the use of medical terms and their meanings, commonly used term and word roots, abbreviations, terminology and pathology by system. Hours: theory – 50, lab – 0, clinical - 0	50
MA-OR	Medical Office Receptionist	This course will provide knowledge in medical office procedures including management of manual and computerized records, insurance, equipment and supplies, reception, interpersonal relations, and office security and safety. The student will be familiarized with introductory computer concepts in the health care environment. Hours: theory – 50, lab – 50, clinical - 0	100

MA-PA	Phlebotomist, MA	This course is designed to provide the student with the knowledge, skills, and technique necessary to perform phlebotomy in the healthcare setting. Instruction will also include infection control protocols following universal precautions, as well as the transporting and processing of specimens, and the practice of quality assurance and safety. Hours: theory – 20, lab –20, clinical -35	75
MA-EA	EKG Aide, MA	This course will provide the student with a base of knowledge and the appropriate skill for patient preparation and the competency necessary to perform an adequate electrocardiogram. Identification of normal and abnormal heart rhythms, artifacts, mechanical problems, and cardiac emergencies will also be included. Hours: theory – 20, lab –20, clinical -35	75
MA-1	Theoretical Aspects of Clinical Skills	Designed to orient the medical assistant to all phases of patient care in the physician's examining room relating to: vital signs, physical examination, minor surgery, instrumentation sterilization, preparation of medications, physical therapy modalities and electrocardiography. Hours: theory – 20, lab – 0, clinical - 0	20
MA-1 L/C	Application of Clinical Skills	Laboratory practice in procedures relating to: taking vital signs, assisting at the physical examination and minor surgery, sterilization of instruments, preparation and administration of medications, assisting with physical therapy modalities and taking electrocardiograms. Hours: theory – 0, lab – 50, clinical - 60	110
MA-2	Anatomy and Physiology	Anatomy and Physiology is the introductory course which focuses on the study of the structure and function of the human body and its systems. It covers the human body, cell structure, functions and the various systems including the Integumentary, Skeletal, Muscular, Nervous, and the Endocrine system. Hours: theory – 60, lab – 0, clinical - 0	60
MA-3	Pathophysiology & Disease for Medical Assistants	This course will introduce students to common diseases and medical conditions which affect patients who present themselves to medical offices for diagnosis and treatment. Hours: theory – 20, lab – 20, clinical - 40	80
MA-4	Pharmacology for the Medical Assistant	This course is designed to introduce students to principles of pharmacology, the role and responsibility of medical assistants in administering medication. Various methods and routes of administration, as well as dosage calculation will be covered. Hours: theory – 50, lab – 20, clinical - 0	70

MA-5	Radiology for the Medical Assistant	This course focuses on the basic principles of x-ray, film handling and processing, radiographic technique, and radiation biology. The course prepares the student to take the examination for certification as a Basic X-ray Machine Operator Hours: theory – 80, lab – 60, clinical - 100	240
MA-6	Administrative Office Procedures Medical Coding Insurance Billing with Collections	Office management procedures, including planning and organization; financial and medical record keeping procedures; billing and collection; processing insurance claims using procedural and diagnostic coding. Billing, electronic claims transmission, and collection systems are emphasized. Hours: theory – 60, lab – 0, clinical - 0	60
MA-6 L/C	Administrative Practicum for the Medical Assistant	The student is assigned to a physician’s office, clinic, laboratory, or other community health care facility. Emphasis is on integrating basic administrative skills demonstrated in previous courses Hours: theory – 0, lab – 40, clinical - 0	40
MA-7	Medical Law And Ethics Professional Issues for the Medical Assistant	Legal and ethical responsibilities; credentialing and other professional issues of medical assisting. The course will teach the student professional and proper conduct as it pertains to patient/client interaction, medical liability, patient/client confidentiality, rights, abuse and neglect. Hours: theory – 30, lab – 0, clinical - 0	30
MA-8	Clinical/ Diagnostic Practicum for the Medical Assistant	This course is designed to provide students with experiences in the practice of the clinical and the diagnostic aspect of medical assisting. Students will be assigned to physician’s office or clinics where they will provide where they will perform diagnostic clinical laboratory procedures, electrocardiographic and basic x-ray procedures and direct patient care under the guidance of an experienced Medical Assistant. Hours: theory – 40, lab – 0, clinical - 210	250

**\*Clock Hours is a combination of theory, lab and clinical hours**

**Total Theory Hours 572**

**Total Lab Hours 298**

**Total Clinical Hours 480**

## Dental Assisting

**This program is approved by the Florida Department of Health Board of Dentistry**

(No prerequisites for this Program)

### Program Objective

The primary objective of this program is to prepare students for employment as dental assistants. Upon completion, the graduate will possess a working knowledge of dental office and patient management, basic dental laboratory procedures, dental terminology, dental instrument and equipment utilization, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, and may be eligible to take the Dental Assisting National Board Examination.

### Program Description

The Dental Assisting Program is a 10-month Diploma program. Students are placed into lab/clinical practice in dentist's offices throughout Miami Dade and Broward County, which offers maximum flexibility to the student, allowing for the development of specific skills including expanded duties competencies approved by the Florida Board of Dentistry. The content includes, as a minimum, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

The Dental Assisting takes **1275 clock hours/10 Months** to complete.

Course#	Course Name	Course Outline/Description	Clock Hours*
BHC-1	Introduction to Health Care: Health Careers Core	Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions.	85
BHC-2	HIV/AIDS	Hours: theory – 72, lab – 18, clinical -0	5
DEA-T	Dental terminology	Use of dental/medical terms and their meanings. Commonly used term and word roots. Abbreviations, terminology and pathology. Demonstrate the appropriate level of knowledge of dental/medical terminology, and the ability to utilize communications skills both oral and written for workplace effectiveness. Hours: theory – 45, lab – 0, clinical - 0	45
DEA-1	Dental Theory	Dental and oral anatomy, tooth identification and numbering system Instrument nomenclature and identification for all aspects of General Dentistry Equipment operation, chair positioning, assistant equipment usage Treatment options available, depending on oral conditions Legal Ethical and Professional issues Hours: theory – 124, lab – 29, clinical - 35	188
DEA-2	Pharmacology & Anesthesia for the Dental Assistant	The functions of pharmacology and anesthesia as they relate to dentistry. Common drugs used in dentistry Preparation and application of topical anesthetic.	80

		Preparation of syringes for local anesthetics. Monitor and adjust the use of nitrous oxide-oxygen conscious sedation. Hours: theory – 45, lab – 35, clinical - 0	
DEA-3	Receptionist - Front Desk Office Management	Phone techniques and appointment book control. Billing: accounts receivable and accounts payable, collections. Filing insurance forms and pre-treatment estimates. Insurance terminology Hours: theory – 40, lab – 0, clinical - 0	40
DEA-4	Chair-Side Dental Assisting	A. Instrument transfer techniques, chair-side assisting and patient suctioning. B. Chair-side doctor-patient-assistant positioning C. Tub and tray systems of instruments and materials D. Familiarity and use of instruments and materials in assisting for: 1. Operative Dentistry-amalgam and composite restorations 2. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, haemostatic agents, introduction into various crown types. 3. Endodontics - instruments, medicaments and materials: how and why they are used .4. Periodontics - disease origin and usual treatment methods. 5. Pedodontics - commonalty and differences in treating children vs. adult patients. Hours: theory – 170, lab – 0, clinical - 340	510
DEA-5	Radiology	X-ray theory and technique, use of Rinn© holders and other methods. Intraoral, bitewing, panoramic, and endodontics exposure methods. Developing x-rays using the automatic processor. Darkroom care and maintenance. X-ray identification, interpretation, safety and precautions. Hours: theory – 40, lab – 0, clinical – 60	100
DEA-6	Impressions and Model Trimming	Impression materials and practice in their uses: alginates, poly vinyl siloxane etc. Wax bites, counter impressions, model pouring and trimming. Hours: theory – 30, lab – 45, clinical - 45	120
DEA-7	Cements and Liners	Introduction to various cements and liners used in dentistry Practice mixing cements and liners. Hours: theory – 35, lab – 45, clinical - 0	80
DEA-8	Sterilization Techniques	Sterilization theory and terminology, autoclave operation. Instrument and equipment sterilization / disinfection. Treatment room disinfection and asepsis techniques. Handpiece care and maintenance. Hours: theory – 5, lab – 15, clinical - 0	20
DEA-9	Job Interview Assistance	Proper image, dress, resume, and how to prepare for the job interview itself Difficult questions you may face - how to answer them. Do's and don'ts during the interview, what to expect. Hours: theory – 2, lab – 0, clinical - 0	2

**\*Clock Hours is a combination of theory, lab and clinical hours**

**Total Theory Hours 608**

**Total Lab Hours 187**

**Total Clinical Hours 480**

## **BEAUTY SCIENCES PROGRAMS**

Courses are typically sequential and based on the student's program of study. The first two letters indicate the program or subject as follows: COS - Cosmetology, FL - Florida Laws or HIV/AIDS, FA -Facial Specialist, NA - Nail Technology, etc.

### **Cosmetology**

(Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials and Makeup) No prerequisites for this Program

### **Program Objective**

The primary objective of Cosmetology Program is to prepare students for the State Licensing Examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

### **Program Description**

Basic theory and technique for cutting movements, including shear, razor and clipper techniques, precision cutting principles and current trends, permanent and lightening services, ethnic techniques, trends in styling, makeup, hair removal, manicures, pedicures and introduction to nail extensions.

The Cosmetology program takes **1200 clock hours** to complete. That is, for instance, 7-8 months for morning student on a 40 hour per week schedule or for an evening student on a 30 hour/wk schedule, 10 months. Scheduling may be somewhat individualized to meet a student's needs.

<b>Course#</b>	<b>Course Name</b>	<b>Course Outline/Description *</b>	<b>Clock Hours</b>
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the Workplace	4
COS-01	Hair Shaping	Basic techniques, using various implements and cutting movements, to include shear, razor and clipper techniques, precision cutting principles and current trends. (min.75 serv).	235
COS-02	Hair Coloring	Basic application and theory for semi permanent, permanent & lightening services. Retouching, restoring hair to original color, frosting, & corrective (min. 75 services).	185
COS-03	Chemical Waving	Basic theory and application of procedures for waving and relaxing hair, including long hair wraps (Perms) and Relaxing; chemical reformation curl (min. 65 services).	185
COS-04	Shampoos and Rinses	Basic theory and technique for cleansing and conditioning the scalp and hair in preparation for additional salon services, including scalp manipulations. (min. 50 services)	30
COS-05	Scalp Treatments, Hair Care Rinses	Basic Theory and technique for treatments for healthy scalp and improve appearance of a client's hair (min. 45 services).	50

COS-06	Hairstyling	Blow-dry, iron styling, pressing, wet mold, roller sets, comb outs, ethnic techniques, trends in styling (min. 300 serv)	250
COS-07	Facials including Hair Removal	Facials, Makeup, masques, hair removal, brow tinting. (min. 10 services)	105
COS-08	Manicures, Nail Extensions, Pedicures	Manicures, pedicures, introduction to nail extensions. (min. 20 services).	120
COS-09	Sanitation, Florida Law, Bacteriology	Basic theory and application of these principles	36

**Clock Hours is a combination of theory and lab hours**

**Total Theory Hours 430**

**Total Lab Hours 770/610 minimum services**

**\*Service Requirements are included in each Course Description**

## Nail Technician

(Basic and Advanced Manicure/Pedicure/Nail Extensions)

No prerequisites for this Program

### Program Objective

The primary objective of Nail Technician Program is to prepare students to become a Nail Technician. This program is one of the quickest ways to enter the cosmetology field. A person can qualify for state registration to work in Florida doing manicures, pedicures, and nail extensions.

### Program Description

We start with manicures and pedicures, followed closely by nail extensions of all types. Theory and practice, including acrylic nail, spa technique and booth manicure, paraffin treatments and theory and practice of related subjects, including nail disorders and diseases, corrections, advanced nails, rebalancing nails, use of electric drill under tip and for shaping/smoothing acrylics as well as personal ethics and salon management.

The Nail Technician program takes **300 hours** to complete with the minimum of 165 nail services. 7.5 -8 weeks for morning student at 40 hours per week or in 10 weeks for evening student at 30 hours per week,

Course#	Course Name	Course Outline/Description *	Clock Hours
FL-01	FLA Law	Florida Cosmetology laws and rules	5
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the workplace	4
NA-01	Sanitation	Bacteriology and Sanitation Theory and Procedures	6
NA-02	Ethics	Applications of Principles to the Salon	2
NA-03	Manicures	Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.)	40
NA-04	Pedicures	Theory and practice, including Spa Techniques (Min.30 serv.)	40
NA-05	Tips with Overlay	Application of Nail Tips with Acrylic (min 15 serv.)	32
NA-06	Sculpting using a form	Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv) Theory/Practice using assorted products (Min 2 serv.) Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.)	56
NA-07	Nail Wraps and/or Mending	Use of various materials to wrap and mend (10 serv.)	10
NA-08	Nail Fills	Filling regrowth w/ appropriate technique (min.10 serv.)	25
NA-09	Artificial Nail Removal	Safely removing Artificial Nails (Min 5 Services)	5
NA-10	Polishing and Nail Art	Theory/ Practice using various materials (Min 10 serv.)	10
NA-11	French Manicures	Theory/Practice using assorted techniques (Min 5	6

		serv.)	
NA-12	Paraffin	Theory/Practice of Paraffin Treatments (Min.1 serv.)	2
NA-13	Gels & Fiberglass	Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.)	15
NA-14	Nail Theory & Practice	Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques	42

**Clock Hours is a combination of theory and lab hours**

**Total Theory Hours 114**

**Total Lab Hours 186/147 services minimum**

**\*Service Requirements are included in each Course Description**

## **Skin Care/Facial Specialist**

(Makeup - Color Analysis - Facials - Skin Care - Hair Removal)

No prerequisites for this Program

### **Program Objective**

The primary objective of the SKIN CARE/FACIAL SPECIALIST Program is to prepare students to become a Facial Specialist.

### **Program Description**

We start with skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, fantasy, photographic and camouflage makeup, facial manipulations, masques, skin care machines (steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments (i.e. oxygenating, glycolic, hydrating, etc.)

This program takes **300 hours** to complete with a minimum 150 facial services as detailed below. 7.5 -8 weeks for morning student at 40 hours per week or 10 weeks for evening student at 30 hours per week.

<b>Course#</b>	<b>Course Name</b>	<b>Course Outline/Description *</b>	<b>Clock Hours</b>
FA-01	Facials/Skin Care	Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min)	220
FA-02	Essential Oils	Use in Aromatherapy and Skin Care (2 serv min)	2
FA-03	Hair Removal	Tweezing / Waxing (20 serv min)	35
FA-04	Makeup	Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min)	29
FA-05	Color Analysis	Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min)	10
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the Workplace	4

**Clock Hours is a combination of theory and lab hours**

**Total Theory Hours 115**

**Total Lab Hours 185/132 services minimum**

**\*Service Requirements are included in each Course Description**

## COMBINATION CHOICE

The Program listed below is exact combination choice of the programs listed on previous pages. This applies to the hours, services, courses, course numbers, and time involved. Combination program "open more doors" for the graduate seeking job entry, as well as the ability to more quickly build a client base and more ways to serve their clients. Savings in registration fees are an added benefit, as the student only enrolls once rather than twice.

### Full Specialist

No prerequisites for this Program.

### Program Objective

The primary objective of Full Specialist Program is to prepare students to become a skin care/facial specialist and nail technician.

### Program Description

This program covers skin analysis and facial techniques, followed by treatment facials and machine applications, makeup, waxing, product knowledge as well as theory and practice of manicures and pedicures, acrylic nail, spa technic and booth manicures, paraffin treatments including nail disorders and diseases, corrections, advanced and rebalancing nails use of electric drill under tip and for shaping/smoothing acrylic nails.

This program is a combination of Nail Technician and Skin Care/Facial program.

This program takes **600 hours** to complete . 15 weeks on a 40 hour per week schedule and in 20 weeks on a 30 hour per week schedule.

Course#	Course Name	Course Outline/Description *	Clock Hours
FL-01	FLA Law	Florida Cosmetology laws and rules	5
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the workplace	4
NA-01	Sanitation	Bacteriology and Sanitation Theory and Procedures	6
NA-02	Ethics	Applications of Principles to the Salon	2
NA-03	Manicures	Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.)	40
NA-04	Pedicures	Theory and practice, including Spa Techniques (Min.30 serv.)	40
NA-05	Tips with Overlay	Application of Nail Tips with Acrylic (min 15 serv.)	32
NA-06	Sculpting using a form	Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv) Theory/Practice using assorted products (Min 2 serv.) Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.)	56
NA-07	Nail Wraps and/or Mending	Use of various materials to wrap and mend (10 serv.)	10
NA-08	Nail Fills	Filling regrowth w/ appropriate technique (min.10 serv.)	25

NA-09	Artificial Nail Removal	Safely removing Artificial Nails (Min 5 Services)	5
NA-10	Polishing and Nail Art	Theory/ Practice using various materials (Min 10 serv.)	10
NA-11	French Manicures	Theory/Practice using assorted techniques (Min 5 serv.)	6
NA-12	Paraffin	Theory/Practice of Paraffin Treatments (Min.1 serv.)	2
NA-13	Gels & Fiberglass	Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.)	15
NA-14	Nail Theory & Practice	Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques	42
FA-01	Facials/Skin Care	Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min)	220
FA-02	Essential Oils	Use in Aromatherapy and Skin Care (2 serv min)	5
FA-03	Hair Removal	Tweezing / Waxing (20 serv min)	35
FA-04	Makeup	Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min)	30
FA-05	Color Analysis	Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min)	10

**Clock Hours is a combination of theory and lab hours**

**Total Theory Hours 229**

**Total Lab Hours 371/279 services minimum**

**\*Service Requirements are included in each Course Description**

This program is the exact combination of the **Nail Technician and Skin Care/Facial Specialist Programs**. Students may start with the Nail **or** the Facial portion of the program. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work.

### **Course Cancellation**

Prestige Health and Beauty Sciences Academy reserves the right to cancel any courses listed in the Catalog prior to enrollment of the students. School will notify the potential applicants by letter, telephone call, or in person and suggest alternative start dates or different schools in the area that offer the courses, which were cancelled.

## 8. SCHOOL CALENDAR

Prestige Health and Beauty Sciences Academy operates on a continuous basis throughout the 2011-2012 school year. The school will be closed during the following periods:

July - **Independence Day**, Monday July 4th  
 September - **Labor Day**, Monday September 5th  
 November - **Thanksgiving Day**, November 24th  
**Christmas Day**, Sunday December 25<sup>th</sup> - **New Year's Day**, Sunday, January 1<sup>st</sup>  
**Martin Luther King Jr.**, Monday, January 16<sup>th</sup>  
 February - **President's Day**, Monday February 20<sup>th</sup>  
 May - **Memorial Day**, Monday May 28<sup>th</sup>

CLASS START DATES: July, 2011 - June, 2012

<b>HEALTH SCIENCES PROGRAMS</b>						
<b>Program</b>	<b>Start Date</b>	<b>Day/Full Time</b>	<b>End*</b>	<b>Evening/ Part Time</b>	<b>End*</b>	
<b>MASSAGE</b>	Once a month	July 2011	Nov. 2011			
		August 2011	December 2011			
		Sept. 2011	January 2012			
		October 2011	February 2012			
		Nov. 2011	March 2012			
		December 2011	April 2012			
		January 2012	May 2012			
		February 2012	June 2012			
		March 2012	July 2012			
		April 2012	August 2012			
		May 2012	Sept. 2012			
		June 2012	October 2012			
<b>PATIENT CARE TECHNICIAN</b>						
	Day or evening	Once a month	July 2011	October 2011	July 2011	Nov. 2011
			August 2011	Nov. 2010	August 2011	Dec. 2011
			Sept. 2011	December 2010	Sept. 2011	January 2012
			October 2011	January 2012	October 2011	February 2012
			Nov. 2011	February 2012	Nov. 2011	March 2012
			December 2011	March 2012	December 2011	April 2012
			January 2012	April 2012	January 2012	May 2012
			February 2012	May 2012	February 2012	June 2012
			March 2012	June 2012	March 2012	July 2012
			April 2012	July 2012	April 2012	August 2012
			May 2012	August 2012	May 2012	Sept. 2012
		June 2012	Sept. 2012	June 2012	October 2012	
<b>MEDICAL ASSISTING</b>	Once a month	July 2011	April 2012			
		August 2011	May 2012			

		Sept. 2011	June 2012		
		October 2011	July 2012		
		Nov. 2011	August 2012		
		December 2011	Sept. 2012		
		January 2012	October 2012		
		February 2012	Nov. 2012		
		March 2012	December 2011		
		April 2012	January 2013		
		May 2012	February 2013		
		June 2012	March 2013		
<b>DENTAL ASSISTING</b>	Once a month	July 2011	April 2012		
		August 2011	May 2012		
		Sept. 2011	June 2012		
		October 2011	July 2012		
		Nov. 2011	August 2012		
		December 2011	Sept. 2012		
		January 2012	October 2012		
		February 2012	Nov. 2012		
		March 2012	December 2011		
		April 2012	January 2013		
		May 2012	February 2013		
		June 2012	March 2013		

<b>BEAUTY SCIENCES PROGRAMS</b>					
<b>Program</b>	<b>Start Date</b>	<b>Day/Full Time</b>	<b>End*</b>	<b>Evening/ Part Time</b>	<b>End*</b>
<b>COSMETOLOGY</b>	Once a month				
Day or evening		July 2011	February 2012	July 2011	April 2012
Day or evening		August 2011	March 2012	August 2011	May 2012
Day or evening		Sept. 2011	April 2012	Sept. 2011	June 2012
Day or evening		October 2011	May 2012	October 2011	July 2012
Day or evening		Nov. 2011	June 2012	Nov. 2011	August 2012
Day or evening		December 2011	July 2012	December 2011	Sept. 2012
Day or evening		January 2012	August 2012	January 2012	October 2012
Day or evening		February 2012	Sept. 2012	February 2012	Nov. 2012
Day or evening		March 2012	October 2012	March 2012	Dec. 2012
Day or evening		April 2012	Nov. 2012	April 2012	January 2013
Day or evening		May 2012	Dec. 2012	May 2012	February 2013
Day or evening		June 2012	January 2013	June 2012	March 2013
<b>NAIL TECH and SKIN CARE</b>	Every other week				
Day or evening		07/05/2011	09/06/2011	07/05/2011	09/23/2011
Day or evening		07/19/2011	09/20/2011	07/19/2011	10/04/2011
Day or evening		08/02/2011	10/03/2011	08/02/2011	10/17/2011
Day or evening		08/16/2011	10/17/2011	08/16/2011	10/31/2011
Day or evening		09/07/2011	10/31/2011	09/07/2011	11/14/2011
Day or evening		09/20/2011	11/15/2011	09/20/2010	11/28/2011
Day or evening		10/04/2011	11/29/2011	10/04/2011	12/13/2011
Day or evening		10/18/2011	12/13/2011	10/18/2011	01/03/2012
Day or evening		11/01/2011	01/03/2012	11/01/2011	01/18/2012
Day or evening		11/15/2011	01/18/2012	11/15/2011	01/31/2012
Day or evening		11/29/2011	01/31/2012	11/29/2011	02/07/2012
Day or evening		12/13/2011	02/07/2012	12/13/2011	02/21/2012
Day or evening		01/03/2012	02/21/2012	01/03/2012	03/07/2012
Day or evening		01/18/2012	03/07/2012	01/18/2012	03/21/2012
Day or evening		01/31/2012	03/21/2012	01/31/2012	04/11/2012
Day or evening		02/07/2012	04/11/2012	02/07/2012	04/25/2012
Day or evening		02/21/2012	04/25/2012	02/21/2012	05/09/2012
Day or evening		03/07/2012	05/09/2012	03/07/2012	05/23/2012
Day or evening		03/21/2012	05/23/2012	03/21/2012	06/06/2012
Day or evening		04/11/2012	06/06/2012	04/11/2012	06/20/2012
Day or evening		04/25/2012	06/20/2012	04/25/2012	07/01/2012
Day or evening		05/09/2012	07/01/2012	05/09/2012	07/18/2012
Day or evening		05/23/2012	07/18/2012	05/23/2012	08/08/2012
Day or evening		06/06/2012	08/08/2012	06/06/2012	08/22/2012
Day or evening		06/20/2012	08/22/2012	06/20/2012	09/02/2012

\* Please note that this date is an approximate end date.

## **9. TUITION, FEES AND CREDENTIALS**

Students are required to pay the school the tuition and fees for the program selected in advance prior to the start of classes. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied.

The student's tuition may be paid by cash, check, and money order or through school no interest term payment plan.

The fee for licensure for Therapeutic Massage, Patient Care Technician, Cosmetology, Nail Technician, Skin Care/Facial, Full Specialist, is not included in the cost of tuition.

### **HEALTH SCIENCES PROGRAMS**

#### **THERAPEUTIC MASSAGE PROGRAM COST**

Tuition \$6500.00

Uniform, Books, & Materials \$450.00

Registration Fee \$100.00

**TOTAL \$7050.00**

#### **PATIENT CARE TECHNICIAN PROGRAM COST**

Tuition \$5500.00

Uniform, Books, & Materials \$300.00

Registration Fee \$100.00

**TOTAL \$5900.00**

#### **MEDICAL ASSISTING PROGRAM COST**

Tuition \$7500.00

Uniform, Books, & Materials \$975.00

Registration Fee \$100.00

Insurance Cost \$885.00

**TOTAL \$9460.00**

#### **DENTAL ASSISTING PROGRAM COST**

Tuition \$7000.00

Uniform, Books, & Materials \$935.00

Registration Fee \$100.00

Insurance Cost \$885.00

**TOTAL \$8920.00**

**THERAPEUTIC MASSAGE PROGRAM** The student that completes the Therapeutic Massage Program will receive a Diploma from the Academy. To receive their Massage Therapy License, the student must submit an application to the National Certification Board for Therapeutic Massage and Bodywork to take the NCBTMB Examination, which charges a fee. After passing the National Examination, to receive their Florida Massage Therapy License, the student must submit an application to the Department of Health, along with licensing fee and proof of passing the National Exam. The school will submit to the Department of Health an official transcript showing all requirements have been met and passed.

**All students should be aware that Application for Licensure by the Board of Massage Therapy contains questions regarding criminal history. For further information contact**

**Board of Massage Therapy at 850-488-0595 or**  
**[www.doh.state.fl.us/mqa/massage/ma\\_home.html](http://www.doh.state.fl.us/mqa/massage/ma_home.html)**

**PATIENT CARE TECHNICIAN PROGRAM** The student that completes the Patient Care Technician Program will receive a Diploma from the Academy. Upon completion of each Occupational Completion Points module the student will be issued a certification as per Florida Department of Education Curriculum Framework for Patient Care Technician Program.

**MEDICAL ASSISTING PROGRAM** The student that completes the Medical Assisting Program will receive a Diploma from the Academy. Upon completion of each Occupational Completion Points module the student will be issued a certification as per Florida Department of Education Curriculum Framework for Medical Assisting Program. There are no licensing or certification requirements to work as a Medical Assistant in Florida.

**DENTAL ASSISTING PROGRAM** The student that completes the Dental Assisting Program will receive a Diploma from the Academy. There are no licensing or certification requirements to work as a Dental Assistant in Florida.

## **BEAUTY SCIENCES PROGRAMS**

### **COSMETOLOGY PROGRAM COST**

Tuition \$7500.00  
Uniform, Books, & Materials \$870.00  
Registration Fee \$100.00  
**TOTAL \$8470.00**

### **NAIL TECHNICIAN PROGRAM COST**

Tuition \$1500.00  
Uniform, Books, & Materials \$350.00  
Registration Fee \$100.00  
**TOTAL \$1950.00**

### **SKIN CARE/FACIAL PROGRAM COST**

Tuition \$1800.00  
Uniform, Books, & Materials \$350.00  
Registration Fee \$100.00  
**TOTAL \$2250.00**

### **FULL SPECIALIST PROGRAM COST**

Tuition \$3200.00  
Uniform, Books, & Materials \$650.00  
Registration Fee \$100.00  
**TOTAL \$3950.00**

**COSMETOLOGY** Upon the successful completion of the Cosmetology Program, the student receives a diploma. To receive their Cosmetology license, the student must submit, through the Academy, an application to the Board of Cosmetology, along with a check or money order in the amount of \$53.00 and HIV/AIDS Certificate. Once the Board deems an applicant eligible for the computer-based testing, they will be contacted by the Board's contracted vendor for scheduling an exam date and time. (Cost \$27.00) Total exam/licensing fees: \$80.00

**NAIL TECHNICIAN PROGRAM or SKIN CARE/FACIAL PROGRAM** The student that completes the Nail Technician or Skin Care/Facial Program will receive a Diploma from the Academy. To receive their Nail or Skin Care/Facial License, the student must submit, through the Academy, an application to the Board of Cosmetology, along with a check or money order in the amount of \$85.00 and HIV/AIDS Certificate. The graduates can be employed as a Nail Technician or Skin Care/Facial Specialist, under supervision, as soon as they have mailed their application.

**FULL SPECIALIST PROGRAM** The student that completes the Full Specialist Program will receive a Diploma from the Academy. To receive their Full Specialist license, the student must submit, through the Academy, an application to the Board of Cosmetology, along with a check or money order in the amount of \$85.00, and HIV/AIDS Certificate.

**All students should be aware that Application for Licensure by the Department of Business and Professional Regulation contains questions regarding criminal history. For further information contact DBPR at 850-487-1395 or [www.myfloridalicense.com](http://www.myfloridalicense.com)**

## **10. Refund policy**

- 1.** Student must cancel in writing, in person, by electronic mail or by Certified Mail.
- 2.** An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- 3.** If a student cancels his/her enrollment prior to the end of the third (3<sup>rd</sup>) business day after signing the enrollment agreement, he/she shall be entitled to a refund of all monies paid to the school.
- 4.** If a student cancels his/her enrollment after the third (3<sup>rd</sup>) business day, but before the first class, he/she shall be entitled to a refund of all money paid less registration fee (not to exceed \$100.00).
- 5.** All extra costs, such as books, equipment, student kit, etc., which are not included in the tuition costs are non-refundable.
- 6.** Termination of enrollment after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 7.** Withdrawal after completing 40% of the program will result in no refund. This policy applies to all programs.
- 8.** Termination Date: The last date of actual attendance by the student shall be used in calculation of the refund unless earlier written notice was received.
- 9.** Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
- 10.** If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to 100% refund of all monies collected by the school, unless train out is provided.
- 11.** If a program is cancelled subsequent to a student's enrollment, the school shall either provide a full refund of all monies paid, or provide completion of the program, at the option of the school.

## **11. STATEMENT OF NONDISCRIMINATION**

Prestige Health and Beauty Sciences Academy, in admission, instruction, educational and graduation policies, does not discriminate on the basis of sex, age, race, financial status, religion, color or ethnic origin. The school also makes every effort to assist handicapped and/or disabled students in becoming gainfully employed in the field for which they were trained.

## **12. ACADEMIC PROGRESS EVALUATION**

Prestige Health and Beauty Sciences Academy programs are offered in clock hours. A clock hour consists of a 60-minute period containing at least 50 minutes of instruction and not more than a 10-minute break.

In order to determine academic progress, the following factors will be measured: Theory Tests, Outlines, Workbooks, Practical Exams, Clinic Work, and Graded Assignments. The minimum acceptable grade for any theory or practical subject is 75%.

100% to 94% is an **A**

93% to 85% is a **B**

84% to 75% is a **C**

74% to 65% is a **D**

Anyone with a score below 75% must bring the score up before being allowed to graduate. If desired, they can review the work in another class. Special assistance at the state examination is available for those with documented disabilities. A student must attend a minimum of 70% of the contracted time frame per week. Missed hours must be made up within the scheduled time the particular course is offered. Students are required to complete 100% of all program hours.

### **13. GRADUATION REQUIREMENTS**

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of required hours, contracted tuition and fees, services, and school assignments.

To better prepare students for a competitive profession, school requirements will exceed minimum standards set by the State of Florida. Detailed lists of these requirements for each program are available upon request. Prestige Health and Beauty Sciences Academy uses a computerized record keeping system, which counts practical and theory activities as individual "services."

Upon completion of any program, a diploma is issued stating the class or classes that the student has completed. We do not, however, guarantee the successful completion and passing of the state board examinations.

### **14. CREDITS FOR PREVIOUS TRAINING**

Credit will be given from other schools if the school is teaching a full and complete program. The actual amount of credit that a student can receive will depend on the student's ability to perform practical work and his/her theoretical knowledge. Determination is made through an examination and left to the discretion of the Dean of Health Sciences Programs or the Director of Education and Training for Beauty Sciences Programs. A student must complete at least 25% of the training at this institution.

### **15. TRANSFERABILITY OF CREDITS**

Prestige Health and Beauty Sciences Academy does not guarantee that hours and course work completed are transferable to other institutions. The acceptance of transfer credit is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **16. VOLUNTARY TERMINATION**

A student may voluntarily terminate his or her training by notifying the President or Director of Education and Training in writing. The letter should explain his/her reasons for the termination and the date the termination is to be effective.

## **17. APPEALS**

Any student who has received a report of unsatisfactory progress or discipline may, within seven (7) days, request in writing a meeting with the President and his/her instructor(s). The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student notified accordingly.

## **18. GRIEVANCES**

A student who has a grievance should schedule an appointment to see the Director of Education to try to resolve any grievances internally. The purpose is to provide a prompt and equitable process of resolving student grievances.

Students who feel a grievance is unresolved may refer their grievance to: Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200, or Toll Free (888)224-6684.

## **19. STUDENT CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Professional conduct is the only level of conduct we expect from our students.

Our rules are developed to provide an atmosphere that encourages and motivates each student in a learning experience. At the time of enrollment and for the duration of his training, each student must agree to abide by the rules and regulations as listed. Students should not interfere with other students' rights, safety or health, or right to learn.

Violations of student conduct include, but are not limited to:

- Theft
- Disruptive behavior
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
- Vandalism, or threats of actual damage to property or physical harm to others
- Possession, sale, transfer, or use of illegal drugs
- Appearance under the influence of alcohol or illegal drugs

Prestige Health and Beauty Sciences Academy reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

**(a). ALCOHOL-DRUG POSSESSION, USAGE AND DISTRIBUTION POLICY**

In accordance with the requirements of the “Drug Free Schools and Communities Act Amendments of 1989” (Public Law 101-226), the following will be the policy of Prestige Health and Beauty Sciences Academy:

No employee or student of this school shall have in his or her possession any alcoholic beverage or controlled substance (illicit drug) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.

**(b). DRESS**

Students are expected to dress in a manner that would not be constructed as detrimental to the student body and the educational process at Prestige Health and Beauty Sciences Academy

**(c). USE OF SCHOOL EQUIPMENT AND PROPERTY**

School equipment and property are not to be removed from the building. A student wishing to use the equipment may do so during classes.

**20. LEAVE OF ABSENCE**

A student requesting a leave of absence must submit a request in writing in advance of the leave. A leave cannot exceed more than ninety (90) days. A student may only request one leave in a twelve (12) month period. Leave of absence is not calculated in determining time frame per week. Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons. Any other absence is considered personal time and not documented as "excused." These absences must be made up. The Leave of Absence request must be made in writing, dated in advance of the leave if possible, and approved by the school. A regular leave of absence will be for 30-180 days. Leaves of Absence are strictly limited and may not exceed a total of 180 days per year. Details are available in writing upon request. Such a leave may not result in additional tuition, as we will extend graduation dates accordingly.

## **21. ATTENDANCE / MAKEUP WORK**

School attendance must be regular to benefit most from the program. Standard 40-hour schedules are from 8:30 AM to 3:30 PM M-F and from 8:30 AM to 1:30 PM on Saturday.

Monday – Friday	Saturday
Full Time/ Morning 8:30am - 3:30pm	8:30am – 1:30pm
Part Time/Evening 4:00pm – 9:00pm	2:00pm – 7:00pm

Massage students are limited by state law to a maximum of 6 hours/day and 30 hours/week. Standard 30 hour schedules are 8:30am-1:30 pm M-S in the morning and 2:30 pm – 7:30 pm in the evening.

Part-time/Evening and flexible schedules are arranged, but students must meet theory hour requirements to graduate. If students are scheduled to be in class, they will receive credit only for that portion of the class they attend. Students over 15 minutes late for morning theory may not be allowed in the building until clinic starts. Students are asked to call in any day they will be absent. Students may make up time and work missed. All absences of 30 days or more must be covered by a leave of absence or the enrollment must be terminated. A new registration fee and new contract are required before student may return to school.

## **22. DISCONTINUANCE**

Discontinuance is when a student drops out of school or the school terminates the student's enrollment. This is required when the student is absent over 30 calendar days without a leave.

If a student desires later to re-enroll, our policy is to assist them in any way possible to enable them to complete a program.

Students who were making Satisfactory Progress will be considered to be doing so upon their return. Students who were not, or who were dismissed for unsatisfactory progress, must interview with the administration office before readmission.

## **23. RULES AND REGULATIONS**

Each student will be supplied with Prestige Health and Beauty Sciences Academy, catalog which sets forth the policies and regulations under which the school operates. It is responsibility of the student to become familiar with these policies and regulations and to comply accordingly. The regular discipline plan provides that: (a) on the first offense, the student will be counseled in an attempt to solve the problem and work out a solution that puts the student's behavior in line with the school's guidelines; (b) on the second offense, the student will be suspended from the school for three (3) to five (5) days and may return after this period; and (c) on the third offense, the student will be expelled. The following are examples of activities that are subject to disciplinary action:

- 1.** Changes in schedule must be put in writing and approved by the administrative office.
- 2.** Students are responsible for their own records. Each person must be sure that their time of arrival and departure each day is entered on their Daily Student Record (DSR) and initialed by a staff member. The student should turn in all credits on the day they occur, and then check computer printouts to ensure that proper credits were made. If errors are not reported to the office within two weeks, the official record will be considered accurate.
- 3.** Students must meet dress code and be professionally groomed at all times.
- 4.** If a student has a problem that would make it necessary to limit clinic assignments for the day, they must get special permission from the office.
- 5.** Use of alcohol or illegal drugs during school, on or off campus, may be grounds for dismissal.
- 6.** No obscenity at any time. Weapons of any type are forbidden.
- 7.** Smoking is illegal in the building.
- 8.** All students must show respect for the school, and the requests and decisions of all the staff.
- 9.** Students are to mark all equipment with student number, and make sure it is cleaned and sanitized when not in use. Stations must be cleaned after each service, including the floor around the station, and the chair base. Hair **MUST** be swept up/vacuumed immediately after a cut is completed. Water, chemicals, and powder that get on the floor are dangerous.
- 10.** Each student is assigned a sanitation assignment for the day, as well as being held responsible for their work area.
- 11.** All cuts, perms and colors must be sectioned, and signed by an instructor for credit.
- 12.** Students are required to stay with their patrons during chemical services.
- 13.** The following services require completion of a record card, and a new release card: Perms, Relaxers, Colors, Skincare, Massage and Nail Extensions.
- 14.** Each student has a responsibility to give their full attention to each patron. Call an instructor to assist if necessary, and consider the "professionalism" of all comments and conversations.
- 15.** Students may assist another student with instructor's permission.
- 16.** Students' pagers and mobile phones must be on "silent" mode.
- 17.** Students are expected to protect the school's property. Dishonesty will not be tolerated.
- 18.** Student is expected to carry Student ID card at all times.

**19. Use of Unprescribed Drugs, Controlled Substances, Marijuana, or Alcohol.** This will result in an automatic termination from school and the student may be turned over to the authorities for an investigation.

**20. Improper Conduct.** See Student Conduct. Should a student's conduct be improper toward a customer patronizing the school, another student, or staff member, he/she may be suspended or expelled depending on the seriousness of the offense, at the discretion of the President.

## **24. STUDENT RECORDS**

In accordance with the Family Education Right and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the school unless the student waives this right. All personal records and files are kept in the administration office. All records are kept confidential and under lock and key and accessible only to the administrative staff. All other persons needing access to these records and files must have written release on a previously signed waiver from the student. The student shall have access to his/her files at all times upon written request and under the direct supervision of a school official.

## **25. PERSONAL SERVICES**

Prestige Health and Beauty Sciences Academy students who wish to have beauty or massage services may do so at the discretion of the school, and under the system currently in effect. An instructor's written permission, and proof of payment for materials to be used, is required before the service is started. Students are encouraged to request assistance from the school as often as needed. Students are encouraged to participate in styling shows and contests while in school.

## **26. HOUSING**

The school does not provide housing. There are plenty of apartments and rooms to rent nearby, with easy access to public transportation. We will be happy to assist out-of-town students in their selection of a suitable place to stay. Some of our students have found housing through on-line sources using search words such as "roommates."

## **27. EMPLOYMENT ASSISTANCE**

There is job placement assistance at Prestige Health and Beauty Sciences Academy. We cannot guarantee any student a job but Prestige Health and Beauty Sciences Academy graduates' will be provided with list of medical and dental offices, other healthcare facilities, spas, salons and other personal treatment establishments. We will invite potential employers to attend our monthly career days. A bulletin board with job offer postings is updated constantly and is prominently displayed. Staff members are available for questions about specific job opportunities. Placement services to all graduates will be provided without additional charge.

## **28. PROBATION**

If a student fails to meet satisfactory progress requirements at the end of the grading period, the student will be placed on Probation. The probationary period is 30 day for full time student and 15 day for part time. At the end of the probationary period, the student's status will be re-evaluated and, if successfully met, removed. In the event that the student still has not met satisfactory academic progress requirements, he or she may be placed on a second probationary period for 3 days at Prestige Health and Beauty Sciences Academy discretion. If, at the end of the second probationary period, the student has met the terms of his/her probation, the probationary status will be removed. In the event that the student has not met the requirements, the student will be dismissed from school.

## **29. PAYMENT OPTIONS**

It is preferred that tuition costs and all fees be paid in full at start of classes.

We accept cash, check, money orders, and Visa/MasterCard. We also offer school term payment plan as described below.

### **School Term Payment Plan**

This plan is for students who cannot afford to pay the tuition expense in full at start of classes or who may not qualify for the extended payment plan beyond the graduation date. This no interest plan requires a set deposit towards tuition and then equal weekly or monthly installments over the term of the program. The total balance must be satisfied prior to graduation.