

# **AFFORDABLE TRAINING**

*License Number: 2829*

7867 Lakeland Street  
Jacksonville, Florida 32221  
Phone (904) 378-0102  
Fax (904) 378-0104  
[cna1cma@aol.com](mailto:cna1cma@aol.com)

**Volume XXVII**  
**January 2023**

**Approved by the Florida Board of Nursing (#1383) and  
Licensed by the Commission for Independent Education (#2829), Florida Department of Education**  
Additional information regarding this institution may be obtained by contacting the Commission at:  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
1-888-224-6684

**Affordable Training is not accredited by a voluntary, non-governmental process.**

**Available on the internet at:  
[www.cnaaffordabletraining.com](http://www.cnaaffordabletraining.com)**

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## HISTORY

Affordable Training was established in 2002 in order to provide training and employable skills at an affordable rate in the healthcare industry. In 2016, the school moved its facilities to a new building in order to offer maximum educational benefits to students.

## EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The educational philosophy of **Affordable Training** is to encourage students to strive for excellence. Believing that any person willing to apply himself/herself to the study of health care assisting can greatly benefit from the training offered at the school. The objective is to prepare and equip the student with the basic knowledge necessary to pass both the written and hands-on portions of their applicable exam. We are dedicated to providing students with the knowledge and technical proficiency to prepare them with employable skills.

We are a private technical career school, small and concerned with individual student progress. Students learn by demonstration, study, and practice in new, fresh, comfortable surroundings. Students work with current equipment, under the supervision of qualified staff. They receive personal attention in classes that are limited in size.

## PROGRAM OBJECTIVES/PURPOSE

**Nursing Assistant** – To train and prepare for the written and hands on portion of the CNA state exam.

**Patient Care Technician** - To train and prepare for the written and hands on portion of the CNA state exam as well as prepare students for the employment as Advanced cross trained nursing assistants.

**Skin Care Specialist** - To successfully educate the student to master the necessary skills and procedures required by the State Board to gain employment as a licensed Skin Care Specialist. Graduates are qualified to be employed in Beauty Salons or a spa.

**Nail Technician**- To enable students to gain a marketable set of skills which will enable them to pass the state's licensing examination and gain entry-level employment in the Beauty Industry.

## LEGAL OWNERSHIP/GOVERNING BODY

Affordable Training is a DBA of and wholly owned, operated and governed by Faye T. Evans and Associates, Inc. 7867 Lakeland Street, Jacksonville, FL 32221

Officers: Faye T. Evans, President, 23 Jackson Avenue, North, Jacksonville, FL 32220

Rodney D. Evans, V-P/Treasurer, 23 Jackson Avenue, North, Jacksonville, FL 32220

## POLICY STATEMENT

**Affordable Training** is an equal opportunity school. Students are chosen on the basis of qualifications regardless of race, religion, sex, age, national origin, handicap, marital status or status as a disabled veteran, in compliance with federal, state, and municipal laws.

## **DESCRIPTION OF FACILITIES & EQUIPMENT**

Affordable Training is located at 7867 Lakeland Street, Jacksonville, FL 32221. The classroom occupies 2,016 square feet. Convenient parking facilities are available at no charge, adjacent to the school. The lecture classroom will accommodate 20 students.

**CNA:** Simulation area includes the following, but not limited to: hospital beds, recovery chairs, wheelchairs, full body mannequins, BLS/CPR mannequins, and additional supplies and equipment necessary for the students to practice basic patient care activities and the required skills, such as walkers, blood pressure cuff, stethoscope, IV stand, bedside commode, linens, and other items found in hospitals, assisted living facilities, and nursing homes.

**Patient Care Technician:** Simulation area includes the following, but not limited to: EKG machine and supporting items, Phlebotomy supplies and supporting items, Home Health Aide supplies and supporting items such as TED hose, Hoyer lift, and kitchen access, as well as laptop related to computer skills.

**Skin Care Specialist:** Simulation area includes the above as well as the following, but not limited to: facial bed, eight-in-one machine, facial sterilizer, facial supplies, skincare videos, skincare reference books, towels, towel warmer, wax machine and accessories, cleanser, toner, lotion, hand and foot warmer, extractor, microdermabrasion machine, sheets, blanket, robe, glass jars, Q-tips, cotton balls, make-up, make-up applicator, and other items found in beauty salons or spas.

**Nail Technician:** Simulation area includes the following, but not limited to: nail technician station, pedicure station, acrylics, gel polish, nail polish, electronic file, fan, wax machine and accessories, LED light, mini nail dryer and other items found in nail salons or spas.

Teaching and learning methods involve classroom lecture, audiovisuals (DVD, dry erase boards and screens), demonstration with return demonstration, and selected clinical experiences.

### **FACULTY:**

Faye T. Evans, RN, LHRM  
Chief Academic Officer, Administrator & Instructor  
Florida State College A.S., RN  
Cambridge University B.S., Healthcare Management  
Kelly O'Quinn, Cosmetologist, Florida State College

### **STAFF:**

Cindy Dixon	Administration
Cathleen Thero Ball, CNA, NCPT, NCET	Clerical/Lab Assistant*
Brittney Crowley, CNA	Clerical/Lab Assistant*
Victoria (Tori) Tapley, CNA, EMT, NCPT	Clerical/Lab Assistant*
Jennie Evans Tipton, CNA	Clerical/Lab Assistant*

\*A lab assistant assists the RN with skills demonstration, skills practice and testing of students. Also, ordering of supplies and other clerical duties.

## HOLIDAYS

The school will be closed in observance of the following holidays. The director can declare additional holidays.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

### CLASS STARTING & ENDING DATES FOR ENROLLMENT

A student may enter the School at the beginning of each announced start date. A calendar is published online. The end date is at the end of the required hours of training, approximately every 5 weeks.

#### **2023 CNA/PCT/Skin Care/Nail Technician**

**JANUARY: DAY CLASS**

CNA/PCT – Jan 9 – Feb 3  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**FEBRUARY: EVENING CLASS**

CNA/PCT – Feb 6 – Mar 3  
Skin Care/Nail Tech

Monday -Friday 5:30-10:30p    Orientation: Fridays at 10a  
Monday-Friday 9:00a – 2:00p

**MARCH: DAY CLASS**

CNA/PCT – Mar 6 – Mar 31  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**APRIL: DAY CLASS**

CNA/PCT – Apr 3 – Apr 28  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**MAY: DAY CLASS**

CNA/PCT – May 1 – May 26  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**JUNE: EVENING CLASS**

CNA/PCT – May 29 – June 23  
Skin Care/Nail Tech

Monday -Friday 5:30-10:30p    Orientation: Fridays at 10a  
Monday-Friday 9:00a – 2:00p

**JULY: DAY CLASS**

CNA/PCT – June 26 – July 21  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**AUGUST: DAY CLASS**

CNA/PCT – July 24 – August 18  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**SEPTEMBER: DAY CLASS**

CNA/PCT – August 21 – September 15  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**OCTOBER: EVENING CLASS**

CNA/PCT – September 18 – October 13  
Skin Care/Nail Tech

Monday -Friday 5:30-10:30p    Orientation: Fridays at 10a  
Monday-Friday 9:00a – 2:00p

**NOVEMBER: DAY CLASS**

CNA/PCT – October 16 – November 10  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

**DECEMBER: DAY CLASS**

CNA/PCT – November 13 – December 8  
Skin Care/Nail Tech

Monday -Friday 9:00a – 2:00p    Orientation: Fridays at 10a  
Monday-Friday 2:30p – 7:30p

\*\*\*Programs are offered either alternate time or alternate classrooms

## **HOURS OF OPERATION**

The business office/library is open on weekdays (Monday – Friday, 9:00 a.m. – 3:00 p.m.). Classes are in session Monday through Friday, with scheduled Saturdays. For specific times, please refer to the website.

## **ADMISSION REQUIREMENTS**

Nursing Assistant, Patient Care Technician, Skin Care Specialist, Nail Technician - Any student wishing to enroll is required to attend an informational orientation which will include an explanation of the program, distribution of class requirements and answers to any questions the student may have.

The Affordable Training 10<sup>th</sup> grade assessment will be given based on a reading test. Potential students will take a reading test at the beginning of the orientation. The potential student will receive a pass/fail determined on the maximum number of questions missed, which only one is allowed to be missed. You must score at least an 80% to pass the entrance exam.

## **POLICY FOR DENIAL OF ADMISSION**

Affordable Training requires each student to be capable of comprehending on the 10<sup>th</sup> grade level for admission. If the student is unable to comply with this requirement, then admission will be denied. The school also holds the right of non-payment as a reason for denial of admission. These records of denying admission will be held on file for at least one year.

## **GRADUATION REQUIREMENTS**

A certificate of completion is presented to the student that has:

- a. Successfully completed all required class work
- b. Attended all class hours
- c. Fulfilled all monetary obligations to the school
- d. Maintained an 80% average overall
- e. Passed/Completed all skills/services
- f. Completed any additional requirements of the chosen class

\*\*The Definition of a clock hour means a period of 60 minutes, with a minimum of 50 minutes of instruction in the presence of an instructor.

## **TOBACCO-FREE FACILITY**

Affordable Training is a tobacco-free facility. The use of tobacco products, including cigarettes, “spit tobacco”/dip, or e-cigarettes, is not permitted within the facilities or on the property of Affordable Training at any time. This policy applies to staff, students, and guests.

## **GRADING / STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

\*Nursing Assistant \*Patient Care Technician \*Skin Care Specialist \*Nail Technician

All Programs will follow the below standards:

Students are graded in 2 phases – 1<sup>st</sup> phase is skills on a Pass/Fail basis by the instructor's evaluation of performance on accuracy of the State of Florida skills and the student's ability to follow instructions. The School maintains a certain amount of flexibility in its testing and evaluation of individual students. Criteria for satisfactory clinical performance includes the ability to organize and complete work assignments, ability to maintain satisfactory interpersonal relationships, satisfactory performance of procedures included in the program content, and personal qualities of professional appearance, punctuality, attendance and dependability.

The 2<sup>nd</sup> phase is a written examination that is given weekly and at the completion of the program. The written portions of the examination are graded according to the following schedule:

- A - 90 -100
- B - 80 - 89
- C - 70 - 79
- F - 69 - or below

Individual conferences will be held with each student in the event their average grade drops below 80. If the student continues to maintain an average grade lower than 80 throughout the class period, the final grade will be recorded on the student's record as unsatisfactory. There will be no probationary period, due to continual assistance in improving the student's grade. Students who wish to complain or appeal academic or disciplinary actions may meet one-on-one with the Director.

### **PREVIOUS EDUCATION / TRAINING**

Nursing Assistant - It is the policy of Affordable Training that credit will not be granted for previous education or training, due to the inability to adequately evaluate other programs. Because State and/or Federal Guidelines, no credit or advanced standing for previous education and/ or training will be granted. Our institution is a post-secondary program and we do not accept hours from other institutions. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

Patient Care Technician - Any applicant for the PCT program may transfer credit for the health science CORE and Nursing Assistant taken through licensed schools only. \*No other transfer credit will be extended. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice. Minimum GPA is 2.5.

\* Written and oral evaluations by the instructor, will determine the final number of hours for class placement.

Skin Care Specialist – Transfer credit for the skin care specialist program is only accepted from other licensed institutions and upon completion of a placement evaluation\*. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

\* Written and oral evaluations by the instructor, will determine the final number of hours for class placement.

Nail Technician – Transfer credit for the nail technician program is only accepted from other licensed institutions and upon completion of a placement evaluation\*. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

\* Written and oral evaluations by the instructor, will determine the final number of hours for class placement.

## **STUDENT SERVICES**

### **Housing**

The school does not maintain housing for students.

### **Student Records**

The school permanently maintains student transcripts and educational records. Student records will be provided at cost to the student.

### **Student Placement**

No guarantee of placement shall be made or implied. The institution may disclose information related to market and job availability, if verified through statistical research; however, the institution shall not imply specific market of job availability. The school is approached by employers seeking the services of our graduates. It is up to the graduate to contact the employer, set up an interview, and to notify the school of the results of the interview. Affordable Training also offers an up-to-date job board and Facebook page with current listings. Affordable Training also assists students in creating their resume and practice interview skills.

### **Library**

The library at Affordable Training offers medical textbooks, reference materials, dictionary, thesaurus and resources for students. There are also computers available for student use to access the e-library. The library is open during office hours. Students may utilize materials as needed.

### **Academic/Financial/Personal Advisement**

The institution will provide academic and financial advisement as part of student services. If a student requires personal advisement, they will be referred to a professional in the area.

## **POLICY REGARDING RECRUITMENT**

Affordable Training does not use any employment agencies as a recruitment area for the school. The school also prohibits recruitment at welfare offices, unemployment lines, food stamp centers, homeless shelters, nursing homes, etc. However, our school brochures are located at nursing homes, adult daycares, hospitals, and skilled nursing facilities that agree to post them. The brochures are free to the public at their own disposal.

## **POLICY REGARDING ADS**

Affordable Training has no ads in the newspaper under the help-wanted sections, and the prospective students will not be led to believe they are responding to a job opportunity. The school's ad would be specifically placed in the School section.



## CODE OF CONDUCT

Affordable Training (the “School”) is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, signed by President George H. W. Bush, it is necessary to inform students of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of the School, and the consequences of the use, possession, manufacture or sale of such drugs.

The School’s catalog outlines the accepted code of conduct for students and employees, a copy of which was signed during your enrollment process. The code includes the following:

- Any act or behavior on the part of the student that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the School is prohibited.
- Such acts or behaviors may include but are not limited to the following: consumption of alcoholic beverages on campus, illegal use or possession of drugs or narcotics on campus.
- The School reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons. The School may also make a referral to legal authorities for appropriate action.

A complete set of charts outlining the penalties for [federal drug trafficking](#) (PDF) and the [controlled substances involved](#) (PDF) are maintained in the School’s administrative office.

As a public institution whose mission is to foster human potential, Affordable Training believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

## **RULES AND REGULATIONS**

### **Attendance**

Students are required and expected to attend all classes without exception and to be on time. If a student is absent for one or more days, the student may be expelled from the program. If the student misses one hour or more of class, the student is responsible for all materials covered during that absence. Missed clinical time must be made up on an hour per hour basis at the discretion of the Director.

### **Tardiness/Leaving Early**

Students are expected to be on time (and not leave early) for classes and clinical experiences. A student arriving/signing in after 9am for Day Class or 5:30pm for Night Class is considered tardy. The definition of a tardy is 1 to 15 minutes after class begins, any time after that will start accruing makeup time. If a student is tardy or left early 3 times, it will count as one absence. Punctuality/tardiness will be reflected on the student's permanent school records.

### **Conduct**

Students are expected to conduct themselves in a professional manner at all times. Foul language, smart remarks of any kind, possession of non-prescribed medications/drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the staff, patients/residents, or other students will be expelled from the program. Falsification of any information on the school application will result in immediate expulsion.

Students that are caught cheating will be handled by the Administrator or Lab Assistant present. ***CHEATING IS NOT ACCEPTED and is grounds for automatic termination!***

### **Dress Code**

Students are expected to wear scrubs to class (preferably a solid color). Those who do not present a professional appearance may be sent home to change clothes. In the clinical setting students may wear only the following jewelry: a single set of non-dangling earrings, a single ring or set, a single chain necklace and a watch. Nails may not extend more than 1/8 inch beyond tips of fingers. If polish is worn, it must be limited to clear or light colors. Hats or caps are not permitted.

### **Make-up Work**

If absent from class, the student must arrive early to the next class period to meet with the Instructor/Lab Assistant to review missed class information. They will have to stay after class to make-up time or arrangements will be made to do make-up work on a non-class day. If a test is missed, the student must make arrangements with the Instructor to take the missed test within two days.

### **Interruptions in Training/Leaves of Absence**

Interruptions in training or leaves of absence, with the exception of military service, are not granted due to the short length of the program. If the student cannot complete the program, they must withdraw and reapply for later admission.

### **Military Service**

The school will, at the student's option, allow a full refund of all monies paid, allow transfer to next class, or re-enrollment in classes if the student is called to active duty. Active duty is defined as a call to active duty due to national or state recall of national emergency.

### **Re-entry**

A student who has withdrawn from a program and later wishes to re-enter must reapply for admission. The usual admission procedures will apply.

A student who has been expelled for any reason must have an interview with the Director to show why he/she should be readmitted. The decision of the Director is final.

### **Appeals/Complaints:**

Students may verbalize complaints to the staff during class. Students are encouraged, at all times, to communicate their concerns frankly to members of the staff. Complaints and disciplinary actions are given careful consideration by appropriate levels of administration. If a resolution cannot be reached, then the student/Instructor will meet with the Administrator for discussion. The final step would be to include the Director in the decision. For any unresolved matters, you may contact:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
1-888-224-6684

## **POLICY REGARDING CANCELLATION OF PROGRAMS**

The school has the right to cancel/drop any program due to any reason. For any reason that the school does cancel a program the student will be fully reimbursed or given the opportunity to use the payment towards the next available program period.

For students wanting to withdraw or cancel for themselves, please see the Student Withdrawal/Cancellation and Refund Policy.

## **STUDENT CANCELLATION AND REFUND POLICY**

Should a student need to withdraw or cancel, for any reason, all refunds will be made according to the following refund policy:

- Withdrawal/Cancellation **MUST** be made in person, by electronic mail, by Certified Mail, or by termination.
- All monies will be refunded, if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3<sup>rd</sup>) Business Day, but before the first day of class, results in a refund of all monies paid, with the exception of the book and registration fee (not to exceed \$150.00)
- Cancellation after attendance has begun, but through 40% completion of the program, will result in a Pro Rata Refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- A student can be terminated at the discretion of the Director, for insufficient progress, non-payment

of costs, or failure to comply with the rules.

- Termination Date: In calculating the refund due to a student, the last day of attendance is used in the calculation.
- Refunds will be made within 30 days of termination or receipt of a Withdrawal/Cancellation Notice, if student meets above guidelines.
- We are not affiliated with Prometric and we are not responsible for any portion of their fees. Prometric has their own set of rules, and you must consult with them, if you have any questions.

*Note: Special rules for refund or re-admittance apply to individuals called to active duty for military service.*

### **PAYMENT SCHEDULE**

All charges are to be paid in full prior to the beginning of class. There are no carrying charges, interest charges, or service charges connected or charged.

### **FINANCIAL AID**

Affordable Training does not offer any type of financial aid for any student; however, we work with work/social agencies to assist students. The student is required to pay the fee for school in accordance to the payment schedule in the catalog. We accept payments by Visa, Discover, MasterCard, Cash, or Money Order. The choice of payment method is left up to the student. Grants may be available through various community organizations.

### **LICENSURE INFORMATION**

Affordable Training is a licensed school by the Commission for Independent Education (#2829) and Approved by the Florida Board of Nursing (#1383). Any additional information regarding our facility may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free phone number (888) 224-6684.

## NURSING ASSISTANT (NA) PROGRAM – 120 CLOCK HOURS

### **PROGRAM OBJECTIVE:**

To train and prepare students for the written and hands on portion of the CNA state exam, with sufficient theoretical and clinical skills to enter the professional field of nursing assistant.

### **PROGRAM DESCRIPTION:**

The NA program offers classroom training and clinical training. Upon successfully completing the NA program the student will receive a certificate of completion. The student should possess the knowledge and skills necessary to pass the State of Florida Certification Exam for Nursing Assistants (CNA) and will be able to function at an entry level position as a nursing assistant.

### **BACKGROUND SCREENING:**

Prior to externship and licensure as a CNA you must have a Level 2 background screening with fingerprinting. Applicants who submit an initial licensure application to the department for a profession that requires background screening pursuant to [§456.0135, Florida Statutes](#), must submit fingerprints electronically through a service provider approved by the Florida Department of Law Enforcement (FDLE) and who is photo capable and is in compliance with the requirements of Florida's Care Provider Background Screening Clearinghouse pursuant to [§435.04\(1\)\(e\), Florida Statutes](#).

The purpose of the clearinghouse is to provide a single data source for background screening results of persons required to be screened by law for employment in positions that provide services to children, the elderly, and disabled individuals. The clearinghouse allows the results of criminal history checks to be shared among specified agencies when a person has applied to volunteer, be employed, be licensed, or enter into a contract that requires a state and national fingerprint-based criminal history check.

([§435.12, Florida Statutes](#))

### **TUITION AND EXPENSES:**

Tuition	\$ 955
(Includes class and BLS/CPR plus 10 required Long-Term Care certificates)	
Registration Fee ( <i>non-refundable</i> )	15
Book Fee ( <i>non-refundable</i> )	<u>60</u>
<b>Total Tuition</b>	<b>\$1030 *</b>

\* State exam and background screening not included

## PROGRAM CURRICULA

### Course Numbering Breakdown:

NA = Nursing Assistant

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 101 was simply chosen as a beginning and the numbers proceeded.

### Course Number:

NA 101 Introduction to Healthcare - Describes the organization of nursing facilities and some of the federal laws regarding patient care. Addresses the purposes, goals, and services of the long-term care facility. The Patient Bill of Rights, and the functions, proper dress and ethical behavior of the NA.

4.0 Hours

NA 102 Bloodborne pathogens; HIV/AIDS; Biohazardous Waste – Examples of each are reviewed along with safety precautions and spill kit.

4.0 Hours

NA 103 Understanding Your Patient - Understanding the Maslow's hierarchy, which emphasizes communication barriers and differences between verbal and nonverbal communication.

3.0 Hours

NA 104 Body Structure and Function - Understanding the process of aging on the body, it's normal functions and the signs and symptoms of abnormal functions.

4.0 Hours

NA 105 Safety/Infection Control - Safety hazards in hospitals and nursing homes. Accident Prevention, using restraints safely. Hand washing and Infection Control.

4.0 Hours

2.0 Lab hours

NA 106 Body Mechanics - An outline on how to properly align and reposition patients. Transfer techniques, and how to prevent injury to the NA.

1.0 Hour

2.0 Lab hours

- NA 107      Bed Making - Changing linens and bed making techniques (occupied).  
  
1.0 Hour  
2.0 Lab hours
- NA 108      Skin Care and Cleanliness - Proper skin care prevention of decubitus ulcers. Assisting patients with their personal hygiene. The proper techniques for giving a bed bath, mouth care, shampooing, nail care, dressing, and Perineal care.  
  
1.0 Hour  
2.0 Lab hours
- NA 109      Urinary Elimination - Techniques for using bed pans, bedside commodes and the characteristics of normal urine. Rules for maintaining normal urination, bladder training, and the use of a foley catheter. Measurement and recording content of urinary drainage bag.  
  
1.0 Hour  
1.0 Lab hours
- NA 110      Bowel Elimination - Factors that affect bowel elimination, common problems relating to the defecation and the care of a colostomy; bedpans.  
  
1.0 Hour  
2.0 Lab hours
- NA 111      Solids and Fluids - The importance of proper nutrition, the food guide pyramid, feeding, special needs diets, dehydration, and tube feedings.  
  
1.0 Hour  
2.0 Lab hours
- NA 112      Vital Signs - Vital signs (Pulse, Respiration, Blood Pressure) and how to read them. Normal and abnormal values of taking and reporting them.  
  
1.0 Hour  
3.0 Lab hours
- NA 113      Activity and Exercise - Range of motion exercise. The necessity and possible complications associated from the lack of exercise. Ambulation techniques.  
  
1.0 Hour  
2.0 Lab hours

- NA 114 Patient Admission- Patient orientation to the unit, measurement of height and weight and proper procedures for moving patient from one unit to the next.
- 1.0 Hour  
1.0 Lab hour
- NA 115 Care of Postoperative Patients - Common health conditions that require surgery and special needs of each.
- 2.0 Hours  
2.0 Lab hours
- NA 116 Rehabilitative and Restorative Care - The role of the NA in assisting to restore the patient to optimum function.
- 1.0 Hour  
1.0 Lab hour
- NA 117 Care of the Elderly - How to detect elder abuse, (domestic violence) social and psychological effects of aging.
- 2.0 Hours
- NA 118 Common Health Problems - Health problems commonly encountered by frail/elderly patients. Caring for patients with chronic and acute illness.
- 2.0 Hours
- NA 119 **Dementia Management and Patient Abuse Prevention** - Recognizing the differences between acute confusion and Alzheimer's disease and how to care for those patients. What to do if you suspect patient abuse and how to prevent it.
- 4.0 Hours
- NA 120 Sexuality - The importance of the sexuality of the aging and how to handle a sexually aggressive patient.
- 1.0 Hour
- NA 121 The End of Life Patient - The 5 stages of death and how to meet the physical and psychological needs of the patient. The signs of approaching death and the postmortem care.
- 2.0 Hours



- NA 122      Application of Compression Stockings and Temperature – Demonstrate how to apply compression stockings to the patient and how to use and measure temperature with Digital and Manual Thermometers.
- 1.0 Hour  
                 1.0 Lab hour
- NA 123      Dean Vaughn “Medical Terminology” Course - an introductory course to medical Terminology.
- 2.0 Hours
- NA 124      Medical Abbreviations- – the most common medical abbreviations you will see in the medical community.
- 3.0 Hours
- NA 125      Interview Skills- tips on professionalism and examples of questions student may be asked during an interview.
- 1.0 Hour
- NA 126      BLS/CPR (4 hours) and First Aid (4 hours) – total of 8-hour course designed to teach the student BLS/CPR with AED and First Aid.
- 5.0 Hours  
                 3.0 Lab hours
- NA 127      Clinical Externship hours to get practical experience with real patients in a healthcare setting.
- 40.0 Hours

**Total Hours:**

Theory	54
Lab	26
Externship Hours	<u>40</u>
<b>Total Hours</b>	<b>120 hours</b>

## **DIPLOMA/CERTIFICATES AWARDED**

120-Hour Completion CNA, BLS/CPR, First Aid, HIV/AIDS, Infection Control, Resident's Rights, HIPAA, Alzheimer's/Dementia, Medical Records Documentation, Medical Error Prevention, Bloodborne Pathogens, Restraints & Seclusion, Domestic Violence.

**PATIENT CARE TECHNICIAN (PCT) PROGRAM – 625 CLOCK HOURS**

Registration Fee ( <i>non-refundable</i> ) .....	\$ 100
Books & Materials Fee ( <i>non-refundable</i> ) .....	250
Tuition .....	<u>4,045</u>
<b>TOTAL TUITION .....</b>	<b>\$ 4,395</b>

(See below for breakdown of tuition)

**Patient Care Technician – PCT 105**

Most programs require the Health Science Core as the first course, then proceed to Nursing Assistant. However, Affordable Training has the Nursing Assistant Course (NA) already in place and it consists of 120 hours...most of the Health Science Core curriculum is already incorporated in the NA curriculum, and it is approved by the Board of Nursing and complies with the state of Florida requirements. Therefore, we only require the Health Science Core as a “BRIDGE” to the Patient Care Technician (PCT) plan of study.

**Program Objective**

To train and prepare students for both the written and hands-on portion of the CNA state exam as well as prepare students for employment with Phlebotomy, EKG, Medication Administration and Medical Records skills, to obtain the PCT credential. The student will increase specific work skills with each class.

**Program Tuition & Expense Breakdown \***

In order to assist with the tuition payment, the payments have been divided to create a **pay-as-you-go system**. The classes cannot be taken simultaneously and are not given in a specific order; therefore, the payments will coincide with the start of each type of class. (We have partnered with some wonderful nonprofits that can help with the tuition, if you meet the required criteria.) As you complete EACH class you will receive a certificate for EACH class, as well as if there is a national or a state test involved, you will be given the option to take that test. This will assist you to begin working in the medical field (and trying out different areas) prior to finishing the program.

	<u>Cost *</u>	<u>Hours</u>
Registration (non-refundable) .....	\$ 100	
Textbooks & Materials (non-refundable).....	\$ 250	
PCT 100 Health Science Core .....		45 hrs
PCT 101 Nursing Assistant .....	\$ 1030	120 hrs
PCT 102 Home Health Aide Advanced .....	\$ 855	75 hrs
PCT 103 Patient Care Assistant .....	\$ 190	75 hrs
PCT 104.01 Allied and Advanced Allied Health Assistant .....	\$ 190	75 hrs
PCT 104.02 EKG .....	\$ 795	
PCT 104.03 Phlebotomy .....	\$ 795	
PCT 105 Patient Care Technician .....	\$ 190	135 hrs
PCT 106 Externship .....		200 hrs
<b>TOTAL .....</b>	<b>\$4,395</b>	

\* National or State exam and background screening not included







- PCT 105      **Patient Care Technician**      135 hours  
Students enrolled in this module must have completed all modules of PCT 101-104 in this program. Students will now focus on the knowledge of organizational and effective team member skills. Skills management to function in a multi-tasking environment to deal with conflict, demonstrate communication skills specific to team support, effective time management, give and receive end-of-shift reports to team members. Externship in approved setting.
- PCT 105.01    Exhibit understanding of skills in relation to team members and organization. To include but not limited to: time management, potential situations, team member characteristics, chain of command, relationships, self evaluation.
- PCT 105.02    Exhibit understanding of skills in relation to team members and organization with a clinical setting. To include but not limited to: employability skills, communication skills, time management.
- PCT 106      **Externship**      200 hours  
Hours to get practical experience with real patients in a healthcare setting.
- 

### **DIPLOMA/CERTIFICATES AWARDED**

120-Hour Completion CNA, BLS/CPR, First Aid, HIV/AIDS, Infection Control, Resident's Rights, HIPAA, Alzheimer's/Dementia, Medical Records Documentation, Medical Error Prevention, Bloodborne Pathogens, Restraint & Seclusion, Domestic Violence, 75-Hour Home Health Aide, Food Safety, Medication Administration, Certificate of Completion PCT.

## SKIN CARE SPECIALIST – 300 Clock Hours

### **PROGRAM OBJECTIVE:**

To successfully educate the student to master the necessary skills and procedures required by the State Board to gain employment as a licensed Skin Care Specialist. Graduates are qualified to be employed in Beauty Salons or a Spa.

### **SKIN CARE SPECIALIST COURSE DESCRIPTION:**

The program is designed to provide the student with the necessary knowledge and practical skills to qualify him/her as a licensed skin care specialist. The knowledge is acquired through lectures and practical hands-on training, supervised by licensed instructors.

### **SKIN CARE SPECIALIST PROGRAM TUITION:**

Registration fee ( <i>non-refundable</i> )	\$ 75
Books & Materials ( <i>non-refundable</i> )	525
Tuition ( <i>including test fee</i> )	<u>3,000</u>
<b>Total Tuition</b>	<b>\$3,600</b>

### Course Numbering Breakdown:

SCS = Skin Care Specialist

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 100 was simply chosen as a beginning and the numbers proceeded.

- SCS 100 Describe the importance of professional ethics and legal responsibilities. To include but not limited to: 15 hours
- Demonstrate working knowledge of Florida Law, Chapter 477.
  - Demonstrate an understanding of the modes of transmission infection control, clinical management and prevention of HIV and AIDS.
  - Demonstrate knowledge of the “Florida Right- to-know” Law, Chapter 442.
  - Evaluate and justify decisions based on ethical reasoning.
  - Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.
  - Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace.
  - Interpret and explain written organizational policies and procedures.



- SCS 101 Identify career opportunities.  
To include but not limited to: 8 hours
- Identify career opportunities in the grooming and salon services field.
- SCS 102 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.  
To include but not limited to: 40 hours
- Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
  - Explain emergency procedures to follow in response to workplace accidents.
  - Create a disaster and/or emergency response plan.
- SCS 103 Employ safe, sanitary and efficient work practices.  
To include but not limited to: 40 hours
- Using universal precautions, identify decontamination procedures to insure the safety of the client and student in the classroom and laboratory.
  - Set-up and operate equipment and utilize materials by mixing chemicals (EPA approved and hospital strength levels) in appropriate proportions according to manufacturer's instructions.
  - Clean and maintain implements by using appropriately mixed chemicals and following the procedures for decontamination of tools per Chapter 61G5.002 (2), F.A.C.
  - Apply teamwork procedures and social skills in following the rules for professional ethics and demonstrate a cultural awareness of hygiene and socialized differences by using active listening skills.
  - Describe, observe, identify and analyze the functions, structures, and diseases and disorders of hair, skin and nails. Demonstrate and communicate to the client the proper care of hair, skin, and nails through cleanliness, nutrition, and healthful living.
- SCS 104 Demonstrate language arts knowledge and skills.  
To include but not limited to: 6 hours
- Locate, comprehend and evaluate key elements of oral and written information.
  - Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.
  - Present information formally and informally for specific purposes and audiences.
- SCS 105 Demonstrate mathematics knowledge and skills.  
To include but not limited to: 6 hours
- Identify math skills as it applies to grooming and salon services.
  - Demonstrate knowledge of arithmetic operations.
  - Analyze and apply data and measurements to solve problems and interpret documents.
  - Construct charts/tables/graphs using functions and data.

- SCS 106 Demonstrate science knowledge and skills.  
To include but not limited to: 25 hours
- Discuss the role of creativity in constructing scientific questions, methods and explanations.
  - Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings.
  - Identify science as it applies to decontamination and infection control.
  - Identify chemistry as it applies to products used in the salon.
  - Identify science as it applies to anatomy and physiology.
  - Identify science as it applies to electricity and light therapy to perform appropriate treatment.
- SCS 107 Explain the importance of employability skill and entrepreneurship skills.  
To include but not limited to: 10 hours
- Identify and demonstrate positive work behaviors needed to be employable.
  - Develop personal career plan that includes goals, objectives, and strategies.
  - Examine licensing, certification, and industry credentialing requirements.
  - Maintain a career portfolio to document knowledge, skills, and experience.
  - Evaluate and compare employment opportunities that match career goals.
  - Identify and exhibit traits for retaining employment.
  - Identify opportunities and research requirements for career advancement.
  - Research the benefits of ongoing professional development.
  - Examine and describe entrepreneurship opportunities as a career planning option.
  - Project a professional image.
  - Work individually and cooperatively as a member of a homogenous or culturally diverse team.
  - Utilize communication skills applicable to the industry.
  - Balance personal and professional life.
  - Use and conserve resources and energy.
  - Define entrepreneurship-management skills.
  - Describe the importance of entrepreneurship to the American economy.
  - List the advantages and disadvantages of business ownership.
  - Identify the risks involved in ownership of a business.
  - Identify the necessary personal characteristics of a successful entrepreneur.
  - Identify the business skills needed to operate a small business efficiently and effectively.
- SCS 108 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. To include but not limited to: 10 hours
- Employ leadership skills to accomplish organizational goals and objectives.
  - Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.
  - Conduct and participate in meetings to accomplish work tasks.
  - Employ mentoring skills to inspire and teach others.

- SCS 109 Demonstrate personal money-management concepts, procedures, and strategies. To include but not limited to: 6 hours
- Identify and describe the services and legal responsibilities of financial institutions.
  - Describe the effect of money management on personal and career goals.
  - Develop a personal budget and financial goals.
  - Complete financial instruments for making deposits and withdrawals.
  - Maintain financial records.
  - Read and reconcile financial statements.
  - Research, compare and contrast investment opportunities. .
- SCS 110 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.  
To include but not limited to: 8 hours
- Describe the nature and types of business organizations.
  - Explain the effect of key organizational systems on performance and quality.
  - List and describe quality control systems and/or practices common to the workplace.
  - Explain the impact of the global economy on business organizations.
- SCS 111 Use information technology tools.  
To include but not limited to: 6 hours
- Use personal information management (PIM) applications to increase workplace efficiency.
  - Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications.
  - Employ computer operations applications to access, create, manage, integrate, and store information.
  - Employ collaborative/groupware applications to facilitate group work.
- SCS 112 Solve problems using critical thinking skills, creativity and innovation. To include but not limited to: 10 hours
- Employ critical thinking skills independently and in teams to solve problems and make decisions.
  - Employ critical thinking and interpersonal skills to resolve conflicts.
  - Identify and document workplace performance goals and monitor progress toward those goals.
  - Conduct technical research to gather information necessary for decision-making.
- SCS 113 Use oral and written communication skills in creating, expressing and interpreting information and ideas.  
To include but not limited to: 10 hours
- Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.
  - Locate, organize and reference written information from various sources.

- Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.
- Interpret verbal and nonverbal cues/behaviors that enhance communication.
- Apply active listening skills to obtain and clarify information.
- Develop and interpret tables and charts to support written and oral communications.
- Exhibit public relations skills that aid in achieving customer satisfaction.

SCS 114

Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.

To include but not limited to: 60 hours and 40 lab hours

- Choose the proper supplies, products, and equipment based on skin analysis and client consultation.
- Demonstrate knowledge of action and reaction of chemical products used for the cleansing of the face and neck.
- Demonstrate knowledge of available treatments including manual extractions and chemical products associated with each treatment and use problem solving skills in selecting the appropriate chemicals and equipment to meet the needs of the client.
- Demonstrate ability and knowledge to properly do a cleansing of the face and neck using product knowledge of reactions to chemicals on the different textures of skin.
- Demonstrate working knowledge of chemicals used for lash and eyebrow tinting and the adverse reactions that may occur.
- Demonstrate proper procedure for applying artificial eyelashes with a working knowledge of the chemicals and adverse reactions that may occur.
- Shape eyebrows by tweezing, waxing, threading and sugaring incorporating bone structure, appropriate angles and procedures for hair removal to meet the client's needs.
- Identify bone structure, face shapes, and fashion trends to fulfill client's needs and desires. Communicate the needs of the client by making appropriate adjustment in language use in work situations demonstrating sensitivity to gender and cultural bias. Use active listening to communicate with the client an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Choose the proper supplies, products, and equipment based on skin analysis and client consultation.
- Assemble supplies and equipment.
- Perform a color analysis and facial balance.

- Apply basic and/or corrective make-up.
- Apply basic, corrective, evening and/or glamour make-up based on client's needs and desires, using proper safety procedures and appropriate application procedures and products and utilizing knowledge of color theory and chemical reactions to the skin before application.

### **DIPLOMA / CERTIFICATES AWARDED**

Skin Care Specialist Certificate and HIV/AIDS

## NAIL TECHNICIAN – 240 Clock Hours

### **PROGRAM OBJECTIVE:**

To enable students to gain a marketable set of skills which will enable them to pass the state's licensing examination and gain entry-level employment in the Beauty Industry.

### **NAIL TECHNICIAN COURSE DESCRIPTION:**

Nail specialist training involves the use of tools and chemicals, which may be dangerous when applied improperly. The quality of acceptable performance for a student to be deemed competent must be the same quality as the work expected from a new employee in a beauty or nail salon. The curriculum is laid out so as to assure minimal competency in all services that a nail specialist will be required to perform. The mastery of competencies will aid in protecting the public from the malpractice of nail services. The basic subject matter content is arranged in an effective learning sequence. The performance of services is observable and measurable. Mastery of each course will be demonstrated by a predetermined number of skills related to each area. Students will be taught by a licensed Cosmetologist Instructor through practical demonstrations and theory lectures, group discussions and student practice. Testing will be used to determine theory grades and practical evaluation will be used to determine practical grades. A student who completes this course and receives their certificate will be prepared to enter into the salon as a Nail Specialist or manicurist.

### **NAIL TECHNICIAN PROGRAM TUITION:**

Registration fee ( <i>non-refundable</i> )	\$ 100
Books & Materials ( <i>non-refundable</i> )	250
Tuition ( <i>including test fee</i> )	<u>2,175</u>
<b>Total Tuition</b>	<b>\$ 2,525</b>

### Course Numbering Breakdown:

Nail = Nail Technician

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 100 was simply chosen as a beginning and the numbers proceeded.

Nail 101      **Florida Cosmetology Laws and Rules** – Students will gain a basic understanding of nail specialty law, rules and regulations with regard to consumer protection and the malpractice of nail technology, licensing and renewal.

5 Hours

- Nail 102      **HIV/AIDS** – Students will use the textbook and supplemental materials to gain a basic understanding of Infection Control in relation to the HIV virus that causes AIDS, how the virus is transmitted and prevention methods.
- 4 Hours
- Nail 103      **Health/Sanitation/Sterilization/Bacteriology Infection Control** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety and study the theory of and practical application of salon sanitation and sterilization. Students will be able to explain the difference between sterilization and sanitation and the agents used for each. Students will gain knowledge to enable them to promote good health and consumer protection as well as to sanitize equipment in the salon to prevent the spread of disease.
- 4 Hours
- Nail 104      **Ethics** – Students will use the textbook and supplemental materials to gain an understanding of professional ethics towards clients, employers, and co-workers. They will study the theory and practical application of the principles of good character, proper conduct, and moral judgement as they are expressed through personality, human relation skills, and professional image.
- 2 Hours
- Nail 105      **Nail Theory, General Anatomy & Physiology & related subjects to include disorders & diseases of the nail** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety, and study the theory and practical applications of understand bacteria and other infectious agents, nail product chemistry, and recognizing nail disorders, and skin disorders.
- 85 Hours
- Nail 106      **Manicures** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety the supplies, equipment, implements, sanitation, table set up, and the procedures for doing the basic manicure, pre and post services, manicure for men, a manicure using an electric file. Paraffin wax treatments performed before, during and after the manicure, and the hand and arm massage techniques included in a manicure as well as procedures for a spa manicure and the hand and arm massage techniques included in a manicure as well as procedures for a spa manicure which includes exfoliation and a skin treatment. Students will practice on each other and school patrons under

the supervision of a licensed instructor and complete a minimum requirement of 20 manicure services.

20 Hours  
20 Services

Nail 107 **Pedicures** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety the supplies, equipment, implements, sanitation for, table set up and the procedures for doing the basic pedicure, pre and post services, pedicures for men, pedicures using an electric file, paraffin was treatments performed after a pedicure and the foot and leg massage techniques included in a pedicure as well as the procedures for a spa pedicure which includes exfoliation and a skin treatment. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 pedicures.

10 Hours  
20 Services

Nail 108 **Tip with Overlay** – Students will use the textbook and supplemental materials to study the theory and practical application of nail tip application including product knowledge, tools, equipment & safety. This material will include product knowledge and supplies for, pre and post service procedures and alternative tip applications such as well cutting application, application with Acrylic, maintenance and removal of tips, contouring nail surfaces and shaping of nail tips. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 25 tips with overlays.

37.5 Hours  
25 Services

Nail 109 **Sculpting Using a Form** – Students will use the textbook and supplemental materials to study the theory and practical application of applying Acrylic Nails over forms. The material will include product knowledge and the supplies for, pre and post service procedures, applying back fill, use of an electric file to do back fills, Acrylic nail maintenance and removal, and crack repairs. Students will study odorless, light-cured, colored acrylics and dipping methods. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 25 nail sculpting with forms.

37.5 Hours  
25 Services



Nail 110      **Nail Wraps and/or Mending** – Students will use the textbook and supplemental materials to study the theory and practical application of liquid, paper, and fabric nail warps. The study material will include product knowledge, tools equipment, use and safety, supplies for, pre and post service procedures, the nail wrap application, wrap maintenance, repairs with wraps, and wrap removals. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 nail warps and mending.

15 Hours  
20 Services

Nail 111      **Nail Fill-Ins** – Students will use the textbook and supplemental materials to study the theory of and practical application of acrylic fill-ins and back fills including products, tools, equipment use and safety. They will learn acrylic backfills using an electric file, without use an electric file, and crack repair for acrylic nails. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 nail fill-ins.

10 Hours  
20 Services

Nail 112      **Artificial Nail Removal** – Students will use the textbook and supplemental materials to study the theory and practical application of removing artificial nails. The study material will include safety and pre and post service procedures including product knowledge, tools, equipment use and safety. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 10 artificial nail removals.

5 Hours  
5 Services

Nail 113      **Polishing and Nail Art** – Students will use the textbook and supplemental materials to learn the theory and practical application of polishing nails and nail art including products, tools, equipment use and safety. They will learn five types of polish application; full coverage, free edge, hairline tip, slim line or free walls, half-moon and lunula, as well as French and American manicure polishing techniques and nail polish for men. Students will learn the nail art of gems, foiling striping and gold leafing. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 40 nail polishes and nail art.

5 Hours  
40 Services

Nail 114      **Salesmanship** – Students will use the textbook and supplemental materials to learn the theory of and practical application of salesmanship. They will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 sales. Students will study communication & human relations, compensation packages & payroll deductions, as well as fundamentals of business management.

20 Services

Nail 115      **Career & Employment Information** – Students will use the textbook and supplemental materials covering professional ethics, effective communication, human relations, compensation packages & payroll deductions, licensing requirements & regulations, and fundamentals of business management. Students will visit 5 salons to gather information from future employers which will reinforce and confirm reasons for and the benefits of practicing and perfecting their skills.

5 Services

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**Total Hours:**

Theory	120
Lab	115
Externship Hours	<u>5</u>
<b>Total Hours</b>	<b>240 hours</b>

**DIPLOMA/CERTIFICATES AWARDED**

Nail Technician Certificate and HIV/AIDS

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