

*PRIVATE SCHOOL CATALOG*



*NW Institute of Esthetics, Inc.*

*Offering programs in:*

*Basic Esthetics*

*Master Esthetics*

*Master Esthetics for Licensed Professionals*

*Permanent Color/Tattooing*

*2010 Volume V-a*

*Clinic address: 81 Centennial Loop, Suite 3, Eugene, OR 97401*

*Phone: 541-344-7789 Fax: 541-342-8491*

*Email: [judy@estheticsnw.com](mailto:judy@estheticsnw.com)*

*Website: <http://nwinstitute.estheticsnw.com>*

Licensed by  
Oregon Department of Education  
License #1609

Patterned after NCEA & CIDESCO training requirements for esthetics  
and exceeding SPCP training standards for permanent color.  
Catalogue for the year 2010

## TABLE OF CONTENTS

<b><u>TOPICS</u></b>	<b><u>Page</u></b>
Staff	3
Association Memberships	3
What our Graduates Say	3
Mission Statement	4
Facility and Equipment	5
Directions	5
Statement of Non-Discrimination	6
Industry Employment Opportunities	6
Earning and Compensation Opportunities	6
Entrance Requirements	6
Credit for Previous Training	7
Transfer Students	7
Certificate of Completion	7
State Examinations	7
Placement & Support	7
School Enrollment	8
School Schedules, Duration	8
Financial Aid	8
Student Files & Privacy Acts	8
Dress Code	9
Parking	10
Student Housing & Transportation	10
Leave of Absence	10
Tardiness	10
Attendance Policy	10
Makeup Work	10
Missed Classes Policy	10
Grading System	11
Progress Standards	11
Drug Free School	11
Student Conduct Policy	11
Disciplinary Policy	11
Reinstatement after Termination	11
Student Grievance Policy	12
Refund Policy	12
<b><u>PROGRAMS</u></b>	
Basic Esthetics Course 600 hours	13
Master Esthetics Course 1200 hours	15
Master Esthetics for Licensed Estheticians	17
Permanent Cosmetics / Tattooing	20
Enrollment forms	24

## NW INSTITUTE OF ESTHETICS, Inc.

### 1<sup>ST</sup> SCHOOL TO BE ACCEPTED BY NCEA FOR GRADUATE CERTIFICATION

81 Centennial Loop, Suites 3 & 7  
Eugene, OR 97401 USA  
[estheticsnw@msn.com](mailto:estheticsnw@msn.com)  
<http://nw institute.estheticsnw.com>

#### STAFF

Judy Culp	Owner, Director, Dean of Students/Admissions, Instructor
Cynthia Shaw	Esthetics Director, Instructor
Anne Beauchamp	Retired LVN, Pharmacy Specialist, Esthetician and office director extraordinaire

This school is licensed by the Oregon Department of Education, Private Career Schools, 255 Capitol Street NE, Salem, OR 97310-0203. (503) 947-5701. The license is posted at all times in the Business Office.

#### ASSOCIATION MEMBERSHIPS

The Institute maintains membership in:

National Coalition of Esthetics Associations (NCEA)  
Society of Permanent Cosmetic Professionals as Trainer  
American Association of Cosmetology Schools

Mrs. Culp, owner of the college is a member of the following organizations and has certifications with:

CIDESCO, CIDESCO Diplomat  
NCEA, NCEA Certified  
Society of Permanent Cosmetic Professionals (SPCP), CPCP

Cynthia Shaw, Esthetics Director, is a member of:

CIDESCO, CIDESCO Diplomat  
NCEA, NCEA Certified  
SPCP

#### WHAT OUR GRADUATES SAY:

*I've been to the school in person (twice and looking forward to future visits for more CE), and Judy absolutely rocks. Her 1200 hour students are the future of esthetics.*

SL

*Yesterday I attended the NCEA prep class taught by Judy Culp at the NW Institute of Esthetics in Eugene Oregon. Judy did a wonderful job, she is a true professional who happily shares her knowledge.*

IK

*After a recent interview, I have a new appreciation for what I have learned here. It allowed me to speak knowledgeably and with confidence in that knowledge.*

AI

*Thank you so much for everything. I couldn't have gotten an education like this anywhere*

*else. You have so much knowledge about esthetics and I'm thankful that you share it with all of us. Thank you again.*

MB

*Thank you for caring for me. I hope you're able to take a moment for yourself and ponder what an awesome thing you have done for so many of us. Forever grateful,*

BC

*My experience with you as a student and then as an employee have been life changing for me. I value the skills I have learned with you at NW Institute of Esthetics. I know esthetics will always be a part of my life.*

ES

*"Thank You Judy! I credit you and Cynthia for helping me get here!" MAB*

### ***NW Institute of Esthetics, Inc. Mission Statement***

NW Institute of Esthetics, Inc. teaches to the highest industry standards to bring out the innate passions, gifts, and abilities of each student to enhance career options and develop caring, creative, critically thinking successful technicians who focus on ethical practices and pursue continuing education.

**The NW Institute of Esthetics, Inc.** is owned by Judith Culp. Through it we offer esthetic and permanent cosmetic training curriculums that meet the highest standards of ethics and education.

Students who wish to receive credit for prior training must provide satisfactory documentation and undergo evaluation on an individual basis. We do not offer certificates for hairdressing or barbering.

Our program developer, visionary and instructor, Judith Culp is an internationally certified CIDESCO Diplomat as well as holding certification from the NCEA and the SPCP. Our goal is to bring all esthetics students toward the level of education standards established by the National Coalition of Esthetic Alliances (NCEA) as well as the common standards outside of the United States which are the basis for CIDESCO schools. It has been clearly demonstrated this skill level makes technicians more employable and giving them a better chance of success in the industry. Ms. Culp developed the permanent color program to meet all of the state requirements for licensure and she also holds International certification in this field with the Society of Permanent Cosmetic Professionals.

#### **WHO ARE WE?**

Judith (Judy) Culp, President and CEO, has been licensed as an Esthetician for over 29 years. Prior to becoming licensed in esthetics, she had a background in business and art. In 1987 Judy took private training in permanent cosmetics and became one of the first practitioners in Oregon. In 1992 she sat for her Exam and became Oregon's first internationally certified CIDESCO Diplomat, (the highest level of certification available in skin care in the world.) In 2003 she became one of the first to receive Certification by the SPCP for permanent cosmetics. She has been an industry educator for since 1990 and was among the first to obtain her NCEA Certification.

A multi-published free-lance writer and reviewer for national trade publications, educational curriculum and state programs, her monthly column has appeared in the Northwest Stylist and Salon for over ten years which has expanded to cover versions for California, Ohio, Texas and Colorado. She is contributing editor for Milady's Advanced Esthetics Text.

In 1996 she was elected to the Board of Directors for the SPCP for a four year term and served two terms as President for this international organization. She was instrumental in the creation of three training manuals and the website for the Society of Permanent Cosmetic Professionals (SPCP). She is currently on the Past President's Council for the SPCP and is stepping down from her position as Editor for the SPCP Quarterly Newsletter to have more time for the school. She regularly reviews educational materials for Milady and other

publicists and for state programs. In 2006 she was the subject matter expert for a book for the permanent cosmetics industry. A strong believer in continuing education she attends classes and trade shows regularly.

## **FACILITY & EQUIPMENT**

The training clinic does not look like a school in the conventional notion of the word. In every sense the school looks like an upscale clinic where we feel students get the best opportunity to learn in a “real world” setting. Conveniently situated in Eugene, Oregon it offers easy access from around the area to the surrounding community. Many of our students commute from Salem, the coast or south to Roseburg. We are located in a two story building on Centennial Loop near the river and close to a diversity of food vendors and other services. The main floor houses the clinic and the upstairs the classrooms. We have a total of over 3000 square feet. There are two restrooms on each level. One on each level is unisex the other is marked ladies. On the main level the women’s restroom is handicap accessible. NOTE: There is no elevator to the upper level classrooms.

The college is equipped with audio/visual equipment such as laptop computers, a projector, DVDs, TVs, VCRs, whiteboards, posters etc. There are several computers available for students to use in the school. All student records, grades and services are maintained on a computer system equipped with appropriate backup. The clinic is supplied with a wide diversity of esthetic equipment including galvanic, hi-frequency, ultrasonic, microdermabrasion, facial toning, nanotechnology, brush-vacuum systems and more. IPL devices are brought in for student training in hair removal and skin rejuvenation. For the permanent cosmetics student we have diverse tattoo equipment including hand, rotary, digital and coil devices.

**The classroom portion** of the class is designed for one to twelve students depending on the topic to be covered. Each starting class is limited to six students. The training is held at our Clinic: 81 Centennial Loop, Suite 7, Eugene, Oregon.



## **DIRECTIONS:**

### ***Coming from Downtown Eugene –***

Cross the Ferry Street Bridge and right turn on Martin Luther King Jr. Blvd. At the next signal turn left onto Centennial Loop. We are on the right and the first 2 story building.

### ***From I-5 –***

Take exit 194B – Stay in the right lane and take the first exit, at Coburg Rd. Get in the center lane. Ahead and just slightly to the left you will see the sign that say Autzen Stadium. Follow this sign. This takes you through the intersection heading west. At the next signal turn left onto Country Club Road. Follow the loop around and get in the center lane as you come up to the next signal light (Martin Luther King Jr. Blvd.) Go straight through the signal. You are now on Centennial Loop. We are the first 2-story building on the right.

### ***From West Eugene or the coast–***

Come across west 11th and follow the main traffic flow to west 7th. Take the 105 Freeway and exit at Coburg Road. At the signal turn right onto Country Club Road. Follow the curve around, and at the next signal go straight through the light. You are now on Centennial Loop. We are the first 2-story building on the right. Note: If you miss the 105 Freeway and exit, follow the directions above for “Coming from Downtown Eugene”.

### ***From the Airport or Junction City –***

Take Hwy 99 South to the Beltline freeway. Follow the signs EAST. Take the Delta Hwy exit. Go south and follow the signs to Autzen Stadium, Springfield. Take the Coburg Road Exit. At the signal turn right on Country Club Road. Follow the curve around and at the next signal go straight through

the light. You are now on Centennial Loop. We are the first 2-story building on the right.

### **ABOUT OUR CITY**

Eugene is a university city and supports many sporting and cultural activities that can enrich the time you spend here. Because it is a college town many different forms of accommodation are available for out of area students. In case you haven't guessed, we're near the beautiful Willamette River. Alton Baker Park is nearby and there are miles of walking/running paths throughout the city. This makes it nice for sports-minded students who want to get some exercise or those who just want a mental break during their lunch hour.

### **STATEMENT OF NON-DISCRIMINATION**

The Institute practices no discrimination on the basis of sex, age, color, race, ethnic origin, or religion in its admissions, instruction, or graduation practices.

### **INDUSTRY EMPLOYMENT OPPORTUNITIES**

An esthetician has many career opportunities including but not limited to the following: salon or spa esthetician, salon or spa owner, salon or spa manager, cruise line or resort personnel, manufacturer's representative or educator, beauty supply representative, department store sales, department store cosmetic buyer, make-up artist, instructor, consultant, esthetician in a medical setting, product development or industry educator.

Permanent color technician career opportunities include working in a salon, spa, resort, medical setting, industry education, product development, or as a manufacturer representative.

### **EARNING AND COMPENSATION OPPORTUNITIES**

Compensation for estheticians depends on many factors including experience, known skills, client base, location and individual arrangements. According to the 2003 NAACS Job Demand Survey for all cosmetologists the income outlook looks bright. Full-time salon employees averaged, including tips \$18.08 per hour or \$36,360 per year. Salon owners averaged \$24.36 per hour or \$48,720 per year. Nationally there is zero unemployment for cosmetologists and in the latest report in 2002 indicated 76% of salon owners who tried to fill open positions were not always able to find qualified and licensed applicants. Other statistics show higher hourly wages in some areas. It is not uncommon for estheticians to earn more than others in the cosmetology industry.

The wage you earn may be more or less than the stated averages depending on the many factors.

### **ENTRANCE REQUIREMENTS**

All students must be at least 18 years of age for the Esthetics programs. The minimum age for those wanting to take the Permanent Cosmetic course is 21 years of age. Persons not meeting this age requirement will be evaluated on a case by case basis. Considerations will include physical and mental preparedness and evaluated on the ability to benefit. A high school diploma or GED is required. Candidates must provide a copy of their proof of education and a copy of a birth certificate, passport or driver's license to prove age. Full dexterity of both hands is necessary to perform the procedures. Waxing and body treatments can be physically demanding. All students must be able to perform all services taught. Good finger dexterity is important for technicians. Correctable visual acuity is key to be able to perform procedures. The ability to follow directions is essential.

A desire to learn and to work with people will help ensure the technician's career success. They must also enjoy working with the public. Esthetic and permanent cosmetic/tattoo professionals must be able to work long hours while building their client base. Developing business skills is a critical element in a successful career. This is an intensive and extensive program, and as such requires commitment on the part of the student. A pre-enrollment interview is required. Additional interviews may be required to confirm preparedness and financial planning arrangements.

### **LANGUAGE**

All classes and materials are available in English only.

## **CREDIT FOR PREVIOUS TRAINING**

We attempt to allow some credit hours for previous education if this is in alignment with Oregon Department of Education guidelines. How many hours an individual student qualifies for may vary based on not only transcripts but entrance evaluations. If you are entering via this method all entry exams must be completed prior

to starting school. We cannot process this request without the appropriate documentation. If you would like to receive credit hours for previous training please advise us on your entry form and we will assist you with this. Transcripts are required to validate training and placement exams are used to validate equivalent knowledge that is required by this school. As an hours-based school we must use clock hours to determine status for graduation.

## **TRANSFER STUDENTS**

If a student wishes to enroll with hours previously earned at another cosmetology school, the Institute retains the option of accepting up to 85% of those hours to be applied towards the total hours required to complete the chosen course. Transcripts are required to apply for this. The hours completed at the other school, plus hours completed at the Institute, will all be on file with OHLA. The school does not recruit students already attending or admitted to another school offering a similar program of study.

## **CERTIFICATE OF COMPLETION**

A Certificate of Completion/Diploma suitable for framing and display shall be awarded to each student who completes all the program requirements with passing grades and including passing a written and practical examination. The certificate will clearly show the hours completed in this training program.

## **STATE EXAMINATION**

Prior to graduation you will perform practical examinations at the school. Upon completion of the course you are required to take an Examination at the Oregon Health Licensing Agency, 700 Summer Street NE, Room 310 Salem, OR. Complete details for the examination process, fees and forms will be discussed in the program. The test is computerized and covers each field of practice and a state rules and regulations. When you graduate, the NW Institute will submit your transcripts to OHLA. We require three (3) business days for this to be completed. The State of Oregon will supply licensing certificates upon completion of state testing. Students will also have assistance preparing and submitting the paperwork to sit for the NCEA National Certification.

## **PLACEMENT & SUPPORT**

The NW Institute of Esthetics, Inc. does not make any guarantees of employment or salary upon graduation. As an industry standard, many esthetic professionals are self-employed but we seek to maintain a list of employment opportunities for graduates. We are frequently contacted by professionals including medical offices looking for estheticians. Guidelines will be provided during the course to assist students in preparing for the eventuality of employment or self-employment. These guidelines include business location selection, operations, lease negotiation and variations in set-up of practices. The instructors are available to post-graduate students for support and problem solving by phone or email, as is most appropriate for the circumstances. As a part of career development, students are encouraged to visit salons, spas and clinics.

## **SCHOOL SCHEDULE, ENROLLMENT & DURATION**

New classes begin on the first of every month throughout the year. Transfer students and permanent cosmetics students may have a different start date. Classes will generally be held Tuesday – Friday, 8:30-5:30 with a one hour lunch break. On some Saturdays students may take clients to increase their work experience. No theory is taught on Saturday and students sign up for this schedule. Flex scheduling is available and schedules will be designed with the individual student to meet their needs as well as to ensure curriculum development. If you have special attendance needs, please discuss this with your admissions representative so that these arrangements may be incorporated into your enrollment agreement.

Check with admissions to confirm the exact date classes start as they may be subject to change due to circumstances beyond our control. If you are transferring in your start date may be different based on the hours you are bringing into the program. We will determine this based on your previous transcripts.

**No classes will be scheduled over these legal holidays:** Memorial day, 4<sup>th</sup> of July, Labor Day, Thanksgiving weekend and December 23<sup>th</sup> through January 2<sup>nd</sup>. We will also be closed for summer break, July 19-23, 2010. In case of emergency closures, students will be notified with as much notice as reasonably possible. Duration of attendance depends on which course/courses the student enrolls in. Please see individual program sections for details.

## **FINANCIAL AID**

Funding may be available through your local branch of Workforce (aka Worksource). This would be in the form of a grant. Some funding may be available through the Lane Community College Co-op (coordinator: Chuck Fike: 541-463-5078). We have also been approved by MyAACCS for funding for spouses of deployed military. Please ask for details. Vocational rehabilitation training and displaced worker training programs may also cover you. We also accept and provide a diversity of other payment programs. We will help you explore your options during your initial consultation.

The school allows students to break their tuition into monthly payments at no interest fee. We also have payment plans that allow the student to extend payments post graduation for up to two years. Please bring in your financials and we will be happy to consult with you individually and assist you with creating a plan that will allow you to meet your goals and get your career underway.

Other sources may be available through your local bank or credit union and may include personal loans, lines of credit or home equity loans. Pentagon Federal Credit Union also offers funding. High school students should check with their school guidance councilor to check availability of scholarships or other funding.

Financial aid will be discussed with you during your consultation and we will work with you to obtain it. Numerous scholarships are available to students once they enroll in an esthetic program. [http://www.getcollegefunds.org/barber\\_hairdresser.html](http://www.getcollegefunds.org/barber_hairdresser.html).

The school offers scholarships based on financial need: \$1500 for 600 hour estheticians, \$3000 for 1200 hour esthetics. There is also a scholarship available to assist technicians who are coming to us for advanced esthetic training, see that section for details.

## **STUDENT FILES AND PRIVACY RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Except for the special conditions described below, a student must provide a signed and dated written consent before the college may disclose information from the student's records. The consent must state the purpose of the disclosure, specify the records that may be disclosed and identify to whom the disclosure may be made.

Student files are property of the College. However, students have the right to inspect and review education records maintained by the college. Schools may charge a fee for copies. Student files are maintained for a minimum of three years. Transcripts are maintained for 25 years.

The College does not publish a directory of student information.

FERPA regulations list a number of conditions under which personally identifiable information may be disclosed from a student's education record without the student's written consent. They include, but are not limited to:

- School officials with legitimate educational interest.
- Accrediting organizations
- Licensing Boards or Certificate granting agencies.
- Specified officials for audit or evaluation purposes.
- In connection with financial aid the student has received or applied for, if the information is needed to determine the amount of aid, conditions for the aid, student's eligibility for the aid, or to enforce the terms or conditions of the aid.

- To comply with a judicial order or lawfully issued subpoena.
- Other schools to which a student is transferring.
- To employees of US Dept. of Education (USDE), Office of the Inspector General, and other federal, state, and local education authorities in connection with financial aid and for the enforcement of laws and regulations relating to aid.
- To authorized representatives of USDE to evaluate financial aid procedures using student information provided by schools selected for the study.
- To the Department of Homeland Security on an F, J, or M non-immigrant student in compliance with SEVIS. (Student and Exchange Visitor Information System)
- To the U. S. Attorney General or his designee in response to an *ex parte* order in connection with the investigation of a crime of terrorism. An *ex parte* order is an order issued by a court without notice to the adverse party. The school is not required to record the disclosure of information from the student's education record or notify the student's education record or the student.
- Appropriate officials in cases of health and safety emergencies.
- To the parents if the student is a dependent student under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns and parents may obtain the student's education records. Parents do not have the right to amend or provide consent for the release of such records if the student is over 18. A Parent or Guardian may have access to the student's file if the student is a minor.

### **DRESS CODE - APPEARANCE – Think Professional!!**

All students will wear scrubs or spa uniforms. Jackets are to be black scrub or uniform materials/style. Pants are to be black uniform material – no denim. Pants should be of a length not to drag on the floor. Plan to wear layers for changes in the weather, however: No sweatshirts, hoodies or outdoors jackets. No jeans. No halters, no cleavage, no bare midriffs, no buttocks showing.

Colored long sleeved shirts may be worn under uniform tops or scrub or lab jackets to keep you comfortable. Layering is important as waxing can be warm work while classroom sitting or front desk can be cool. Uniforms must be kept clean and professional at all times. Aprons are provided to protect clothing and complete your professional image. Aprons too must be kept clean and professional.

Shoes: Black comfortable uniform shoes. No flip-flops or unsecure sandals (as determined by the staff). Professional shoes are recommended. Students must arrive at school looking professional and ready to work.

Hair and makeup should be groomed BEFORE you arrive at school and styled in a way as to be out of your way to work and look professional. Personal attire may not in any way interfere with the student's ability to perform services or to receive services during student practice sessions.

Any student not meeting dress code requirements (as determined by the staff) will not be allowed to earn hours.

### **PARKING**

Parking is available to staff, students and clients. Student parking is to the back of the parking lot so that clients may park close to the doors. In the event that we run out of free parking, there is a lot adjacent behind us where parking is available for a fee. This would be put on a rotating system so that all students have an equal opportunity to share in the free parking.

### **STUDENT HOUSING & TRANSPORTATION**

The Institute has available a phone number for an apartment search in the area. Eugene is a college town and there is a great diversity of accommodation options. The staff will be happy to assist the student, if they can, in obtaining housing. For students without their own vehicle, the Institute is very close to Eugene's metro bus transportation. We also have parking in the rear of the building for bicycles. Taxi service is readily available.

### **LEAVE OF ABSENCE**

Leave of absence will be granted in case of illness, death in the immediate family or other cases where the college approves the absence. Request must be submitted in writing. The school may grant approval at its discretion when circumstances for the leave are not related to illness, accident, or a death in the family. A student on leave is considered by the school as enrolled. No charges or fees are assessed during an authorized LOA. Students not returning to school at the end of their LOA will be withdrawn/dropped from the school.

The following is the criteria for a leave of absence:

1. Only one personal and one medical leave of absence can be granted within a twelve-month period.
2. The personal leave of absence cannot exceed 60 days (8 weeks).
3. An emergency medical leave cannot exceed 4 weeks. It may only be used for the student, an immediate family member, or someone the student lives with. Medical proof must be supplied.
4. A leave begins when the student requests it in writing. A verbal request may be made but must be then put in writing.
5. If a student uses less than the maximum times allowed, the balance expires once the student returns to school but the student may return early if desired.

## **ATTENDANCE POLICY**

Students shall be required to attend all school days from the date of enrollment to graduation. Class days may be adjusted with the instructor as long as the student meets the Oregon completion of course date requirements. Not calling in counts as an unexcused absence. Students are required to notify the office at 541-344-7789 if they will be absent or late. All absences must be made up before the end of the course. Students are allowed a designated number of absences, per course, before being charged extra fees. If a student is suspended due to a violation of rules and policies, the time missed may be counted as absent time. Limited opportunity for extra hours is available during the year. We do not make special allowances for time needed away from the school for any student based on personal or cultural preferences.

## **TARDINESS**

Because of the intensive nature of the classes, tardiness is not acceptable. Students who are late will not be allowed to clock in for the first hour. Students arriving late for class more than 5 times will be placed on probation. If attendance does not improve during the probationary period, the school may suspend or terminate enrollment. The school's policy on suspension or termination of enrollment will be followed. All students are expected to clock in and out and follow school policies. If you know you are going to be late, please call the school office and let us know: 344-7789. Texting, emailing or calling a fellow student does not qualify for an excused lateness or absence.

## **MAKEUP WORK**

Students are required to make up missing assignments within 8 days of their return to school. An F grade will be given for each missing assignment. Students retaking a failed test will have their grades averaged for the tests.

## **Missed Classes Policy**

If a student misses a lecture on a topic, (chapter review, etc.) it is their responsibility to get notes from fellow students, complete their workbook and prepare themselves to take any quizzes or tests that may follow. They may be able to sit in on that chapter the next time it is presented but private tutoring due to absenteeism is not part of the instructional package. If you need to have private tutoring, you may arrange this with an instructor to be done outside of their regularly scheduled work hours.

## **GRADING SYSTEM**

Grade records are kept for each student. Students are graded on written (theory) and practical work. Written tests are given over the theory subjects as they are covered. Tests occur approximately once a week but this may vary. Practical assessment is done to determine progress and advancement of the student in the techniques and skills of their chosen course. Each project is checked for satisfaction before an instructor initials that individual project. Designated projects must be passed successfully before the project can be signed off. A score of 75% is required to pass both written and practical tests. Students will have a designated instructor for advising and to turn in weekly Time Sheets. Students may be advised by any staff member, as necessary, regarding grades, attitude and appearance. Understanding of techniques, color, safety and sanitation as well as other related issues will also be evaluated and reinforced by oral questions and hands on work in the classroom and on models. To facilitate students passing the NICS esthetics exam, final written and practical require 75% for passing. Grade equivalents are as follows:

Excellent	94-100
Very good	87-93
Good	80-86
Satisfactory	75-79
Failing	74 & below

### **PROGRESS STANDARDS**

Students must maintain satisfactory progress while enrolled in training. Each student is evaluated during each phase of the class. If a student's comprehension or performance falls below the passing level of 75%, re-evaluation or additional time will be recommended for practice and study before conclusion of the program. If the student chooses not to bring their skills/understanding up to a level that allows them to safely perform services, no certification will be granted even though they may complete other requirements. Records are kept by the school and are available to the student as required by Oregon law.

### **DRUG FREE SCHOOL**

The NW Institute of Esthetics has adopted standards of conduct that clearly prohibit the unlawful possession, use of distribution of illicit drugs and alcohol by students and employees on its property. During orientation this policy is explained, students receive a copy and sign to acknowledge a willingness to comply. The Institute provides students and staff with names, addresses and phone numbers of treatment facilities should the need arise. Any student that appears to be under the influence of drugs or alcohol will be asked to leave the school premises as it would be unsafe for them to work with the public.

### **STUDENT CONDUCT POLICY**

Students are expected to be a credit to themselves and the school and to conduct themselves in a professional manner at all times. Respect, courtesy, and sensitivity are behavioral practices expected among all students, instructors and administrative personnel. Appropriate behavior includes regular and punctual attendance. Students are to conduct themselves in a professional, legal and cooperative manner that is not disruptive, harassing, or intimidating to themselves, other students or staff, and that does not hinder the progress of other students in the school. Students are expected to maintain classrooms, equipment, and the clinic floor at professional industry standards. Deviation from any of these standards may result in disciplinary actions. The school administration maintains the right to dismiss students for violation of school rules or for conduct which reflects unfavorably on the reputation or operation of the school.

### **DISCIPLINARY POLICY**

If there is an issue, the student will first be counseled verbally, then a written notice may be issued to students who are in jeopardy of probation, unsatisfactory progress or termination. Lack of response to warning notices may result in probation, suspension, or termination. Violation may include Academic: cumulative GPA is below the minimum 75%; Attendance: below 75% or Conduct.

### **REINSTATEMENT AFTER TERMINATION**

If a student is terminated for any reason, re-admittance will be evaluated on an individual basis according to the evaluation of the school officials. If the student was in compliance with school guidelines at the time of a voluntary withdrawal, (as in the case of illness), they may reinstate at the next appropriate class date.

### **STUDENT GRIEVANCE POLICY**

Students aggrieved by actions of the school should attempt to resolve these problems with appropriate school officials. If this procedure fails, and if the allegation, if proven to be true would be a violation of Oregon law, students may contact the Oregon Department of Education, Private Career School Section Office of Educational Support Services, 255 Capitol Street NE, Salem, OR 97310-0203 or phone 503-947-5701.

### **REFUND POLICY - REFUND SCHEDULE FOR PRIVATE CAREER SCHOOLS (OAR 581-045-0036.)**

1. You may cancel enrollment prior to entering classes by giving written notice to the school.
2. If cancellation occurs within five business days of registration, you will receive a 100% refund.
3. If cancellation occurs after five business days the \$150 registration fee will be charged.
4. If the student wishes to reschedule to the next class, the fees will forward to that date.

5. If a student terminates enrollment after class commences:
  - a) If a student withdraws prior to completion of 50% of the instructional program contract, the student shall be entitled to a pro-rata refund of the total tuition paid, less registration fee and student supplies fees, charged for such instructional program.
  - b) After completing 50% of instruction, there are no refunds and the student is obligated to the school for the entire tuition fee.
  - c) No refunds will be made for equipment or supplies purchased for the student.

NOTE: WHEN A CANCELLATION, TERMINATION, OR COMPLETION OCCURS, A CALCULATION OF ALL ALLOWABLE CHARGES SHALL BE MADE, USING THE LAST RECORDED DATE OF ATTENDANCE, IF ANY, AS A BASELINE.

TERMS OF CONTRACT:

Registration Fee: \$150.00

Initial Tuition Deposit: 20% of class fee but may be prepaid at any time or we can work out monthly payments using the following formula: The tuition will be equally divided over the anticipated months it is expected the course to last: basic esthetics 5 months, comprehensive esthetics 10 months, permanent cosmetics 10 months. The first month's tuition will be due 3 weeks prior to class start date. Subsequent payments will be due monthly or quarterly as contracted with the student.

Textbooks and supply fees need to be purchased at the commencement of class.

Balance of Tuition 80% of program fee. Terms of payment will be negotiated with students.

Full Payment of Balance of tuition is due before the student will be signed off to sit for licensure unless the student is funded through external school financing.

## **BASIC ESTHETICS COURSE**

This program exceeds the basic requirements for becoming licensed as an esthetician in the State of Oregon. The Institute chose to add 100 hours of additional training to the minimum state requirements to better prepare graduates to enter the field. We feel this is important as an esthetician's scope of practice was enlarged from above the 7<sup>th</sup> vertebrae to cover skin on the entire body in 2006 but the required hours were not changed.

### **Basic Esthetics Course Outline**

Oregon Rules and Regulations are available at [www.hdlp.hr.state.or.us/ethome.htm](http://www.hdlp.hr.state.or.us/ethome.htm)

#### **Basic esthetics program: 600 hours**

##### **I. Career Development – 100 hours**

Orientation, career opportunities, business setup, debt management, financial operations and introduction to a business plan.

Resumes and interviews, salon operations, advertising and promotion, time management

Image skills and professionalism

##### **II. Safety, Sanitation & Hygiene – 150 hours**

OSHA & CDC guidelines for safety and sanitation, bacteriology, disinfection, decontamination and infection control, first aid, licensing laws and administrative rules, hazardous chemicals

##### **III. Facial Technology -350 hours**

Massage, facials, makeup, skin and disorders, temporary hair removal, cells, anatomy and physiology, electricity and light therapy, chemistry and specialty project.

NW Institute of Esthetics also includes the following additional coursework: Skin examination and analysis, facial equipment and usage, product chemistry, basic facial treatments, introduction to basic peels, spa procedures and specialty treatments, waxing for face, arms, legs and standard bikini, nutrition and wellness, massage techniques and basic makeup skills.

Included in this program are classes on basic peels, CPR and First Aid and OSHA Blood Borne Pathogens.

### **TUITION & FEE POLICY**

Registration Fee	\$ 150.00
Tuition	\$7,500.00

Refer to the Scholarship Qualifications form to determine if you are eligible for a \$1500.00 school scholarship. Registration Fee of \$150 is required to secure a position in training; this may be done several months in advance. A deposit is also required and will be arranged individually with each student. Terms of balance due will be arranged with individual students and are based on the initial deposit. We will be happy to arrange an in-house payment program for you. No interest is charged unless the student becomes in arrears of payment. No certificate or sign-off will be provided for students who have not paid all tuition and other expenses in full. Late tuition payments are subject to penalty charges. We also offer outside funding and you may qualify for a grant from Workforce in the county in which you live. Your options will be discussed during your initial consultation. Also ask if our \$1500.00 scholarship is available. The information is on the enclosed Scholarship Qualifications information sheet.

### **SUPPLIES**

The school will provide skin care products and supplies for the student to use during the basic program. There is a \$1050 Student Supply kit, which includes the Fundamentals of Esthetics textbook, workbook, exam review, insurance, CPR and First Aid Training, professional makeup and brush kit, as well as practice products and program supplies. (This kit is subject to review and modification.)

Total costs:	Registration	\$ 150
	Tuition	\$ 7500
	<u>Supplies</u>	<u>\$ 1050</u>
	Total	\$ 8700

Additional costs will be for scrubs, appropriate shoes and state exam fees.

### **ENROLLMENT REQUIREMENTS**

Students must be at least 18 years of age before enrollment. Persons not meeting this age requirement will be evaluated on a case by case basis. Considerations will include physical and mental preparedness and evaluated on the ability to benefit. Candidates must hold either a High School Diploma or have a GED. Students need to have satisfactorily completed enrollment at least 2 weeks prior to class to allow for adequate time to obtain student supplies and materials. This includes any transfer of transcripts and completion of all enrollment agreements. Classes start the first week of each month.

### **GRADUATION REQUIREMENTS**

Students must have successfully completed or exceed all of the required hours, procedures, written and practical examinations and have all fees and tuitions paid before the Institute will submit their transcripts to the State. This program takes about 5 months or 19 weeks to complete attending 32 hours per week. Students who go more than 6 days (48 hours) beyond their scheduled completion date are subject to \$100 per day or partial day for the days required to complete their program. These fees must be paid before transcripts will be submitted.

## MASTER ESTHETICS COURSE

This program is designed to take the esthetician through basic esthetic fundamentals and on to complete a comprehensive training program. It is based on the NCEA Standards to meet industry needs and expectations for a professional to offer safe therapies to the public. Upon completion the student can not only obtain their Oregon license but is eligible to sit for National Certification. NCEA Membership and the Exam fee are included in the Student Supply Kit. Graduates will be qualified to meet the changes expected in Oregon standards to operate at an advanced level of esthetics service as well as have adequate training to facilitate greater mobility throughout the country. To view the NCEA guidelines and learn more about national certification visit [www.ncea.tv](http://www.ncea.tv).

### COURSE OUTLINE

Oregon Rules and Regulations are available at [www.hdlp.hr.state.or.us/ethome.htm](http://www.hdlp.hr.state.or.us/ethome.htm)

#### Master esthetics program: 1200 hours

##### I. Career Development – 150 hours

Orientation, career opportunities, business setup, debt management, financial operations and introduction to a business plan.

Resumes and interviews, salon operations, advertising and promotion, time management

Image skills and professionalism

##### II. Safety, Sanitation & Hygiene – 150 hours

OSHA & CDC guidelines for safety and sanitation, bacteriology, disinfection, decontamination and infection control, first aid, licensing laws and administrative rules, hazardous chemicals

##### III. Esthetics -900 hours

Massage, facials, makeup, skin and disorders, temporary hair removal, cells, anatomy and physiology, electricity and light therapy, chemistry and specialty project.

NW Institute of Esthetics also includes the following additional coursework: Skin examination and analysis, facial equipment and usage, product chemistry, advanced facial treatments, basic peels, spa procedures and specialty treatments, waxing methods for full body, nutrition and wellness, advanced massage techniques and makeup skills both basic and advanced.

Included in this program are the following classes:

\*Advanced Facial treatments – analysis & treatment selection, pre and post surgery treatments, acne care, rosacea treatments, specialty masks, enzymes, manual microdermabrasion focus on non-machine services.

\* Peels – An introduction to acids selection and use.

\*Massage – developing advanced massage skills & related anatomy

\*Epilation – current hair removal options, waxing of face & body, brow design

\*Nutrition, diet & wellness - what estheticians need to know

\*Para-medical skin treatments – dermatology, plastic surgery, injectables,

\*Massage - II specialty massages (reflexology, aromatherapy, lymphatic & body)

\*CPR & First Aid

\*OSHA Bloodborne Pathogens

\*Product Chemistry – formulations, essential oils, essences, herbs

\*Specialty & spa treatments – scalp, stone, reiki, full body and specialty

\*Machines & equipment –physics of electrical apparatus & exploration of modern esthetics equipment & treatments

\*Microdermabrasion, ultrasonic, facial toning, multi-function devices

\*Laser and light therapies theory and procedures

\*Paramedical studies

\* Intro to Aromatherapy and Essential Oils

\* Intro to Ayurveda

## TUITION & FEE POLICY

Registration Fee	\$ 150.00
Tuition	\$15,000.00

Refer to our Scholarship Qualifications enclosure sheet to see if you qualify for a \$3000.00 school scholarship

Registration Fee of \$150 is required to secure a position in training; this may be done several months in advance. A deposit is also required and will be arranged individually with each student. Terms of balance due will be arranged with individual students and are based on the initial deposit. We will be happy to arrange an in-house payment program for you. No interest is charged unless the student becomes in arrears of payment. No certificate or sign-off will be provided for students who have not paid all tuition and other expenses in full. Late tuition payments are subject to penalty charges.

## SUPPLIES

The school will provide skin care products and supplies for the student to use during the basic program. There is a \$1995.00 Student Supply kit, which includes numerous manuals, textbooks, workbooks, CD, makeup kit as well as individual products insurance and program supplies. (This kit is subject to review and modification.)

Current inclusions:

Professional Makeup kit & Brush kit	Specialty Treatments, Masks & Peels
Milady's Fundamentals of Esthetics	Access to Online Test reviewing
Product Ingredient Dictionary	Fundamentals Workbook
Fundamentals Exam Review	Advanced Esthetics Workbook
Advanced Esthetics Text	Product use kit for practice & specialty treatments
Student Manual	CPR & First Aid Manuals
Student Insurance	NCEA Study Manual
NCEA Membership	NCEA Preparatory class
NCEA Exam Fee	

Total costs:

Registration	\$ 150
Tuition	\$ 15,000
<u>Supplies</u>	<u>\$ 1995</u>
Total	\$ 17,145

## ADDITIONAL FEES:

Additional fees are those related to the state examination and the scrubs or spa uniform as described under uniforms.

This program requires 150 days or about 38 weeks to complete. Students with more than 12 days (96 hours) of absence will be subject to a \$100.00 per day penalty for days required to complete their work. Students need to have satisfactorily completed enrollment at least 2 weeks prior to class to allow for adequate time to obtain student supplies and materials. This includes any transfer of transcripts and completion of all enrollment agreements. Classes start the first week of each month.

## MASTER ESTHETICS FOR THE LICENSED ESTHETICIAN

This program is designed for those already licensed to achieve the 1200 hour level of education. Graduates are eligible to join the NCEA and sit for National Certification.

### ENTRANCE REQUIREMENTS

To register for this program the student must already hold a license in the field of esthetics.  
English language: Class is only available in English. All materials are only available in English.  
There is no elevator to the upper level classrooms.  
All students must attend an orientation interview prior to enrollment.

### CREDIT FOR PREVIOUS TRAINING

Your esthetics school transcripts are used to establish your credits for entry into this program. **Please bring a copy of your transcripts when you attend your interview.** If you went to a competency based school in Oregon we will grant you hours based on the Oregon hours requirements. The Institute retains the right to offer a maximum of up to 80% of hours for transfer. For transferees that took their training outside of Oregon transcripts and the above guides will be used to determine how many hours are necessary for you to achieve the 1200 hour level. For those who have been licensed in Oregon in another field for more than 2 years and who cannot obtain a transcript the Institute may grant you up to 50% of the hours required for career development and safety and sanitation. The industry has changed a lot in the last 20 years and a refresher is always good. Because we find most incoming students have inadequate training in numerous areas we generally only credit 400 hours of training for Oregon estheticians. This is based on the placement exam scores by incoming technicians. Please read further to see how NWIE assists you with this financially.

### MASTER ESTHETICS for LICENSED PROFESSIONALS COURSE OUTLINE

**Comprehensive esthetics mastery: 600 hours – to be adjusted based on previous hours completed. Oregon licensees will need 800 hours unless transcripts show they have completed more than the 500 hour standard program and they can score at least 80% on the placement exam. (This is the same score we require of our students at the 600 hour level.) This is an hours-based program and you must achieve a total of 1200 hours. The following is based on the 800 hour level. This will be adjusted for qualifying individuals.**

#### I. Career Development –75 hours

Introduction to a business plan

Resumes and interviews, salon operations, advertising and promotion.

#### II. Safety, Sanitation & Hygiene –75 hours

OSHA & CDC guidelines Advanced infection control, first aid & CPR

III. Esthetics -650. Those who have taken classes of other duration will have their class agenda lengthened or shorted based on individual needs to meet the 1200 hour requirement.)

Included in this program are the following classes:

\*Advanced Facial treatments – analysis & treatment selection, pre and post surgery treatments, acne care, rosacea treatments and specialty masks

\* Peels –acids selection and use.

\*Epilation – speed waxing, Brazilians and light-based hair removal

\*Nutrition and hormones - stress wellness

\*Para-medical skin treatments – dermatology, plastic surgery, injectables,

\*Massage - II specialty massages (reflexology, aromatherapy, lymphatic & body treatments)

\*Advanced physiology and anatomy, advanced chemistry and other sciences

\*Advanced Product Chemistry – formulations, essential oils, essences, herbs

\*Specialty & spa treatments – scalp, stone, reiki, full body and specialty

\*Microdermabrasion, ultrasonic, facial toning, multi-function devices,

\*Laser and light therapy theory

\*IPL and laser devices

- \*LED devices
- \*Paramedical studies
- \* Intro to Aromatherapy and Essential Oils
- \* Intro to Ayurveda

**TUITION & FEE POLICY**

Registration Fee	\$ 150.00
600 hours Tuition (adjusted based on hours you individually need)	\$ 7500.00

**If you need the 800 hours the tuition would be \$10,000.** To assist transferees with the financial hardship that may be caused by having to retake hours the school offers a \$1250 scholarship. To obtain this scholarship please refer to the Scholarship Qualifications sheet.

Any adjustment is at the rate of \$12.50/hour. All transferees are required to follow normal school hours. The program takes 25 weeks (100 days) to complete on a full-time basis. If the student chooses to attend part time it will extend the duration of the program.

Registration Fee of \$150 is required to secure a position in training; this may be done several months in advance. A deposit is also required and will be arranged individually with each student. Terms of balance due will be arranged with individual students and are based on the initial deposit. We will be happy to arrange an in-house payment program for you. No interest is charged unless the student becomes in arrears of payment. No certificate or sign-off will be provided for students who have not paid all tuition and other expenses in full. Late fees and interest will be applied if payments are late.

**SUPPLIES**

The school will provide skin care products and supplies for the student to use during the program. There is a \$1345 Student Supply kit, which includes textbooks, workbooks, NCEA supplies as well as program supplies. (This kit is subject to review and modification.)

Current inclusions:

Practice and Treatment products.	
Milady’s Advanced Esthetics Text	Advanced Workbook & support materials
Student Manual	NCEA Study Manual
NCEA prep class	NCEA Records verification
NCEA Membership	NCEA Exam fee
Makeup tool set (sharpener, pallet, spatula)	CPR & First Aid
In-school insurance	

**ADDITIONAL FEES:**

Additional fees are those related to any state examinations. There are additional supplies that you may need to purchase based on what you already have. These may include:

Standard Esthetics: Fundamentals	\$123.00
Fundamentals Workbook	68.00
Brush Kit	130.00
Color kit	99.00
Brush Caddy	20.00

Total fees for Oregon graduates: These may be adjusted if the student can pass placement tests and show proficiency.

Registration	\$ 150
Tuition	\$ 10,000
Supplies	\$ 1345
<u>Scholarship</u>	<u>\$ - 1250</u>
Total	\$ 10,245

Other additional fees include those for shoes and scrubs or the supplies as listed above.

**ENROLLMENT:**

Students need to have satisfactorily completed enrollment at least 2 weeks prior to class to allow for adequate time to obtain student supplies and materials. This includes any transfer of transcripts and completion of all enrollment agreements. Classes start the first week of each month.

**Absences:**

Students are granted 1 excused absence for every 100 hours of training they will be taking. These may be used for personal days, illness etc. The average student will be allotted 8 days of excused absences. Students who go beyond their designated number of days will be charged the penalty of \$100 per day or part day for those days.

## **PERMANENT COSMETICS / TATTOOING**

This program meets / exceeds all of the Oregon requirements to lead to licensure in the field of permanent cosmetics / tattooing. Our focus is on permanent cosmetics but small body art is also covered. If you wish to specialize in body art we recommend you take that program at a school that specializes in tattooing and then come to us for a post graduate course in permanent color.

Unlike neighboring states, Oregon's program leads to a license and is strictly state controlled. All students must complete the minimum 360 hour program which can take an average of 6-12 months. The program is divided into two portions: theory and practice and client model work and practice. We only offer training for the Oregon program - we do not offer training to those outside of Oregon unless they wish to take the complete Oregon program.

Following training completion, students may continue to contact Judy for professional support. We believe this to be one of the most comprehensive programs available. Continuing education is required of Oregon technicians.

### **ENTRANCE REQUIREMENTS**

All students must be at least 21 years of age and have a high school diploma or GED. The ability to see a full color range is imperative on the part of candidates to ensure public safety and satisfactory procedures. Full dexterity of both hands and a steady hand is necessary to perform the procedures. Some sense of cosmetic artistry, professionalism, ability to work closely with clients and business acumen will help ensure the technician's career success. We recommend students have previous training in Esthetics, Makeup Artistry, Cosmetology, Nursing, or Electrology prior to commencing this course. Two years business experience is recommended as this will better help the technician deal with client issues and business operations. Students must attend an orientation prior to starting of class.

### **CREDIT FOR PREVIOUS TRAINING**

We attempt to allow some credit hours for previous education if this is in alignment with Oregon Training Doctrines. How many hours an individual student qualifies for may vary. If you would like to receive credit hours for previous training please advise on your entry form and we will assist you with this.

### **SCHOOL SCHEDULE, ENROLLMENT & DURATION**

Students enroll as space is available as determined by the instructor. Due to the unique requirements of this program and the 1:1 student observation during procedures, space will be very limited. Theory classes will generally be held from 8:30 – 5:30 Tuesday – Friday. Model work is not offered if instructors are in theory class but generally daily Tuesday – Friday after theory is completed. Days scheduled to perform practical services are generally Tuesday and Wednesday as we recognize most students will be commuting in from out of town, however routine scheduled attendance is mandatory or we will not be able to schedule appointments for you. How long a student takes to complete the course may vary based on student and model availability. It is critical to a timely completion that the students recruit models who will receive their work at discounted rates. Please do not quote potential models any fees without having a current price list from the office. Any variance from the Institute's established prices will first be applied to these free services and then charged to the student. All fees must be paid before transcripts will be submitted to the state. The student must adhere to state laws regulating the allowable term of completion.

Students need to have satisfactorily completed enrollment at least 2 weeks prior to class to allow for adequate time to obtain student supplies and materials. This includes any transfer of transcripts and completion of all enrollment agreements. Classes start dates are based on space available.

## PERMANENT COSMETICS COURSE OUTLINE

Oregon Rules and Regulations are available at [www.hdlp.hr.state.or.us/ethome.htm](http://www.hdlp.hr.state.or.us/ethome.htm)

- I. Client Services: 20 hours +20 hours of Skin
  - A. Selection & handling
  - B. Medical issues
  - C. Guidelines - pre & post op
  - D. Skin diseases, disorders & conditions –
  - E. Portfolio/ insurance photos (If you have a camera you think will work in your practice, please bring it with you so we can help you with it.)
  - F. The issues of correction
- II. Machines, Equipment & Needles
  - A. Machine types (application, selection, use & technique) - 20 hours
  - B. Needles and needle bars - 20 hours
  - C. Equipment and Supplies – 20 hours
- III. Placement of Design - 10 hours
  - A. Classical balance
  - B. Guidelines
  - C. Client preferences
  - D. What can and cannot be achieved
  - E. Dealing with scars
  - F. How aging will affect placement
- IV. Pigments – Theory & Practical -10 hours
  - A. Applying the laws of color to permanent makeup
  - B. Pigment selection
- V. Safety, Sanitation & Sterilization - 40 hours
  - A. OSHA Guidelines
  - B. Autoclave or Dry Heat sterilization
  - C. Disposable components
  - D. Bio-hazard
- VI. Business & Operations – 40 hours + 10 hours Laws and rules
  - A. Setup & Arrangement of treatment room
  - B. Planning scheduling
  - C. Legislation, regulations, & insurance
  - D. Suppliers
  - E. Marketing
  - F. Continuing Education
  - G. National organizations
  - H. Creating a business plan

### **Part I – Theory 210 hours minimum**

Theory includes material study, completion of assignments, videos, practice on synthetic materials and observation. Students must complete theory hours before commencing work on models. All students will have additional practice time during their hands on portion of the class as they strive to overcome the challenges and obstacles of learning these intricate procedures. By mid-point in this section they will have worked on a diversity of devices and Judy will help them obtain the equipment they choose to focus on for the duration of the course. Students are taught eyeliner, eyebrows, lip color and small feminine body art. They are introduced to areola re-coloration. Skin camouflage is not included as this is a very advanced procedure requiring years of experience to perform successfully.

**Part II – Practical**

This is the hands-on portion of the training. Students must complete a **minimum** of 50 procedures and a minimum of 150 hours of tattooing. Models pay the school per visit and per area of work being performed by the student. Fees are posted in the school office. Prices for body art are determined by the instructor based on a per-visit basis and the time and complexity of the service being performed. In order to credit the student all aspects of the work must be performed on-site. We cannot credit the student for design work done at home. Oregon law does not allow for off-site work.

It is the student’s responsibility to assist in model recruitment. The more models you bring in, the faster you will complete your training. The school provides all materials, supplies and insurance for the student. All model work is supervised by the instructor, per state law. Students will work on both new and follow-up models so they have the most diverse practice experience we can provide. We endorse SPCP convention programs and trainer member programs for continuing education and give credit for their training. To protect the public, the school retains the right to discontinue or disqualify any student.

For liability reasons students must use supplies provided by the school. No pigments, ink, needles, topical agents, etc. may be brought in by the student. Equipment must be approved by the school.

**TUITION & FEE POLICY**

Registration Fee \$ 150.00

Enrollment fee is held for three days during which time if the student changes their mind it is refunded. After that time it is an administrative fee and non-refundable.

Tuition for 360 hour class \$11,500.00

Enrollment Fee and at least \$2000.00 is required to secure a position in training. Terms of balance due will be negotiated with individual students and size of payments will be dependent on initial down. We offer in-house student payment plans for you at no interest as long as the payments are kept current. Late fees and interest will be applied if payments are late. No certificate or sign-off will be provided for students who have not paid all tuition and other expenses in full. Following the same guideline as for other programs, students are granted 1 day of excused absence for each 100 hours of contracted training. For the permanent color program they will have 4 days of cushion for sick days or personal days. Days beyond this will be subject to \$100 per day or part day. Days missed due to icy driving conditions that make travel hazardous are exempt from this calculation. The school must be notified in advance if you will not be able to attend so appointments can be rescheduled. Since we normally only have one student at a time, we and your clients are counting on you being here.

**SUPPLIES & EQUIPMENT**

There is a \$2776 equipment, materials and supplies fee. This includes classroom supplies, student manual, CPR & First aid, training texts, on site insurance and SPCP membership. Supplies include items needed for practice including but not limited to synthetic materials, manikin head, pigments, 1 box of 3 round needles and 1 box of 5 round needles, client forms, and disposables. It includes the Mei-Cha i-Star digital device which has a German made medical motor and state of the art internal pigment flow controls.

If students wish to work on themselves doing a tattoo procedure, there is a nominal set-up fee to cover room and material use. Tuition includes one permanent cosmetic procedure at no charge as we feel it is important for the student to know what the procedure and healing process is like first-hand. Additional procedures may be received for a set-up fee. If the student wishes to give away some services for free, they may purchase these at the rate of \$225/procedure.

The supply fee is due at the commencement of class. SPCP membership is not optional as we feel this is the best place to commence your continuing education. The supply fee is non-refundable.

Total Tuition and Fees:

Registration	\$ 150
Tuition	\$ 10,800
Supplies	\$ 2,776
Total	\$ 13726

### **Post Graduate Program for Tattooists or Non-Oregon Technicians**

This program is designed to assist tattoo artists already licensed in Oregon to learn Permanent Cosmetics. Valid Oregon license and a serious commitment to learning makeup artistry is required for acceptance. This program is also open to licensed estheticians from states where there are no training requirements for permanent cosmetics. The course is 100 hours and has two formats one for residents who can commute into class and one for out-of-area technicians. Both programs require some home study and practice.

The resident program is taught on a part-time basis on Tuesday and Wednesdays to allow the technician to continue to work. All hours are on-site and when completed the student will receive a certificate of 100 hours continuing education.

The out of area program is done in three 3-day training sessions spaced approximately one month apart. The balance of the hours is home-study.

All students must complete at least 3 new procedures and at least 1 color re-enhancement for each area they wish to be certified in. These are the areas in which you will be able to obtain insurance coverage and they will be listed on your completion certificate. Completed procedures are those where you see the client on your following visit to see how the tattoo has healed and make any necessary adjustments.

Registration fee	\$ 150
Tuition	\$3500
Supplies	<u>\$2776</u> (see kit above)
Total	\$6426.00

All models will pay \$250 per area for eyebrows or eyeliner and \$300 for lip color. If you wish to give a service for free it is at your option to pay for it.

Students are accepted on a space available basis. The registration fee and supply kit must be paid up front so we can order your supplies. \$1500 is due at the commencement of the first day of training class session one. \$1000 is due at the commencement of the first day of training session two. The final \$1000 is due at the commencement of the first day of training session three.

**NW Institute of Esthetics, Inc.**

**Application for Enrollment**

Please PRINT clearly; all information must be legible. Fill out the following information completely, as it is necessary for our files, as well as those of the state and lending agencies.

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
          First                   Mi.                   Last

Birth date: \_\_\_\_\_ Place of Birth: City \_\_\_\_\_ State \_\_\_\_\_

Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If not what is your Alien Reg. # \_\_\_\_\_  
Are you an Oregon resident? \_\_\_\_\_ How long have you lived in Oregon? \_\_\_\_\_

**PARENT INFORMATION**

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
ICE phone \_\_\_\_\_ ICE phone \_\_\_\_\_

**SPOUSE OR GUARDIAN INFORMATION**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Employer's phone \_\_\_\_\_

**IN CASE OF EMERGENCY:** Name \_\_\_\_\_ Phone \_\_\_\_\_

**NAME AND ADDRESS OF THREE (3) PROFESSIONAL REFERENCES:**

#1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Employer \_\_\_\_\_  
  
#2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Employer \_\_\_\_\_  
  
#3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Employer \_\_\_\_\_

**WORK HISTORY:**

Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone \_\_\_\_\_

**EDUCATION**

High School Diploma: Yes or No \_\_\_\_\_ If yes, Name of High School \_\_\_\_\_  
Highest grade completed in High School: (Circle One) 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>  
GED Certificate: Yes or No \_\_\_\_\_ Date taken: \_\_\_\_\_ Location \_\_\_\_\_

**ENROLLMENT INFORMATION:**

When do you plan to enroll at NW Institute of Esthetics? \_\_\_\_\_

What course(s) do you plan to enroll in? (check all that apply)

Esthetics \_\_\_\_\_ Esthetics Advanced \_\_\_\_\_  
Nails \_\_\_\_\_ Permanent Cosmetics \_\_\_\_\_

**POST SECONDARY EDUCATION**

Have you ever been enrolled in Cosmetology training before? Yes or No \_\_\_\_\_

If yes, complete information below:

College Name \_\_\_\_\_  
Street address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates attended: from \_\_\_\_\_ to \_\_\_\_\_  
How many hours did you complete? \_\_\_\_\_ Please provide a transcript

Have you ever been enrolled in a Community College? Yes or no \_\_\_\_\_

If yes, please complete information below:

College Name \_\_\_\_\_  
Street address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates attended: from \_\_\_\_\_ to \_\_\_\_\_  
Did you obtain a degree? Yes or no \_\_\_\_\_ If yes, what was your major? \_\_\_\_\_

Have you ever been enrolled in a University before? Yes or no \_\_\_\_\_

If yes, please complete information below:

College Name \_\_\_\_\_  
Street address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates attended: from \_\_\_\_\_ to \_\_\_\_\_  
Did you obtain a degree? Yes or no \_\_\_\_\_ If yes, what was your major? \_\_\_\_\_

I give my permission for the faculty at NW Institute of Esthetics to call any of the references listed throughout the admissions packet in regard to my admission and attendance at NW Institute of Esthetics.

I declare that the information reported on this form to be true, accurate and complete.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Have You Included?

- 1). A copy of your High School Diploma or G.E.D.
- 2) A copy of your driver’s license or passport
- 3) Your letters of recommendation
- 4) Paragraph about you and anything you would like us to know

**Please attach a brief 300 word essay that covers the following:** *Your personal and professional history. How has this, or what other factors, brought you to the field of esthetics? How do you view yourself and what do you consider your greatest assets? What are your goals and dreams for your future?*

## Student Health Form

Name: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_  
Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have any of the following diseases or disorders that we need to be made aware of during your enrollment period?

**\*All information is confidential.**

Check all that apply:

- \_\_\_\_\_ Alcohol, drug, substance abuse, etc (current)
- \_\_\_\_\_ Alcohol, drug, substance abuse, etc (current)
- \_\_\_\_\_ Back problems
- \_\_\_\_\_ Cancer
- \_\_\_\_\_ Chronic lung condition
- \_\_\_\_\_ Diabetes
- \_\_\_\_\_ Emphysema
- \_\_\_\_\_ Eye disorder
- \_\_\_\_\_ Ear disorder
- \_\_\_\_\_ Heart condition
- \_\_\_\_\_ Allergies: skin, seasonal, medicine, etc

List Medications being taken for treatment:

- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_
- medications: \_\_\_\_\_

Please list any other: \_\_\_\_\_

\_\_\_\_\_

- \_\_\_\_\_ Tobacco use./smoking, etc medications: \_\_\_\_\_
- \_\_\_\_\_ Epilepsy medications: \_\_\_\_\_
- \_\_\_\_\_ Autoimmune disorder: What? \_\_\_\_\_ medications: \_\_\_\_\_
- \_\_\_\_\_ Physically or mentally challenged medications: \_\_\_\_\_
- \_\_\_\_\_ Other: please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you completed a hepatitis B shot series: yes \_\_\_\_\_ no \_\_\_\_\_ When? \_\_\_\_\_

Did you have serological testing done to verify results: yes \_\_\_\_\_ no \_\_\_\_\_

Are you pregnant? Yes \_\_\_ No \_\_\_ (if yes, you must fill out pregnancy release form)

Name of physician: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that if any of the above information changes during my enrollment I am responsible for notifying the administrators and updating this form.

Student applicant signature: \_\_\_\_\_ date \_\_\_\_\_

**Social Security Number Disclosure Statement**  
**NW Institute of Esthetics**

The State of Oregon and Oregon Health Licensing Agency (OHLA) use your social security number for identification and tracking. We are required to maintain it on your files. The college will use your social security number for keeping records and reporting. The school will not use your number to make any decisions directly affecting you or any other person. Your social security number will not be given to the general public. However if you are turned over to collections for non-payment, your social security number will be provided to them.

Your social security number will be provided by the college to the Oregon Employment Division for gathering information about students and programs to meet state and federal reporting requirements. It will be provided to OHLA on your transcript forms as identification.

It may be used by the college to help plan, research and develop programs to better support the progress of students and their success in the workplace and other education programs.

The employment division and college may also match your social security number with records from the following systems:

State and private universities, colleges and other vocational schools, to find out how many students continue with their education.

The shared information system, which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.

The office of professional technical education management information system, to provide reports to state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement.

Your social security number will only be used for the purposes stated above. State and federal law protects the privacy of your records.

Name (print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

