

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

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

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

Email: judy@estheticsnw.com

Website: <http://nw institute.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.
For the year 2010

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NW INSTITUTE OF ESTHETICS, Inc.

1ST SCHOOL TO BE ACCEPTED BY NCEA FOR GRADUATE CERTIFICATION

81 Centennial Loop, Suites 3 & 7

Eugene, OR 97401 USA

estheticsnw@msn.com

<http://nw institute.estheticsnw.com>

STAFF

Judy Culp

Owner, Director, Instructor, Admissions

Cynthia Shaw

Instructor

Kris Vaughan

Admissions /office manager

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)

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 your 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 by 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 they have 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.

The college is equipped with audio/visual equipment such as laptop computer, 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, nano-technology, brush-vacuum systems and more. IPL devices are brought in for student training in hair removal and skin rejuvenation. For the nail student we offer gel-light systems and articulated arms for practice. For the permanent cosmetic 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 – Coburg Rd. Get in the center lane. Ahead and just slightly to the left you will see the signs that say Autzen Stadium. Follow this sign. It 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 on the right and the first 2 story building.

From West Eugene or the coast–

Come across west 11th and follow the main traffic flow to west 7th. Take the 105 Freeway and the Coburg Road Exit

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 on the right and the first 2 story

building.

If you miss the 105 Freeway turns, follow the directions from downtown Eugene.

From the Airport or Junction City –

Take Hwy 99 South to the Beltline freeway. Follow the signs EAST. Take the Delta Highway Freeway 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 on the right and the first 2 story building.

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 and miles of walking/running paths are nearby. 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 manufacturer's representative.

EARNING AND COMPENSATION OPPORTUNITIES

Compensation of estheticians depends on many factors including experience, skills known, 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 and Nail programs and have a high school diploma or GED. For those wanting to take the Permanent Cosmetic course the minimum age is 21 and you must also have a high school diploma or GED. Candidates must provide a copy of their proof of education and a copy of either a birth certificate or driver's license to prove age. Full dexterity of both hands is necessary to perform the procedures. Good finger dexterity is important for service technicians. Correctable visual acuity is key to be able to perform procedures.

A desire to learn and to work with people will help ensure the technician's career success. Esthetic, nail and permanent cosmetic/tattoo professionals must be able to work long hours while building their client base, enjoy working with the public and be able to follow directions. Developing business skills is a critical element in a successful career. This is an intensive and extensive program and 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: Class is only available in English. All materials are only available in English. There is no elevator to the upper level classrooms.

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 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 to that 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 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 ENROLLMENT

In 2009 students may enroll to start: January 28th, April 14th, June 30th, September 15th and December 1st. If you have special attendance needs, please discuss this with instructors so that these arrangements may be incorporated into your enrollment agreement. Transfer in students and permanent cosmetics students may have a different start date.

SCHOOL SCHEDULE, ENROLLMENT & DURATION

New classes begin monthly. 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.

No classes will be scheduled over these legal holidays: Memorial day, 4th of July, Labor day, Thanksgiving weekend and December 24th through January 1st. We will 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.

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.

FINANCIAL AID

Funding may be available through your local branch of Workforce (Worksource). This would be a grant. Some funding is available through Lane Community College Co-op coordinator: Chuck Fike: 541-463-5078.

Vocational rehabilitation training and displaced worker training programs may also cover you. We also accept a diversity of other funding. 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 graduate. 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 also check with their school guidance counselor 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 or nail program.

http://www.getcollegefunds.org/barber_hairdresser.html.

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. There is taxi service 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.

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.

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.

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.

GRADING SYSTEM

Grade scores 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. 75% is passing on both the written and practical scores. Students will have a designated instructor for advising and to turn in weekly Time Sheets. Students are 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:

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 completion 50% of instruction, 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, nails, 6 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 to 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 7th 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

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

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.

SUPPLIES

The school will provide skin care products and supplies for the student to use during the basic program. There is a \$750 Student Supply kit, which includes Fundamentals of Esthetics textbook, workbook and, CD, insurance, CPR and First Aid Training, makeup and brush kit, esthetic tool kit as well as practice products and program supplies. (This kit is subject to review and modification.)

ENROLLMENT REQUIREMENTS

Students must be at least 18 years of age before graduation. They 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 7.5 days (52 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

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.

COURSE OUTLINE

Oregon Rules and Regulations are available at www.hdlp.hr.state.or.us/ethome.htm

Master esthetics program: 1200 hours

I. Career Development – 150hours

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 and 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

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 \$1745.00 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
Product Ingredient Dictionary
Fundamentals CD
Advanced Esthetics Text
Student Manual
Student Tote
Student Insurance
NCEA Membership

Access to Online Test reviewing
Fundamentals Workbook
Advanced Esthetics Workbook
Product use kit for practice & specialty treatments
CPR & First Aid Manuals
NCEA Study Manual
NCEA Preparatory class
NCEA Exam fee

ADDITIONAL FEES:

Additional fees are those related to the state examination.

This program requires 150 days or about 38 weeks to complete. Students with more than 15 days (120 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.

ADVANCED 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. Completion dates are established using the parameters of 7 hours esthetic theory per day plus .5 hour career development and .5 hour safety and sanitation. (Sanitation includes clean up time following services.)

ADVANCED ESTHETICS for LICENSED PROFESSIONALS COURSE OUTLINE

Comprehensive esthetics mastery: 600 hours – to be adjusted based on previous hours completed. Oregon licensees will need 700 hours unless transcripts show they have completed more than the 500 hour standard program. This is an hours based program and you must achieve a total of 1200 hours.

- I. Career Development –50 hours
 - Introduction to a business plan
 - Resumes and interviews, salon operations, advertising and promotion.
- II. Safety, Sanitation & Hygiene –50 hours
 - OSHA & CDC guidelines Advanced infection control, first aid & CPR

III. Esthetics -500 hours (600 hours for those from 500 hour or competency based programs. 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 only have 500 hours the fee would be \$8750.00, any adjustment to hours is at the rate of \$12.50/hour.

All transferees are required to follow normal school hours (8 hours class daily) although they are credited at the rate of 7 hours per day. The additional hour is team building and career enhancement.

The program takes 25 weeks to complete on a full-time basis.

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 \$1150 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

ADDITIONAL FEES:

Additional fees are those related to any state examinations.

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.

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 somewhat flexible 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. Included in your tuition package fee are 10 free procedures. 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.hdhp.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 includes insurance coverage for 360 hour class \$10,800.00

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.

SUPPLIES

There is a \$3395 supply fee. This includes all classroom supplies, training books, on site insurance and SPCP membership. Supplies include all items needed for practice including but not limited to synthetic materials, manikin head, pigments, needles, client forms, and disposables. 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.

This supply fee includes 10 procedures that the student may perform on themselves or give to friends or clients. If students wish to work on themselves doing a tattoo procedure, there is a 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.

EQUIPMENT

In addition to the tuition the students must purchase an approved machine for their training. Prices vary depending upon the equipment selected. Coil devices and coil-style rotaries start at around \$500. Digital devices run between \$2695 and \$3500. Each device has its pros and cons and these will be discussed during training. Do not order equipment prior to the commencement of classes. We will assist you with this. Any

variations on equipment used must be approved by the school instructor. You will be introduced to hand, rotary and coil machines. You may make your equipment decision after you have viewed the different machines and reviewed all cost factors.

We will provide you with supplier names so you can order supplies for your own clinic use.