



**A Private, Post-Secondary Vocational School
Providing Educational Training**

MedSpa-Institute

12817 Tampa location

**11329 Countryway Blvd
Tampa FL 33626**

12816 Miami location

**3250 NE 1st Ave
Suite 504
Miami FL 33417**

www.MedSpa-Institute.com

COURSE CATALOG 2024

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About MedSpa-Institute

MedSpa-Institute have 2 locations in state of Florida. One in the city of Miami, and second location in Tampa. Both Tampa and Miami are known for their modern and cosmopolitan environments. They offer a wide range of amenities and attractions, including shopping centers, restaurants, cultural events, and entertainment venues. Being in such dynamic cities can provide students with exposure to a diverse population and potential opportunities for networking and future employment.

Both locations (Tampa and Miami) offering a Facial Specialist programs generally aim to provide hands-on training and theoretical knowledge to prepare students for careers in the beauty and skincare industry.

Our Institute offers one post-secondary occupational education program: Facial/Skin Care Specialist.

A facial specialist program typically focuses on providing students with the necessary skills and knowledge to perform various facial treatments and skincare procedures. These programs often cover topics such as skincare analysis, facial massage techniques, facial treatments (such as masks and peels), makeup application, and client consultation. Students will learn about the anatomy and physiology of the skin, common skin conditions, and sanitation practices.

Graduates are awarded certificates and help in preparing for applicable state licensing exams. The school also provides continuing education classes that enable professionals to refresh and expand their skills and maintain their licenses.

Diploma: means a credential that is not a degree but is any of the following: a certificate, transcript, report, to signify satisfactory completion of the requirements of an educational or career program of study or training or course of study.

The school operates on a 12-month calendar system with program beginning every two months.

A full-time student course load is 30 hours per week.

The Institute uses a combination of traditional instructional techniques, including classroom zoom lectures, hands-on lab/equipment training, and work-based activities to prepare students for gainful employment in their chosen profession. **Continued Education is not a license.**

The school does currently offer distance education and makes available digital media resources such as video and audio files that students can use at home to enhance their skills and knowledge.

MedSpa-Institute does not discriminate based on race, creed, color, sex, age, disability, or national origin.

Licensure

Our facility is licensed by the:

Florida Commission for Independent Education, Florida Department of Education. Additional information may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

(850) 245-3200 Main Line

(888) 224-6684 Toll Free

Administration

Dr Tali Arviv 100% Owner /CEO

Rita Kruse Director / Admin

Campus Facility

MedSpa-Institute located in Florida's fast-growing, family oriented, young residential and industrial business area.

The school offers two locations for hands on training in each of its 2,500-square-foot facilities which feature modern instructional and training space, including classrooms, practice treatment rooms, and on site condensed library area as well as more comprehensive virtual library, outdoor space, student lunch/break room, restrooms and administrative office.

Treatment rooms designed to simulate real-world salon or spa settings. These rooms are furnished with treatment beds, chairs, mirrors, and specialized equipment for performing facials, skincare procedures, and makeup application.

Instructional space is furnished with up-to-date equipment and materials designed to help students learn and practice the very latest techniques. A complete list of the school's instructional equipment is available at the office.

Administrative Offices typically where staff members handle admissions, registration, and general inquiries. We have reception areas, administrative workstations, and meeting room for staff and student consultations.

To get the most accurate information about the physical description of a particular school facility in Tampa or Miami, we recommend visiting the school's website, contacting our team directly, or scheduling a visit to the campus.

Drug-free/Smoke-free Policy

MedSpa-Institute is a drug-free, smoke-free environment. The use of alcohol, drugs or smoking on campus will not be tolerated.

Furthermore:

- The school has a zero tolerance for drugs and alcohol.
- No student or employee may be on the school site under the influence of alcohol or drugs.
- Use of drugs or other illegal substances on site are grounds for termination.

Vision

MedSpa-Institute believes that any person willing to apply themselves, work hard and learn new techniques can achieve success in any field. Our curriculum is provided in a format that helps with understanding the importance of communication skills, promotes student success in the classroom and the workforce. We want to help our students think beyond majors to combine disciplines and passions, and become more than they ever thought they could. To support this vision, MedSpa-Institute strives to:

1. Ensure that all students reach graduate status and find employment in their field of study.
2. Provide an atmosphere where students are encouraged to learn about the latest techniques and protocols, utilizing state of the art equipment.
3. Create desire in students and graduates to become life-long learners, entrepreneurs, to have confidence and be independent.
4. Improve the community served by creating a desire in students and graduates to respond to community needs by giving back as members of society and ambassadors of their profession.
5. Encourage students to be educators in the field and share their knowledge.
6. To gain intellectual curiosity, the capacity to think analytically, critically, and creatively.

Purpose

To create fun and challenging environment in the classroom where students must find and develop creative ways of structuring facial / body treatments to benefit client needs based on their skin type, nutrients intake, immune system and other factors.

The purpose of our beauty school is to empower and inspire individuals to pursue their passion for beauty, grooming, and self-expression, whether they choose to be employed or open their own business. We strive to provide comprehensive education and hands-on training in a supportive and creative environment. Through our diverse curriculum, experienced instructors, and industry partnerships, we aim to cultivate the next generation of skilled beauty professionals who are equipped with the knowledge, technical expertise, and artistic vision to succeed in the ever-evolving beauty industry. Our commitment is to foster personal growth, foster professionalism, and nurture creativity, enabling our students to excel in their chosen career path, whether it be working for established beauty establishments or becoming successful entrepreneurs in their own right. By instilling a strong foundation of business acumen alongside artistic skills, we prepare our students to make a positive impact on their clients' lives and contribute to the beauty community as a whole, regardless of their chosen professional journey.

Mission Statement

MedSpa-Institute mission is to provide training at a level that ignites each student to soar and flourish in the beauty field. We want to allow students to discover what they are best in and capitalize on it to deliver optimal results and services.

The Med-spa Institute offers educational resources that allow anyone to reach their potential and achieve their goal of becoming an expert in the Aesthetics industry.

We are committed to provide both in person and on-line options to complete one's education in order to allow those who need to provide for their families or those who are caregivers or have other duties the opportunity to succeed. To achieve that mission, our faculty, staff, administrators, and community partners, will provide opportunities for students to be thoughtful, responsible, creative leaders in their society.

MedSpa-Institute program meets all standards set forth in the Rules and Statutes of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology, and the Florida Department of Health.

Admissions Policy

Basic Admission Requirements

Individuals requesting admission to MedSpa-Institute must meet the following minimum requirements:

- Students requesting admission to the Facial/Skin Care Specialist Program must be at least 16 years old, have a High School Diploma, GED, or College Diploma.
- Demonstrate good manual dexterity (full use of hands and fingers)
- Have good communications skills and demonstrate basic English proficiency.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by the Director, and must submit a signed enrollment agreement with base program fees.

To determine student competency in English (or adequacy for the program), the Director or her designee may request that the student respond in English, both verbally and in writing, to program-related questions. Students that appear to have problems reading, speaking, or writing English will be asked to take the Test of English as a Foreign Language (TOEFL), Internet version (known as the TOEFL IBT Test). The student must pass the test with a minimum total score of 310.

Financial Requirements

- Students must submit a completed and signed Enrollment Agreement and pay all base fees prior to being accepted into a training program.
- Upon enrollment, a new student will receive a copy of the Enrollment Agreement, along with a Student Handbook and Course Catalog.

Denial of Admissions

The school reserves the right to deny admission to a prospective student if one or more of the Admissions Requirements above are not met.

If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to the Director. The Director will make the final judgment as to the denial based on the school's published policies.

The school will maintain a record of any applicant for at least 12 months.

Transfer Credits Policy

MedSpa-Institute considers courses for transfer from schools within Florida and the U.S. that have been accredited by their regional or state associations. Transfer credits may not be considered from schools outside the United States. MedSpa-Institute cannot accept more than 70% of previous credits earned at another institute towards a program; the transfer student must attain at least 30% of credits from MedSpa-Institute.

Graduates or student whom withdraw from the program do to relocation or any other reasons, will receive a transcripts with the amount of hours they have completed.

Generally, MedSpa-Institute accepts transfer credits from institutions licensed by the Florida Department of Education, Commission for Independent Education. To be eligible for transfer credit, courses must have been completed with a grade of C or better. Occupational course credits earned more than five years prior to the time of request will not be accepted for transfer; certain occupational/technical programs may have more stringent requirements.

To transfer from another institution, students must submit official transcripts to MedSpa-Institute for review and evaluation by the Director and/or appropriate faculty advisor.

MedSpa-Institute decides what credits transfer and whether those classes meet MSI program requirements. Advisors evaluating the courses to be transferred look at course content and description to see if the class meets specified requirements.

In the school's future expansion, and adding any other program, transferring between programs is allowed only in special cases where the program content and clock hour requirements are sufficiently similar. Internal program transfers are subject to the discretion and approval of the Director.

Transferring Credit to Other Institutions

The transfer of credits from MedSpa-Institute to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether credits will be accepted by another institution in the event they plan to continue their education after leaving MedSpa-Institute.

Tuition and Fees**Facial/Skin Care Specialist Program Cost**

Tuition	\$5,000
Registration Fee	\$100
Books and Materials (Text, Kit, Supplies)	\$900
Total Program Cost	\$6,000

A non-refundable application fee of \$100.00 is due at the time of registration.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) refers to the set of standards that students must meet in order to maintain their eligibility to complete this program and get Certified.

To remain in satisfactory academic standing, a student must maintain an overall grade average of C or at least 70%

Reduction of tuition or fees:

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

Cancellation and Refund Policy

Refunds, when due to a student, will be made according to the following terms. Students must acknowledge acceptance of these terms when they sign an Enrollment Agreement.

1. Withdrawals must be made in person or by certified mail.
2. All payments will be refunded if the school does not accept the applicant.
3. All monies paid will be refunded if the student withdraws within three (3) working days after signing the Enrollment Agreement.
4. Withdrawals that occur after three (3) working days of signing the Enrollment Agreement but before the first day of class will result in a full refund of all monies paid, minus the registration fee and fees for books, supplies, and materials.
5. Withdrawals after classes have commenced through 40% completion of the program will result in a prorated refund of the total program cost, assuming that the total program cost was paid in full by the student prior to withdrawal.
6. Refund calculations are based on the following formula:
Total program cost (minus registration fee and fees for books, supplies, and materials) multiplied by percent of program completion, which is derived by dividing total program hours by the number of hours scheduled. That amount is then deducted from the total program cost to determine the refund.
7. Refund calculations are based on the following formula: Total program cost (minus registration fee and fees for books, supplies, and materials) multiplied by percent of program completion, which is derived by dividing total program hours by the number of hours scheduled. That amount is then deducted from the total program cost to determine the refund.
8. The termination date used for calculating refunds is the last date of actual attendance by the student, the last day of attendance if written notification is provided to the school by the student, or the date the school determines withdrawal by a student or terminates a student.
9. Refunds, when due, will be made within 30 days of the termination date.
10. Program/course cancellations and refunds: If the school cancels a program or course, or changes its curriculum, while the student has a signed Enrollment Agreement with the school, then the school will do one of the following:
 - a. Upon program modification, the school will complete the training of the student at no additional cost from the original enrollment agreement.
 - b. If a course is canceled a refund of all monies paid by the student is issued.

Academic Policy / Grading System

A	100 to 90	Excellent
B	89 to 80	Very Good
C	79 to 70	Good/Acceptable
D	69 to 60	Poor/Passing, On Probation
F	59 or below	Failing
I	Incomplete	F if not made up

A student is permitted to re-take any failed exam once with the second grade substituting for the first, even if the second grade is lower. A grade of I or Incomplete will convert to an F if the student does not make up his/her work within 60 days.

General Grounds for Dismissal

A student may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation.
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy.
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug and smoking policy.
- Failure to pay tuition or fees as set forth in the Enrollment Agreement.
- Students terminated for any of these reasons will not receive a tuition refund., Academic Probation / Dismissal
- A student who fails to maintain Satisfactory Academic Progress, as defined above, will be placed on probation for two (2) calendar weeks.
- If after the probationary period has passed, the student has made sufficient academic progress, as determined by the Director, the student will be removed from academic probation.
- If after the probationary period has passed, the student has not made sufficient academic progress, as determined by the Director, the student will be dismissed.

Academic Reinstatement

Students dismissed because of Unsatisfactory Academic Progress may request reinstatement from the Director to complete training. To qualify for reinstatement:

- The student must make the request to the Director in writing within ninety (90) days of being dismissed for Unsatisfactory Academic Progress.
- The Director will determine if the student qualifies for re-entry and what, if any, financial charges may be required.
- Reinstated students will remain on Academic Probation for two calendar weeks after returning to class so that they may demonstrate their ability to maintain a grade average of —CII (70%) or above.

Appeals Procedure

- A student may appeal Probation or Dismissal based on Unsatisfactory Academic Progress by contacting the Director in writing within 90 days of dismissal.
- Students must provide documentation regarding why he/she failed to make satisfactory academic progress. Students must also explain what has changed in his/her situation that will allow the achievement of satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters.
- A student dismissed based on Unsatisfactory Academic Progress, appeal will be reviewed by the Director. The Director will make the final judgment as to the denial based on the school's written (and published) policies.

Dismissal and Reentry

- A student who has been dismissed due to Excessive Tardiness and/or Excessive Absenteeism may request reentry to a program by contacting the Director in writing within 90 days of being dismissed.
- Based on published school standards and policies, the Director will determine if the student qualifies for re-entry, and what (if any) additional financial charges will apply.

How to Re-Establish Satisfactory Academic Progress

- A student must maintain an overall grade average of 70% (a "C" average) and must meet all the Standards for Attendance and Conduct to qualify as meeting "Satisfactory Academic Progress."

Withdrawals

- Students who withdraw with passing grades will be considered as "Withdrawing in Satisfactory Progress". These students shall have up to one year (12 months) from the date of withdrawal to request re-entry into a program of study.
- Students who withdraw with failing grades and wish to return to the school will be placed on a Re-Entry Probationary Period for one month (30 days), at which time the student must have attained a grade average of a C or at least 70% to remain in the program.

Suspension: A student may be suspended for up to 30 days for:

- Non-payment of fees
- Failure to comply with School Rules and Policies as stated in the Catalog.

Attendance Policy Maximum Allowable Absences

Unless special arrangements have been made with the Director, student absences are subject to the following conditions:

- Students enrolled in any programs under 600 Clock Hours are allowed Two (2) excused absences.

Make-Up Work

- Students must arrange with their instructor to make up any missed work resulting from absences, because 100% of a program's clock hours must be completed to be able to graduate.
- If the school is closed due to an event beyond the owners' control, such as a hurricane, tornado or power outage, opportunities for making up for lost time will be provided.

Tardiness

Students who are 15 minutes late to class or leave class before the scheduled class time has been completed, will be reported as Tardy.

- Excessive tardiness (two consecutive tardiness or a total of 8 tardiness) may result in the student being placed on Probation.
- If a student receives three (3) tardy reports in one week, the Director will require an explanation from the student, and he/she will be warned that further excessive tardiness may result in dismissal.
- The Director has sole discretion regarding student probation or dismissal.
- Students who are dismissed for Excessive Tardiness or Excessive Absenteeism (as defined in this Catalog) will not receive a refund of tuition monies paid.

Excessive Tardiness/Absenteeism

Students who are excessively tardy or who have exceeded the maximum absences for their program:

- Will be required to meet with the Director to discuss corrective action.
- May result in the student being placed on Probation for one week (7 days).
- May be charged an additional \$20 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.

Probation and Reentry

- If a student is placed on probation due to excessive tardiness or absenteeism, and after the probation period has passed the student has met all the school's requirements (as determined by the Director), the student will be allowed to continue training.
- If after the probation period has passed, the student has not fulfilled all the school's requirements, the student will be dismissed.

Leave of Absence.

A student may request a Leave of Absence in writing to the Director. The LOA will be for a specified time period not to exceed 180 Days (6 months). Students on a Leave of Absence may return to a program at any time within a six (6) month period without incurring a financial charge for re-entry.

Dress Code

Students are required to wear medical scrubs, which may be in any color. No logo or writing, other than the school logo, will be permitted on apparel. Students should be always well-groomed.

Educational Program Requirements

Facial/Skin Care Specialist 220 Clock Hours

Graduation Requirements

To be eligible for graduation, a student must have:

1. Completed all the clock hours required by the Program.
2. Maintained Satisfactory Academic Progress.
3. Paid all fees.

Program Identification and Prefixes

Each program is identified by an "Alpha Prefix" and "Courses" within that "Program" are identified by the same prefix.

Facial/Skin Care Specialist FS

The school does not participate in the Florida Common Course Numbering System. The Alpha Prefixes and Course Identification Numbers used by the school are not meant to indicate that the Programs/Courses we offer are transferable within the Florida Common Course Numbering System.

Open Enrollment

The school does have an open enrollment policy with specific start dates for each program.

Facial/Skin Care Specialist Enrollment Begins on the 1st of Each Month.

Class Schedules and Syllabus

New students receive a class schedule upon enrollment, and a program syllabus on the first day of class.

Clock Hours

All programs are based on clock hours as opposed to credit hours. One Clock Hour is 50 minutes in the presence of an instructor in person or on zoom. In addition, each 50-minute video covering topics from chapters needed to complete the program will be counted as clock hour.

Class Size

The average class size is six (6) students to one (1) instructor per location (maximum twelve (12) students with two (2) instructors). There will be two students assigned to a workstation.

There will be one instructor providing online zoom classes daily to review prior day chapters key points, and answer questions as well as review important points for clinical application and exams. In addition, there will be one instructor per location to educate, supervise and oversee clinical application portion. Each instructor will oversee no more than 6 students at any given time.

Facial/Skin Care Specialist – 220 Clock Hours – Diploma Program Objectives

- The Program Objective is to prepare a student for the workforce, on an entry level, to work as a Licensed Facial/Skin Care Specialist.
- Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification from the Florida Board of Cosmetology.

Program Description

The program is designed to meet the educational requirements set forth by the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology for the Facial Skincare Specialist.

The Program focuses on broad, transferable skills, and stresses understanding and the ability to demonstrate the elements of the Cosmetology Industry of planning, management, finance, the technical and production skills underlying such technological principles as: labor, community, health, safety, and environmental issues.

The program includes 149 clock hours, 100 hrs of zoom / virtual learning classroom (Theory/Didactic), and 71 clock hours of instruction in a clinical setting of 120 hrs (Lab Applications / hand on) which includes 30 clock hours of Facial Services. "Facial Services" is defined as: services performed on a client that involves manipulation (massage) of the face by, hands-on techniques, or electrical techniques. The "services" performed by the student include station set up, sterilization, all various techniques involving skin care, and hair removal.

The basic program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards. The Program includes communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida Cosmetology Law and Rules; acquisition of knowledge of the Facial/Skin Care Specialist and related chemistry; bacteriology; anatomy and physiology; art of make-up; and development of skills in performing the manipulative and electrical techniques required in the practice of a Facial/Skin Care Specialist Occupation.

Upon successful completion of 220 clock hours of instruction designed to meet the learning objectives set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G5-22.006(2), F.A.C., and the completion of 30 services, the Institute will issue a Diploma (Certificate of Completion) in the specialty of "Facials".

The "Services" that are required by Rule are "Facials" that include Skin Care and Hair Removal.

In accordance with Florida Statutes 477.0201, the graduating student (with the help and direction of the Institute), will contact the Florida Board of Cosmetology, complete the necessary forms, present the Diploma as proof of completing the 220-clock hour Facial Specialty Program, pay the Florida Board of Cosmetology's Initial Registration Fee, and will be Registered by the Board of Cosmetology to practice as a Licensed Facial/Skin Care Specialist.

Facial/Skin Care Program Breakdown by Course:

The Program Breakdown by Courses listed below are designed to meet the Standards set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G5-22.006(2) F.A.C., and the completion of thirty (30) Facial Services. The Program follows the Standards set forth in the Curriculum Frameworks and Program Standards for Facial/Skin Care Programs.

61G5-22.017 Minimum Curriculum for Facial Specialty Training.

At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated theory items:

TOPIC (149 Hours)	HOURS REQUIRED
(a) Florida Laws and Rules	4
(b) Sanitation	10
(c) Ethics	2
(d) Basics of Electricity	2
(e) Facial Techniques and Contraindications	50
(f) Product Chemistry	8
(g) Hair Removal	5
(h) Makeup	1
(i) Skin Theory, Disease including but not limited to HIV/AIDS, and Disorders of the Skin	67

The curriculum shall also include instruction in and the performance of the following specified services, as indicated:

TYPE OF SERVICE (71 Hours)	HOURS REQUIRED
(a) Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature	30
(b) Set up, use, and maintenance of electrical devices	1
(c) Hair removal, including tweezing, waxing, threading, and sugaring	10
(d) Makeup application for both daytime and nighttime looks	10
(e) Lash and brow tinting	2
(f) Eyelash application, individual lashes, and semi-permanent lashes	12
(g) Manual extractions	6

(3) Definition of Services: Services shall be a facial client, a client consultation/skin analysis; exfoliation, either manual, mechanical, or chemical; cleansing, toning; manipulations; and packs, masks, or other treatments as needed. *Rulemaking Authority 477.016 FS. Law Implemented 477.0201 FS. History—New 3-26-12, Amended 12-21-20.*

Total Program Clock Hours - 220 hours

Theory Hours: 149 Hours

Service/Labs Hours: 71 Hours

Program Standards for Facial/Skin Care

MedSpa-Institute offers a Facial/Skin Care Program that prepares the student to meet the educational requirements of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology Rules, Chapter 61G5-22.004(2), 61G5-22.005(2), 61G5-22.006(2), FAC. The Program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards.

The Classroom, Lab Training, and Services are under the supervision of a Cosmetologist, licensed in the State of Florida.

Description Breakdown in Detail for each Course:

Course Descriptions	Facial/Skin Care	220 Clock Hours
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FAC-101 Introduction to Facial/Skin Care

Overview of what the student can expect by taking the program. The program syllabus is outlined, and

various aspects of the Facial/Skin Care Specialist's role will be discussed. The course includes the basic principles and procedures involved in Skin Care, the evolution of the method of Skin Care, and the identification of career opportunities in the service field.

FAC-102 Safe, Sanitary & Efficient Work Practices — HIV/AIDS

A review of Universal Precautions, HIV/AIDS. Methods of decontamination procedures to ensure client safety, and safety in the classroom and the lab. Using the manufacturer's instructions, the student is taught the correct methods of operating and mixing chemicals to EPA and hospital strength levels. The student is also taught the correct methods of cleaning and maintaining implements by using appropriately mixed chemicals, and decontamination of tools, per Rule.

The student will practice the art of observing, identifying, and analyzing the functions, structures of certain diseases and disorders of the hair, skin, and nails.

FAC-103 Science of Grooming & Salon Services

This course is an introduction to basic Anatomy and Physiology, and the Chemistry and Physics, as they apply to the electricity and light therapy performed on a client, or used in the decontamination of instruments, as a means of infection control.

FAC-104 Florida Law & State Board Rules and Statutes

A review of Florida Law, Chapter 477, and Chapter 442, "Florida Right-To-Know Law".

FAC-105 Introduction to Performing Facials

Introduction to the Facial. The student will learn methods of identifying the types of bone structure, and face shape, so that the request of the client can be met. The course includes the basic concepts of draping, choosing the proper supplies, products, and equipment. The student will be introduced to the various methods used in skin analysis. The student will also receive instruction on the correct methods to be used in consultation with the client. Lab work will illustrate the basic actions and reactions of certain products used for cleaning the face and neck.

FAC-106 Facial Manipulation & Related Massage

The course deals with the methods used in facial manipulation, and certain methods of massage used for the face and neck.

FAC-107 The Art of Make-Up

Methods of performing color analysis and facial balance related to Make-Up will be discussed. Methods of applying basic and corrective, evening and/or glamour Make-Up, based on the client's needs and desires will be practiced by the student. The student will study and practice the appropriate make-up application procedures, using a knowledge of color theory, and a knowledge of skin types.

FAC-108 Facial Hair Removal

This course is a review of only the hair removal techniques that can be used by a Facial/Skin Care Specialist. The student will practice certain methods of shaping eyebrows by tweezing and waxing. The relationship of "shaping" and "angles" to the client's bone structure will be discussed and practiced by the student. The student will review the concepts of facial bone structure, face shapes and fashion trends to be used in facial hair removal. The student will practice methods of eyebrow tinting and will be made aware of certain adverse reactions that can occur.

FAC-109 The Application of Artificial Lashes

This course incorporates the proper procedures for applying artificial eyelashes.

FAC-110 Professional Development-Employment Skills

Basic computer knowledge permits the student to record and report the client's progress. Methods of writing a resume, looking for a job, good interview skills, and follow-up techniques.

FAC-111 Entrepreneurship-Management Skills

Basic business skills needed to start a small business.

FAC-112 Required Services/Lab

State Board Rule requires Forty (30) Facial Services be performed by the student. A "Facial Service" is defined as: Facial Manipulation/ Facial Massage, including Skin Care, and Hair Removal

Determining Full-time/Part-time Status

Full Time Students

Five (5) days per week for six (6) hours per day = Thirty (30) hours per week.

Part Time Students

Five (5) days per week for four (4) hours per day = Twenty (20) hours per week.

Distance Learning

6E-2.0041 Delivery of Programs Through Nontraditional Assessments, Modes and Methods.

Our institution offers delivery of programs thorough nontraditional assessments, modes, and methods.

- Instructional methods for distance learning will only be used for thoretical hours 149 hours required. This part of the education will be provided as pre-recorded lessons. Lessons will be created by qualified and licensed instructor. The students will be required to complete one chapter per 1-2 days depending on length and complexity of the chapter. These chapters will be delivered via pre- recorded content by instructor. In addition, at a specified time of the day likely the following day in the morning the students will be required to attend a live class via zoom for 2 hours to review key points of the chapter, to discuss chapter as a group as well as answer quesitons. The instructor will also ustilize this zoom to review parts that are important in a clinical setting and review complex concepts of chapter recently completed. If the chapter is longer the student will be allotted 2 days to complete it but they will still be required to attend a live class daily via zoom.
- Student will have clinical hands on hours 71 hours total. Will be evaluated by instructor and may utilize model feedback. Will be evaluated on bedside manner, communication skills, organization and cleanliness, proper following steps of treatments, utilizing proper disinfection techniques and proper sanitaion skills, proper inspection of model skin and selection of proper products for different skin types.
- The clinical hours which include hands on experience will be conducted in person and will allow the student to apply what they learned in the didactics portion in the clinical setting with a max of 1:6 instrctor to student ratio. This will ensure optimal clinical setting that will provide students supervision and guidance while preforming treatments on each other or on volunteers such as friends and family, and other models.
- Students once enrolled will have access to an online portal and will have access to lessons assigned by the instructor. Students will not be able to skip lessons or go to the next lesson until the completed the chapter assigned as well as a short quiz to test their knowledge at the beginning and end of each lesson. Once a chapter is completed access to the next chpater/ lesson will be provided. A score of 70% or higher must be achieved in order to advnace.

INVENTORY

Treatment rooms are fully equipped and will be available for every student during hands on training. Access to supplies such as gloves, gauze, sponges, brushes, skin care products, steamers, make up, wax and wax devices, magnifying lamp and extraction tools, stools, beds, sheets, robes, books, dry heat sterilizer and other disinfectants, Microdermabrasion devices, Hydrafacial device, LED lights, devices for lymphatic massage for face.

PROGRAM WILL BE CONDUCTED AS FOLLOWS:

Upon enrollment, course outline provided, student will be registered to school portal and will be assigned materials based on outline and curriculum. Hands on kits will be delivered to student when they arrive for clinical hands on training. Examination will be given at the end of each chapter and a final exam at the completion of the program. This will be done with camera technology and ID verification. It will be timed to ensure that the student in the program is the one taking the exam. Students will have access to instructors via email, phone, private and group message options in which they will be registered to once enrolled. All students will have an opportunity to ask questions during daily Live zoom class as well as via messaging, phone, or email. Commitment to respond within 24-48 hours.

Optional accommodation for direct contact instructions will be provided. Students will be given the option to attend in person classes in which they will review materials online and in book chapters as well as in person instead of zoom attendance to class where instructor is giving lecture.

RECORD KEEPING

Record keeping will be done through the portal utilizing software that allows school to track and record student progress. An automated system will keep track of progress and exams. The instructor will provide the student report to the administrative staff when needed otherwise all reporting will flow through the system to ensure proper tracking a logging progress of credit units. Technical support will be provided via an IT department.

CREDITS/ TRANSFER OF CREDITS

Units or credits applied toward the award of a credential in nontraditional programs may be derived from a combination of any or all of the following:

1. Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution. Will not give more than 70% credit hours (70% of total required 220 credit hours) towards completion. Will have instructor evaluate credits transferred and determine what chapters and credit hours from the curriculum still need to be completed and what hours can be credited. This will be evaluated by the educational director and instructor together.
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas. An exam may be required if deemed by the instructor and will depend on individual certification and credits from prior institution.
3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at the receiving institution. All certifications or partial credit hours completed at other institutions will be validated and confirmed with the institution that the student went to previously.
4. MSI will not provide credits for experiential learning.
5. MSI will not offer compression time courses.
6. To obtain credit for prior learning, student must provide sealed transcripts from institution. Will only receive credit for courses that have been completed the same in both programs as well as the appropriate credit hours for that course must match what we offer in our institution. Submission of appeal in writing for consideration of re-evaluation of credits. Fees will be same as course paid in full and will not be prorated for credits provided.

INSTRUCTORS

MSI will contract with appropriately qualified instructors sufficient in number to provide the instruction, student interaction, and learning outcomes evaluation necessary for the institution to document achievement of its stated purpose, and for students to achieve the specific learning objectives and competencies required for each program so offered.

LEARNING RESOURCES

Students will get books and reading materials for didactics but will also have online portal access to all materials.

SECURITY

Security of examinations and papers are of utmost importance. MSI will have an IT department to provide expertise in ensuring security of materials, student information, exams and papers.

Academic Calendar, Observed Holidays, and Hours of Operation

The Academic Calendar follows the calendar year (January through December). Enrollment will be in the beginning of each month. **START DATE: 06/01/ 2024 ***APPROXIMATE END DATE 08/01/2024**

Program Completion Time 2 months (8 weeks)

Observed Holidays

New Year's Day.
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving Day and the day after Thanksgiving
 Christmas Day though New Years Day (winter break)

School Hours of Operation

Office Hours	Monday – Friday	9 am to 6 pm
Day Classes	Monday – Friday	9 am to 5 pm
Evening Classes	Monday – Friday	5 pm to 9 pm

Faculty / Instructors

12816 - Miami location 3250 NE 1st Ave Suite 504 Miami FL 33137

Diana Mezquite Facial/Skin Care Specialist Instructor

Facial Specialist FL License FB9774983 Expires: 10/31/2025

12817-Tampa location 11329 Countryway blvd Tampa FL 33626

Ebony Forte Facial Skin Care Specialist Instructor

Full Specialist FL License FS915935 Expires: 10/31/2025

Student Services

Academic Advising

Academic advising is available throughout a student's enrollment and required of any student who has a grade average of —C (70% or less).

Job Placement Advising

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers and beauty and health service providers. However, the school does not guarantee employment.

Student Records/Transcripts

- Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures.
- Records are available to students upon written request.
- Student records will be provided to potential employers only after a written release has been submitted by the student.
- Two (2) transcripts are provided free of charge at graduation. Additional copies of a transcript are available at a cost of \$25 each.

All student records are held strictly confidential. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438.

Library

The school's library is a designated area in the building. The library features a computer, instructional videos, journals related to beauty and health text and technical manuals, reference books, magazines, and related audio tapes. Students may use the library and its materials while on campus or make special arrangements through the Director or Office Administrator to check out certain materials. The library is an important resource for our students and faculty and remains open during all school hours.

For a current inventory of library publications or to suggest additional resources, please contact the Office Administrator or Director.

Transportation

Students are responsible for transportation to and from the school site.

Child Care

While the school does not offer childcare, it does maintain a listing of childcare facilities near the school but does not guarantee space or placement.

Housing

Housing is available near the school. If housing is needed, the school will provide a list of nearby rental communities.

Student Conduct

Students engaging in unprofessional conduct that may discredit the school are subject to termination. Unprofessional conduct includes:

- Non-compliance or failure to abide by school rules.
- Use of drugs, alcohol, or other illegal substances
- Excessive absences or tardiness
- Failure to pay school tuition or fees.
- Cheating or stealing
- Bringing a firearm to school
- Sexual Harassment
- Discrimination or intimidation of any kind
- Use of abusive language or profanity
- Willful destruction of school property or another student's property
- Smoking inside the school
- Personal use of school telephone(s), unless authorized by the Director or Office Administrator

Students terminated for Unprofessional Conduct will not receive a tuition refund.

Student Responsibilities

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing MedSpa-Institute.

Sexual Harassment/Hazing

The school will not tolerate harassment or hazing of any sort.

- Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff.
- Harassment based on age, race, color, religion, national origin, or disability also will not be tolerated, nor will hazing (defined as harassment of any other sort, abuse, or humiliation).
- Harassment or hazing may result in dismissal.
- Anyone believing they have suffered harassment or hazing should report the offense immediately to the school Director or Office Administrator.
- Students who are terminated for Harassment or Hazing will not receive a tuition refund.

Grievance/Complaint Policy

MedSpa-Institute utilizes a progressive, three-step approach to address and resolve complaints and grievances, focusing first on early resolution.

1. Early resolution

Students with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, s/he is encouraged to contact the Office Administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The Office Administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The Office Administrator shall provide a written report of his or her recommendations to all parties involved within 10 workdays of receiving the student complaint. Every effort will be made to resolve the issue without moving beyond Step 1.

2. Involving the Director

If a complaint cannot be resolved through early resolution, it shall be presented to the Director, who will attempt to resolve the matter after talking with the Office Administrator and parties involved in the complaint. The Director shall provide a written report of her recommendations to all parties involved within 10 workdays of initial notification.

3. Hearing Request

In rare circumstances where the Director's recommendation does not satisfy the complainant, the student may request a hearing by the school Board of Directors after submitting a written letter with a request for a hearing to the Director. This request must include a specific statement of the student complaint, an explanation of the remedy sought, and a copy of the Director's recommended resolution. A special meeting of the Board will be convened within 30 working days to address the grievance.

4. Unresolved disputes

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education at the address below:

Executive Director

Commission for Independent Education

325 West Gaines Street, Ste 1414

Tallahassee, Florida 32399-0400

(888) 224-6684 (Toll Free)

(850) 245-3200