



# NEO AESTHETICS & MEDICAL INTERNATIONAL ACADEMY

## SCHOOL CATALOG

Effective July 1<sup>st</sup>, 2024

Volume VI

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# GENERAL INFORMATION

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## MISSION AND PURPOSE

The mission of Neo Aesthetics & Medical International Academy is to prepare students to excel as professionals in the beauty and allied health fields.

## LICENSURE

Neo Aesthetics & Medical International Academy is licensed by the Florida Department of Education, Commission for Independent Education, License # 7661. Additional information about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 [www.fldoe.org/cie](http://www.fldoe.org/cie).

## HISTORY

The school has been in operation since August 3, 2020, when it received the provisional license to operate by the Florida Department of Education, Commission for Independent Education (CIE), under the fictitious name Neo Beauty School, LLC. In May 2024, the school changed its name to Neo Aesthetics & Medical International Academy, a fictitious name registered in Florida by Neo Beauty LLC.

## INSTITUTIONAL OWNERSHIP

Neo Beauty LLC is an active Florida Limited Liability Corporation, owned by Ms. Vera Berezhnaya and Ms. Anastasiya Kurkina. Neo Aesthetics & Medical International Academy is a fictitious name registered in Florida by Neo Beauty LLC.

## LOCATION

Neo Aesthetics & Medical International Academy is located at 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale Beach, FL 33009.

## GOVERNING BOARD

The governing board is constituted by Ms. Vera Berezhnaya, President, and Ms. Anastasiya Kurkina, Vice-President. Address 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale, FL 33009

## CATALOG INFORMATION AND AVAILABILITY

The school catalog is available at our public website [www.neobeauty.miami](http://www.neobeauty.miami)

## LANGUAGE

All programs are offered in English.

## FACILITIES

Neo Aesthetics & Medical International Academy main facility is located at 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale Beach, FL 33009, with 980 square feet that includes 1 classroom/laboratory, reception, and administrative offices. In addition, the school has a designated additional space in the same building at the 6<sup>th</sup> floor for theory classes, media center/study area, and student lounge. Restrooms are available on each floor. Parking spaces are plenty for students, school personnel and visitors. The building has two elevators and access from the parking lot for persons with disabilities.

## HANDICAPPED FACILITIES

Our school complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

## HOURS OF OPERATION

Office Hours: Monday through Friday 8:00am to 7:00pm

## CLASS SCHEDULES

Morning Classes - Monday through Thursday, 9:00 am to 3:00 pm

Evening Classes - Monday through Thursday, 5:00 pm to 9:00 pm

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

## SCHOOL CALENDAR

Classes start every Monday.

## HOLIDAYS

The school will remain closed during the following holidays:

### **Holidays**

Martin Luther King Day

President's Day

Memorial Day

Labor Day, Monday

Thanksgiving Week

Winter Holiday Break is the week of Christmas and the following week.

In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Broward Public School system. Classes canceled due to weather conditions are made up at the end of the program.

# ADMISSIONS

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## ADMISSION REQUIREMENTS AND PROCEDURES

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID.
2. Present a High School diploma or GED for the following programs:
  - Medical Assisting Program
  - Electrology and Laser Program
  - Medical Aesthetics Program

Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.

3. In order to qualify for enrollment, a one-on-one appointment with one of the school admissions' representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
4. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual.
5. Applicants who are at least 17 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
6. Pay the registration fee of \$ 50.
7. Applicants enrolling to attend via the hybrid modality must pass the online Wonderlic Scholastic Level Exam (SLE). Minimum passing score for is 10. The cost is \$ 35 per attempt. Students are allowed to retake after a week, for a maximum of 3 times.

## ANTI DISCRIMINATION POLICY

Neo Aesthetics & Medical International Academy is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

## DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

## TRANSFER OF CREDITS

### Transfer of Credits for Studies in Other Institutions

Neo Aesthetics & Medical International Academy gives credit for studies at other institutions that are approved within the United States. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum. Neo Aesthetics & Medical International Academy may accept up to seventy-five percent (75%) of hours as transfer from another institution. To transfer hours from another institution, a student must request an Official Transcript from the issuing institution to be sent directly to Neo Aesthetics & Medical International Academy. The official transcript must include course titles and codes, completed hours, completed services, and date of completion. All accepted hours will be documented in the student file. Neo Aesthetics & Medical International Academy does not grant credit for experiential learning, prior work experience or examination.

### Transfer of Credits Within Neo Aesthetics & Medical International Academy

Neo Aesthetics & Medical International Academy gives credit for studies previously completed at our institution. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum and comparable to the content offered in the new program of enrollment. All accepted hours will be documented in the student file.

### Transferability of Credits Earned at Neo Aesthetics & Medical International Academy to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

## SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to Neo Aesthetics & Medical International Academy, attention to Admissions Office.

# FINANCIAL SERVICES

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## STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.
- ✓ Major credit cards are also accepted.

## CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:



1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$50 (not to exceed \$150).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program hours will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

## FEDERAL FINANCIAL AID ASSISTANCE

Neo Aesthetics & Medical International Academy does not offer federal financial aid.

# ACADEMIC POLICY AND PROCEDURES

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## GRADING SYSTEM

Students must earn and maintain a grade of 70 % or more to successfully complete a program of enrollment. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects.

The following grading scale will be used:

Excellent:	90% -100 %	=	A	4.0
Good:	89%-80%	=	B	3.0
Average:	79%-70%	=	C	2.0
Unsatisfactory:	69%- 0%	=	F	0.0

Practical and laboratory assessments are measured in a pass or fail basis as follows:

P: Pass – 100% - 4.0

F: Fail – 0% - 0.0

Transferred hours are denoted in transcripts as T.

## GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administered and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

## PRACTICAL SERVICES

Students are involved in hands on activities to assist them acquire the skills and practice required for employment. Students are required to participate and complete the practical services assigned by their instructor. Practical services are to be completed satisfactorily as requirement for graduation, as disclosed in the program description section of this catalog.

## DEFINITIONS

### *Program Duration*

Program and courses duration are measured in clock hours.

### *Clock Hour Definition*

One clock hour constitutes 50 minutes of directed, supervised instruction and 10 minutes breaks.

### *Period of Enrollment*

A period of enrollment or payment obligation: the entire program.

## COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

## PREFIXES

FS - Skin Care and Facial Specialist Courses

## GRADUATION REQUIREMENTS

In order to graduate from a program of enrollment, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

# SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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Satisfactory academic progress is defined by the average attendance and academic progress maintained by the student.

## *SAP - Evaluation Periods*

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

Program Title	Program Duration	1st SAP Evaluation	2nd SAP Evaluation
Electrology	320	160	320
Medical Assistant	720	360	720
Medical Aesthetician	600	300	600
Phlebotomy Technician	171	86	171
Nail Technician	180	90	180
Skin Care and Facial Specialist	260	130	260

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement.

## *SAP - Quantitative Criteria*

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 130 clock hours is required to successfully complete a minimum of 87 clock hours ( $130 \times 67\% = 87$ ).

## *SAP - Qualitative Criteria*

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

## *SAP - Evaluation and Academic Probation*

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better

in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher. A student that fails to earn a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

### *SAP - Time Frame to Complete (MTF) Policy*

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are not required to pay a tuition charge for every extra hour attended.

Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn.

Students that have successfully completed the program are allowed to take any of the courses one more time at no charge, as long as there is space in the classroom to accommodate the additional student. In the case where there is no space in the classroom at the time the request was placed, students are provided with the time frame the course will be offered again and encouraged to confirm space availability within a week of course start.

### *SAP - Appeals*

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding the student's appeal within 5 days. If the student's appeal is granted, the student will be reinstated to satisfactory academic progress status.

## **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time and satisfy any outstanding financial obligations to the institution.

## **ACADEMIC HONESTY**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The School's Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

## **MAKE-UP WORK AND EXAMS**

In order for a student to make up a class, lab or practical services missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be

scheduled at the discretion of the instructor. Make-up time and exams are not charged to students. Make-up work time is a privilege – not a right! Students should be in attendance on examination days.

## **WARNING**

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

## **APPEAL PROCESS**

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in writing of the final determination within 10 days.

## **SUSPENSION**

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the school.

# **STUDENT RESPONSIBILITIES**

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## **CODE OF CONDUCT**

Students are to maintain the highest standard of personal, ethical and professional conduct. Each student is expected to display behaviors that are indicative of the program they represent and are expected to carry themselves in a manner that represents the values and beliefs of Neo Aesthetics & Medical International Academy. The institution reserves the right to dismiss a student due to unprofessional or disorderly conduct that reflects negatively on Neo Aesthetics & Medical International Academy, affects other students, or is a potential safety issue.

Students are expected to bring the corresponding books, educational equipment and all necessary materials to School daily.

All students must be punctual in class.

In case of absence, the student will be responsible for obtaining the covered material from a classmate or instructor, to maintain his/her daily progress.

The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that students take advantage of this option.

A medical certificate is required in case of absence due to a medical condition.

The institution provides a comfortable atmosphere, free of intimidation, hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.

Students must pay all financial obligations in due time.

Visits from children and/or relatives and friends are not allowed on Campus.

The student who is caught destroying or damaging School Property will be expelled and/or legally processed.

The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

## PERSONAL PROPERTY

Students are responsible for identifying and protect their personal belongings, materials and equipment always. The school will not take any responsibility for lost or misplaced personal property.

## USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

## PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

## SMOKING

Smoking is permitted during breaks or lunch **outside the building**. Smokers shall dispose of their cigarette butts in designated containers.

## BREAKS AND LUNCHESES

The instructors shall schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school's *designated* break/lunch area or outside the school.

## ALCOHOL AND DRUGS

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in public buildings are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity will result in immediate termination.

## CHEATING AND STEALING

If a student is caught cheating and/or stealing, he/she will be subject to termination from the program.

## SCHOOL DRESS CODE

A professional appearance in the school is essential to the overall image in the health field. Each student is required to dress in a clean, neat and professional manner always. Students are required to wear a white lab coat and closed toe

shoes at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

Students are required to use gloves at all times while providing services. Students must not wear perfume, long earrings or jewelry that may touch the client while performing the practical services.

Should the dress code requirement not be met, the instructor will send the student home without hours being recorded as attendance for the day.

## **ANTI-HAZING, BULLYING**

NEO AESTHETICS & MEDICAL INTERNATIONAL ACADEMY will not tolerate hazing or bullying by any student or employee of the Institute. Failure to comply will result in the student's suspension from the program.

## **ATTENDANCE**

Students are expected to attend scheduled classes and laboratory sessions on time. The student is solely responsible for all information, materials, handouts, reading assignments, tests, lab sessions, and instructions given during the lecture. Neo Aesthetics & Medical International Academy has no obligation to provide outlines, notes, testing information, make-up lectures or sign-in sheets. Regardless of the amount of time a student misses, he or she must complete all requirements of the program to graduate.

Students are required to provide documentation for their absence. The school maintains an attendance record on each student. Any missed practical services must be completed entirely to graduate. No exceptions will be made.

A student that missed 14 consecutive days of class will be automatically withdrawn. Students in need to miss school for a period of 14 days or longer are encouraged to request a leave of absence. See the Leave of Absence policy included under the student rights section of this catalog.

## **TARDINESS**

Tardiness is defined as showing up more than fifteen minutes late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence.

# **STUDENT RIGHTS**

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## **EQUAL OPPORTUNITY**

Neo Aesthetics & Medical International Academy does not discriminate based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

## **DISCRIMINATION AND HARASSMENT POLICY**

Neo Aesthetics & Medical International Academy prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

## STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

Neo Aesthetics & Medical International Academy's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The School requires written authorization from the student or the designated representative before disclosing any individual information.

## INFORMATION DISCLOSURE

In order to disclose students' personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Neo Aesthetics & Medical International Academy strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

## MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status. Student records are maintained permanently.

## STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in written consent, provided that all financial obligations have been met. The school charges a fee of \$0.10 per printed/copied page.

## LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 180 days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.



A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

## GRIEVANCE POLICY

The administration, faculty and staff of Neo Aesthetics & Medical International Academy maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Neo Aesthetics & Medical International Academy.

Neo Aesthetics & Medical International Academy grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The School President will evaluate the grievance and gather information. The student will be kept informed by the School President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after the incident in consideration. The School President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address and contact number
  - ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
  - ✓ Supporting evidence for your complaint
  - ✓ Describe any steps taken informally to resolve the matter
  - ✓ Include a reasonable solution for your complaint
  - ✓ Sign and date your statement
4. In cases where the grievance is not settled at the institutional level, the student may also contact the Florida Department of Education that regulates the institution:

Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
Phone: (850) 245-3200, Toll free: (888) 224-6684  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

# STUDENT SERVICES

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## ACADEMIC AND CAREER COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

## CAREER SERVICES

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. **Although the school cannot guarantee employment or placement,** reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

## MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours.

## FINANCIAL ADVISEMENT

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

## HOUSING

Neo Aesthetics & Medical International Academy does not offer housing for students.

## TRANSCRIPT REQUESTS

Upon graduation Neo Aesthetics & Medical International Academy provides each student with their diploma and corresponding official transcript at no cost. Neo Aesthetics & Medical International Academy reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution.

Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

# ELECTROLOGY PROGRAM

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320 CLOCK HOURS - 13 WEEKS

## PROGRAM OBJECTIVE

This program provides instruction in permanent hair removal by electrolysis, providing students with a thorough entry-level preparation to work in the field of electrology. The short wave, blend, and galvanic methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam and the national certification testing. A diploma will be awarded upon graduation from the program. The State of Florida requires Electrologist to be licensed to work in the field.

## PROGRAM DESCRIPTION

This program consists of 320 hours of theory and practical activities. Students learn about the biology of the hair, laser and light-based devices terminology, basics of electricity, laser and light-based hair removal physics, safety and precautions, laser and light-based tissue interaction, sanitation, skin typing, patient intake, consultation, documentation, treatment contraindications, pre and post treatment procedures, expected outcomes, possible adverse outcomes, and follow-up care. Students of this program are required to complete 200 services in the techniques learned in order to graduate.

This program is offered in two modalities for the convenience of students: onsite and hybrid.

### Onsite Modality:

Students receive all instruction at the school's campus.

### Hybrid Modality:

Students enrolling in the hybrid modality will complete the theory instruction online weekly and attend classes on-campus for the completion of laboratory hands—on practice depending on the courses taught each week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform.

The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered in two modalities:

Onsite: Theory and lab delivered on campus; externships completed at assigned facilities.

Hybrid: Theory delivered online; lab and reviews delivered onsite; externships at assigned facilities

## DURATION

This program has a duration of 320 hours. Full time students complete the program in 13 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm. Part-time students complete the program in 18 weeks, attending classes Monday through Friday 5:00pm to 9:00pm.

## PROGRAM START DATES

This program starts every Monday.

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

## PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 4,700

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 4,750

## ELECTROLOGY PROGRAM OUTLINE

Course	Clock Hours	Services	Delivery
EL001 - Introduction to Electrology and History of Hair Removal	15	0	Online - Theory
EL002 - Principles of Electricity, Epilator Functions, and	5	0	Online - Theory
EL003 - Laser and Light-Based Hair Removal Physics	5	0	Online - Theory
EL004 - Laser Safety and Precautions	5	0	Online - Theory
EL005 - Integumentary System (Skin and Appendages)	6	0	Online - Theory
EL006 - Circulation and Nervous System	6	0	Online - Theory
EL007 - Endocrine Systems and Related Diseases	6	0	Online - Theory
EL008 - Biology of Hair Growth	10	0	Online - Theory
EL009 - Skin Assessment and Temporary Removal	20	0	Online - Theory
EL010 - Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, and HIV/AIDS	5	0	Online - Theory
EL011 - Microbiology, Sanitation and Safety Procedures	7	0	Online - Theory
EL012 - Successful Business Management	5	0	Online - Theory
EL013 - Florida State Law and Regulations Governing Electrology	5	0	Online - Theory
EL014 - Consultation	20	0	Online - Theory
EL015 – Practical Applications – total of 200 services as listed below:	200	0	Onsite - Practical and Services
<i>Coordination Skills with Probe Holder and Forceps</i>		5	
<i>Insertions</i>		15	
<i>Sanitation and Sterilization Procedures</i>		10	
<i>Hands On Equipment Instruction (Laser and Light-Based)</i>		15	
<i>Hands-On Equipment Instruction (Thermolysis)</i>		10	
<i>Hands-On Equipment Instruction (Blend and Galvanic)</i>		10	
<i>Client Pre/Post Treatment</i>		10	

<i>Client Assessment</i>		15	
<i>General Treatment Procedures</i>		80	
<i>Consultations</i>		15	
<i>Visuals/Library</i>		5	
<i>Exam Preparation Review</i>		10	
TOTALS	320	200	

## EMPLOYMENT DISCLOSURE

After successful completion of the program, students must obtain a Florida Facial Specialist License in order to apply for employment.

## BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

## ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

## ELIGIBILITY REQUIREMENTS FOR A FLORIDA ELECTROLOGY LICENSE

A Florida Electrology license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR): <https://www.floridahealth.gov/licensing-and-regulation/electrolysis/index.html>

## ELECTROLOGY COURSES

### **EL001 - Introduction to Electrology and History of Hair Removal**

This course explores the basic concepts of electrology including the types of currently used procedures for temporary hair removal and the three modalities (Galvanic, Thermolysis and Blend) for electrology and how they work, development of hair removal techniques in ancient and present times. Duration: 15 hours (lecture). Prerequisite: None)

### **EL002 - Principles of Electricity**

This course introduces students to the sources and types of electricity, the types of electrology equipment and safety precautions for the Electrologist. Additionally, students will be trained in the basic chemistry and the effects of chemicals on the skin and epilator function and adjustments. Duration: 5 hours (lecture). Prerequisite: None

### **EL003 - Laser and Light-Based Hair Removal Physics**

Students will learn about electromagnetic spectrum and the property of light, details characteristic of laser light, laser concept, laser physics and laser action. Laser and light-based devices terminology. Laser interaction, chromophores absorption and selective photothermolysis. Duration: 5 hours (lecture). Prerequisite: None

### **EL004 - Laser Safety and Precautions**

This course includes types of laser hazards, laser safety standards and hazard classification, laser class, classification: control measures, laser protective eyewear requirements and general recommendation in laser hair removal. Duration: 5 hours (lecture). Prerequisite: None

### **EL005 - Integumentary Systems**

Students will learn the structure and function of the skin and appendages relating to electrology, and histology of the follicle and associated organs. Duration: 6 hours (lecture). Prerequisite: None

### **EL006 - Circulatory Systems/Nervous System**

Students will be instructed in the primary function of the vascular and circulatory systems in the maintenance of good health. Students will learn the nervous system to understand the effects of the electrology treatments. Duration: 6 hours (lecture). Prerequisite: None

### **EL007 - Endocrine Systems and Diseases of the Glands**

Students will learn the glands and which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. Duration: 6 hours (lecture). Prerequisite: None

### **EL008 - Biology of Hair Growth and Disorders**

This course details the biological makeup of hair follicles and their development. Students will explore dermatology and skin condition and disorders. Students will learn to recognize the disorders and apply appropriate treatment techniques. Duration: 10 hours (lecture). Prerequisite: None

### **EL009 - Skin Assessment and Temporary Hair Removal**

Students will learn to analyze skin and distinguish different skin types along with the effects of temporary hair removal to assess correct treatment procedures and machine settings. Duration: 20 hours (lecture). Prerequisite: None

### **EL010 – Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, HIV/AIDS**

Students will study awareness and precautions regarding the prevention of HIV/AIDS transmission and other blood borne pathogens. Duration: 5 hours (lecture). Prerequisite: None

### **EL011 - Bacteriology, Sanitation, and Sterilization**

Students will learn different types of bacteria and bacterial growth and symptoms of bacterial infections. They will explore the function of the autoclave, type of disinfectant agents used in electrology, and the precautions related to sterilization and sanitation. Duration: 10 hours (lecture). Prerequisite: None

### **EL012 - Successful Business Management**

Students will be introduced to the requirements and regulations for starting and/or managing an electrology clinic. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 10 hours (lecture). Prerequisite: None

### **EL013 - Florida State Laws and Regulations Governing Electrology**

Students are instructed in the rules and regulations set by the State of Florida and the other governing bodies including electrolysis standards, training, and licensure. Duration: 10 hours (lecture). Prerequisite: None

### **EL014 - Consultations**

This course teaches students the professional aspects of personal and phone consultations including assessment, appropriate questions to ask, relaxing atmosphere, and the overall comfort of the client. Duration: 5 hours (lecture). Prerequisite: None

### **EL015 - Clinical Applications (200 clock hours)**

Students will perform various clinical services under the direct supervision of the instructor. (Prerequisite: All didactic courses)

#### **EL015 – Practical Applications**

Students will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 200 clock hours. Pre-requisites: All theory classes of the program. Students are required to complete 200 services as listed below:

- Coordination Skills with Probe Holder and Forceps (5)
- Insertions (15)
- Sanitation and Sterilization Procedures (10)
- Hands On Equipment Instruction (Laser and Light-Based) (15)
- Hands-On Equipment Instruction (Thermolysis) (10)
- Hands-On Equipment Instruction (Blend and Galvanic) (10)
- Client Pre/Post Treatment (10)
- Client Assessment (15)
- General Treatment Procedures (80)
- Consultations (15)
- Visuals/Library (5)
- Exam Preparation Review (10)

# MEDICAL ASSISTANT PROGRAM

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720 CLOCK HOURS – 9 MONTHS

## PROGRAM OBJECTIVE

The Medical Assistant program prepares students with the knowledge and hands-on training required for patient care related careers. Upon successful completion of the program students are prepared to perform entry level technical and personal care skills for patients in nursing homes, hospitals, healthcare or medical facilities. This program opens doors for students to work as Nursing Assistants, Phlebotomists and EKG technicians. Graduates from the Medical Assistant Program are eligible to sit for Medical Assistant national certification examinations.

## PROGRAM DESCRIPTION

The program provides 720 hours of training to students in all of the relevant areas of education and practice required for a Medical Assistant professional. The curriculum includes education in medical terminology; anatomy and physiology; nurse assisting; occupational therapy; radiology; respiratory and geriatric skills; advanced home health aide needs; HIV/AIDS; blood borne pathogens; OSHA; CPR and First Aid training. The program provides 174 hours of laboratory practice where the students gain the required proficiency in the skills necessary for this profession. Students participate at a clinical externship in a medical office for 80 hours and demonstrate their nursing assisting skills in a 40-hour clinical practice at a nursing home or long-term care facility. After completion, graduates from the Medical Assistant Program are eligible to sit for Medical Assistant national certification examinations.

This program is offered in two modalities for the convenience of students: onsite and hybrid.

### Onsite Modality:

Students receive all instruction at the school's campus.

### Hybrid Modality:

Students enrolling in the hybrid modality will complete the theory instruction online weekly and attend classes on-campus for the completion of laboratory hands—on practice depending on the courses taught each week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform.

The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered in two modalities:

Onsite: Theory and lab delivered on campus; externships completed at assigned facilities.

Hybrid: Theory delivered online; lab and reviews delivered onsite; externships at assigned facilities



## DURATION

This program has a duration of 720 hours. Full time students complete the program in 9 months, attending classes Monday through Thursday from 9:00am to 3:00pm.

## PROGRAM 2024 START DATES

July 9, 2024

October 1, 2024

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

## PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 5,700

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 5,750

## MEDICAL ASSISTANT PROGRAM OUTLINE

Course	Clock Hours	Delivery
MED101 - Anatomy, Physiology and Medical Terminology	90	Online - Theory
HIV101 - HIV/AIDS, Blood Borne Pathogens and OSHA	6	Online - Theory
CPR101 - CPR and First Aid	6	Onsite
PHL101 - Phlebotomy	75	Online – Theory Onsite - Lab
EKG101 - Electrocardiography	85	Online – Theory Onsite - Lab
MED102 - Medical Assisting Theory and Lab I	86	Online – Theory Onsite - Lab
MED103 Medical Assisting Theory and Lab II	86	Online – Theory Onsite - Lab
MED104 - Medical Assisting Theory and Lab III	86	Online – Theory Onsite - Lab
MED105 - Medical Assisting Practicum	200	Onsite – At Externship Facility
TOTALS	720	

## EMPLOYMENT DISCLOSURE

Students may start employment as soon as graduation from this program.

## BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

## ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

## MEDICAL ASSISTANT COURSES

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 90 clock hours (lecture). Prerequisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 75 clock hours (30 lecture, 40 laboratory). Prerequisites: HIV101.

### **EKG101 – Electrocardiography**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Prerequisites: HIV101

### **MED102 – Medical Assisting Theory and Lab I**

In this course students receive an introduction to the theory and lab for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, medical office management and procedures. Duration: 85 clock hours (39 lecture, 46 lab). Prerequisites: HIV101

### **MED103 – Medical Assisting Theory and Lab II**

In this course students learn about administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, etc. Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: HIV101

### **MED104 – Medical Assisting Theory and Lab III**

In this course students learn about preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills. Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: HIV101

### **MED105 – Medical Assisting Practicum**

This clinical course consists of 200 hours of clinical externship experience. Under direct supervision, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis.

## **MEDICAL AESTHETICIAN PROGRAM**

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600 CLOCK HOURS – 7 MONTHS

### **PROGRAM OBJECTIVE**

This program provides instruction in the care of skin and electrology.

#### *Skin Care and Facial Specialist Curriculum*

This section of the program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical applications provide students with the knowledge and experience to successfully start a career in the skin care field. Upon completion of the program students are awarded a diploma and qualify to apply for Florida State Registration as a Facial Specialist.

#### *Electrology Curriculum*

This section of the program provides instruction in permanent hair removal by electrolysis, providing students with a thorough entry-level preparation to work in the field of electrology. The short wave, blend, and galvanic methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam and the national certification testing. A diploma will be awarded upon graduation from the program. The State of Florida requires Electrologist to be licensed to work in the field.

### **PROGRAM DESCRIPTION**

#### *Skin Care and Facial Specialist Instruction Description*

This section of the program provides training in skin treatments teaching students skin analysis and facial techniques to maintain the skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. It consists of 260 hours of theory and practical activities, with 68 hours of hands-on instruction and

practice of applied skin care treatments. Students of this program are required to complete 100 services in the techniques learned in order to graduate.

### Electrology Instruction Description

Students learn about the biology of the hair, laser and light-based devices terminology, basics of electricity, laser and light-based hair removal physics, safety and precautions, laser and light-based tissue interaction, sanitation, skin typing, patient intake, consultation, documentation, treatment contraindications, pre and post treatment procedures, expected outcomes, possible adverse outcomes, and follow-up care. Students of this program are required to complete 200 services in the techniques learned in order to graduate.

This program is offered in two modalities for the convenience of students: onsite and hybrid.

### Onsite Modality:

Students receive all instruction at the school's campus.

### Hybrid Modality:

Students enrolling in the hybrid modality will complete the theory instruction online weekly and attend classes on-campus for the completion of laboratory hands—on practice depending on the courses taught each week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform.

The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered in two modalities:

Onsite: Theory and lab delivered on campus; externships completed at assigned facilities.

Hybrid: Theory delivered online; lab and reviews delivered onsite; externships at assigned facilities

## DURATION

This program has a duration of 600 hours. Full time students complete the program in 7 months, attending classes Monday through Thursday from 9:00am to 3:00pm.

## PROGRAM START DATES

This program starts every Monday.

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

## PROGRAM COST

Registration Fee \$ 50  
 Tuition Fee \$ 7,950  
 Books & Supplies \$ 0  
 Other Costs \$ 0  
 Total Program Cost \$ 8,000

## MEDICAL AESTHETICIAN PROGRAM OUTLINE

Course	Clock Hours	Services	Delivery
<b>SKIN CARE AND FACIAL SPECIALIST CURRICULUM SECTION</b>			
FS001 - Florida State Laws and Regulations	5	0	Online - Theory
FS002 - HIV/AIDS	4	0	Online - Theory
FS003 - Bacteriology, Sterilization, Hygiene and Sanitation	10	0	Online - Theory
FS004 - Chemistry, Products, and Product Safety	8	0	Online - Theory
FS005 - Basics of Electricity, Lighting and Magnification	8	0	Online - Theory
FS006 - Skin Theory, Basic Dermatology, Skin Disorders and Diseases	85	0	Online - Theory
FS007 - Facials and Treatments, Consultations and Contraindications	66	0	Online - Theory
FS008 - Hair Growth, Removal and Waxing	2.5	0	Online - Theory
FS009 - Make-up Application and Cosmetic Treatments	2	0	Online - Theory
FS010 - Salon Management, Ethics and the Facial Professional	2	0	Online - Theory
FS012 – Chemical Peel Introduction	20	0	Online - Theory
FS011 – Practical Applications – total of 100 services as listed below:	67.5		Onsite – Practical and Services
<i>Setup, use and maintenance of electrical devices</i>		5	
<i>Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature</i>		40	
<i>Hair removal including tweezing, waxing, threading and sugaring</i>		20	
<i>Makeup application for both daytime and nighttime</i>		10	
<i>Lashes and brow tinting</i>		10	
<i>Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes</i>		10	

<i>Manual extractions</i>		5	
<b>ELECTROLOGY CURRICULUM SECTION</b>			
EL001 - Introduction to Electrology and History of Hair Removal	15	0	Online - Theory
EL002 - Principles of Electricity, Epilator Functions, and Adjustments	5	0	Online - Theory
EL003 - Laser and Light-Based Hair Removal Physics	5	0	Online - Theory
EL004 - Laser Safety and Precautions	5	0	Online - Theory
EL005 - Integumentary System (Skin and Appendages)	6	0	Online - Theory
EL006 - Circulation and Nervous System	6	0	Online - Theory
EL007 - Endocrine Systems and Related Diseases	6	0	Online - Theory
EL008 - Biology of Hair Growth	10	0	Online - Theory
EL009 - Skin Assessment and Temporary Removal	20	0	Online - Theory
EL010 - Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, and HIV/AIDS	5	0	Online - Theory
EL011 - Microbiology, Sanitation and Safety Procedures	7	0	Online - Theory
EL012 - Successful Business Management	5	0	Online - Theory
EL013 - Florida State Law and Regulations Governing Electrology	5	0	Online - Theory
EL014 - Consultation	20	0	Online - Theory
EL015 – Practical Applications – total of 200 services as listed below:	200	0	Onsite - Practical and Services
<i>Coordination Skills with Probe Holder and Forceps</i>		5	
<i>Insertions</i>		15	
<i>Sanitation and Sterilization Procedures</i>		10	
<i>Hands On Equipment Instruction (Laser and Light-Based)</i>		15	
<i>Hands-On Equipment Instruction (Thermolysis)</i>		10	
<i>Hands-On Equipment Instruction (Blend and Galvanic)</i>		10	
<i>Client Pre/Post Treatment</i>		10	
<i>Client Assessment</i>		15	
<i>General Treatment Procedures</i>		80	
<i>Consultations</i>		15	
<i>Visuals/Library</i>		5	
<i>Exam Preparation Review</i>		10	
<i>Totals</i>	600	300	

## EMPLOYMENT DISCLOSURES

After successful completion of the program, students must obtain a Florida Facial Specialist License in order to apply for employment as a Facial Specialist.

After successful completion of the program, students must obtain a Florida Electrologist License in order to apply for employment for Electrology and Laser Hair Removal.

## BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

## ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

## ELIGIBILITY REQUIREMENTS FOR A FLORIDA SKIN CARE SPECIALIST LICENSE

A Florida facial specialist license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR):

[http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable\\_cosmetology\\_lawbook.pdf](http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable_cosmetology_lawbook.pdf)

## ELIGIBILITY REQUIREMENTS FOR A FLORIDA ELECTROLOGY LICENSE

A Florida Electrology license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR): <https://www.floridahealth.gov/licensing-and-regulation/electrolysis/index.html>

## SKIN CARE AND FACIAL SPECIALIST COURSES

### **FS001 – Florida State Laws & Regulations**

This course presents an overview of the laws, rules and regulations that apply to a professional working as a facial specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 5 hours (lecture). Pre-requisite: None.

### **FS002 – HIV/AIDS**

This course provides instruction regarding HIV/AIDS and other communicable diseases. By the end of this course students are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and

how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a facial specialist. Duration: 4 hours (lecture). Pre-requisite: None.

### **FS003 - Bacteriology, Sterilization, Hygiene and Sanitation**

This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health and hygiene. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; and describe measures used to disinfect service areas. Duration: 10 clock hours (lecture). Pre-requisites: None.

### **FS004 - Chemistry, Products, and Product Safety**

This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. Duration: 8 clock hours (lecture). Pre-requisites: None.

### **FS005 - Basics of Electricity, Lighting, and Magnification**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 8 clock hours (lecture). Pre-requisites: None.

### **FS006 -Skin Theory, Basic Dermatology, Skin Disorders and Diseases**

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. Duration: 85 clock hours (lecture). Pre-requisites: None.

### **FS007 - Facials and Treatments, Consultations and Contraindications**

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment. Duration: 66 clock hours (lecture). Pre-requisites: None.

### **FS008 - Hair Growth, Removal and Waxing**

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. Duration: 2.5 clock hours (lecture). Pre-requisites: None.

### **FS009 - Make-up Application and Cosmetic Treatments**

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. Duration: 2 clock hours (lecture). Pre-requisites: None.

### **FS010 - Salon Management, Ethics and the Facial Professional**

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours (lecture). Pre-requisites: None.



### **FS012 – Chemical Peel Introduction**

This introduction chemical exfoliation class is important for the students to have the basic knowledge of the gentlest chemical exfoliators and how they work. In this module the student will learn the basic concepts of how chemical exfoliators work, the contraindication, and the protocols for different conditions of the skin. Duration: 20 clock hours (lecture). Pre-requisites: None.

### **FS011 – Practical Applications**

Student will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 67.5 clock hours (lecture). Pre-requisites: All theory classes of the program. Students are required to complete 100 services as listed below:

- Setup, use and maintenance of electrical devices (5)
- Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature (40)
- Hair removal including tweezing, waxing, threading and sugaring (20)
- Makeup application for both daytime and nighttime (10)
- Lashes and brow tinting (10)
- Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes (10)
- Manual extractions (5)

## **ELECTROLOGY COURSES**

### **EL001 - Introduction to Electrology and History of Hair Removal**

This course explores the basic concepts of electrology including the types of currently used procedures for temporary hair removal and the three modalities (Galvanic, Thermolysis and Blend) for electrology and how they work, development of hair removal techniques in ancient and present times. Duration: 15 hours (lecture). Prerequisite: None)

### **EL002 - Principles of Electricity**

This course introduces students to the sources and types of electricity, the types of electrology equipment and safety precautions for the Electrologist. Additionally, students will be trained in the basic chemistry and the effects of chemicals on the skin and epilator function and adjustments. Duration: 5 hours (lecture). Prerequisite: None

### **EL003 - Laser and Light-Based Hair Removal Physics**

Students will learn about electromagnetic spectrum and the property of light, details characteristic of laser light, laser concept, laser physic and laser action. Laser and light-based devices terminology. Laser interaction, chromophores absorption and selective photothermolysis. Duration: 5 hours (lecture). Prerequisite: None

### **EL004 - Laser Safety and Precautions**

This course includes types of laser hazards, laser safety standards and hazard classification, laser class, classification: control measures, laser protective eyewear requirements and general recommendation in laser hair removal.

Duration: 5 hours (lecture). Prerequisite: None

#### **EL005 - Integumentary Systems**

Students will learn the structure and function of the skin and appendages relating to electrology, and histology of the follicle and associated organs. Duration: 6 hours (lecture). Prerequisite: None

#### **EL006 - Circulatory Systems/Nervous System**

Students will be instructed in the primary function of the vascular and circulatory systems in the maintenance of good health. Students will learn the nervous system to understand the effects of the electrology treatments. Duration: 6 hours (lecture). Prerequisite: None

#### **EL007 - Endocrine Systems and Diseases of the Glands**

Students will learn the glands and which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. Duration: 6 hours (lecture). Prerequisite: None

#### **EL008 - Biology of Hair Growth and Disorders**

This course details the biological makeup of hair follicles and their development. Students will explore dermatology and skin condition and disorders. Students will learn to recognize the disorders and apply appropriate treatment techniques. Duration: 10 hours (lecture). Prerequisite: None

#### **EL009 - Skin Assessment and Temporary Hair Removal**

Students will learn to analyze skin and distinguish different skin types along with the effects of temporary hair removal to assess correct treatment procedures and machine settings. Duration: 20 hours (lecture). Prerequisite: None

#### **EL010 – Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, HIV/AIDS**

Students will study of the awareness and precautions regarding the prevention of HIV/AIDS transmission and other blood borne pathogens. Duration: 5 hours (lecture). Prerequisite: None

#### **EL011 - Bacteriology, Sanitation, and Sterilization**

Students will learn different types of bacteria and bacterial growth and symptoms of bacterial infections. They will explore the function of the autoclave, type of disinfectant agents used in electrology, and the precautions related to sterilization and sanitation. Duration: 10 hours (lecture). Prerequisite: None

#### **EL012 - Successful Business Management**

Students will be introduced to the requirements and regulations for starting and/or managing an electrology clinic. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 10 hours (lecture). Prerequisite: None

#### **EL013 - Florida State Laws and Regulations Governing Electrology**

Students are instructed in the rules and regulations set by the State of Florida and the other governing bodies including electrolysis standards, training, and licensure. Duration: 10 hours (lecture). Prerequisite: None

### **EL014 - Consultations**

This course teaches students the professional aspects of personal and phone consultations including assessment, appropriate questions to ask, relaxing atmosphere, and the overall comfort of the client. Duration: 5 hours (lecture). Prerequisite: None

### **EL015 - Clinical Applications (200 clock hours)**

Students will perform various clinical services under the direct supervision of the instructor. (Prerequisite: All didactic courses)

### **EL015 – Practical Applications**

Student will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 200 clock hours. Pre-requisites: All theory classes of the program. Students are required to complete 200 services as listed below:

- Coordination Skills with Probe Holder and Forceps (5)
- Insertions (15)
- Sanitation and Sterilization Procedures (10)
- Hands On Equipment Instruction (Laser and Light-Based) (15)
- Hands-On Equipment Instruction (Thermolysis) (10)
- Hands-On Equipment Instruction (Blend and Galvanic) (10)
- Client Pre/Post Treatment (10)
- Client Assessment (15)
- General Treatment Procedures (80)
- Consultations (15)
- Visuals/Library (5)
- Exam Preparation Review (10)

## **NAIL TECHNICIAN PROGRAM**

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180 CLOCK HOURS – 9 WEEKS

### **PROGRAM OBJECTIVE**

This program offers a sequence of theory and practical courses for students to become proficient in the techniques of nail care. It includes 90 hours of client services under the supervision of a qualified instructor to provide students with the opportunity to gain the required experience. Upon successful completion of the program students are qualified to apply for a Florida Nail Specialty License.

### **PROGRAM DESCRIPTION**

Theory classes include subjects on Florida laws & rules, sanitation, safety and disinfection, ethics, entrepreneurship and employability, chemistry, nail and skin structure, diseases and disorders, with a strong focus on contraindications.

Practical hands-on training includes manicuring, pedicuring, nail extension, wraps and resin application, monomer and liquid application, gel nails, and nail art techniques

This program is offered in two modalities for the convenience of students: onsite and hybrid.

Onsite Modality:

Students receive all instruction at the school's campus.

Hybrid Modality:

Students enrolling in the hybrid modality will complete the theory instruction online weekly and attend classes on-campus for the completion of laboratory hands—on practice depending on the courses taught each week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform.

The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered in two modalities:

Onsite: Theory and lab delivered on campus; externships completed at assigned facilities.

Hybrid: Theory delivered online; lab and reviews delivered onsite; externships at assigned facilities

## DURATION

This program has a duration of 180 hours. Full time students complete the program in 9 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm.

## PROGRAM START DATES

This program starts every Monday.

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

## PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 1,900

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 1,950

## NAIL TECHNICIAN PROGRAM OUTLINE

Course	Clock Hours	Services	Delivery
NPS101 – Florida Cosmetology Laws and Rules	4	0	Online - Theory
NSP102 - Sanitation	8	0	Online - Theory
NSP103 – Ethics	2	0	Online - Theory
NSP104 - Nail Theory, Practice and Related Subjects, including HIV/ AIDS	76	0	Online – Theory Onsite - Lab
NSP105 – Nail Specialty Clinical Training	90	90	Online - Theory
<p><i>The clinical training includes the following services:</i></p> <p>(a) 15 Manicures                      (b) 10 Pedicures                      (c) 15 Tips with Overlay                      (d) 10 Sculpting Using A Form                      (e) 10 Nail Wraps and/or Mending                      (f) 10 Nail Fill-Ins                      (g) 5 Artificial Nail Removal                      (h) 10 Polishing and Nail Art                      (i).5 Gel Nails</p>	90		Onsite – Practical & Services
TOTALS	180	90	

### EMPLOYMENT DISCLOSURE

After successful completion of the program, students must obtain a Florida Nail Technician License in order to apply for employment.

### BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

### ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

### ELIGIBILITY REQUIREMENTS FOR A FLORIDA NAIL SPECIALIST LICENSE

A Florida nail specialist license is required to perform nail services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR):

[http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable\\_cosmetology\\_lawbook.pdf](http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable_cosmetology_lawbook.pdf)

## NAIL TECHNICIAN COURSES

### **NSP001 – Florida Cosmetology Laws and Rules**

This course presents an overview of the laws, rules and regulations that apply to a professional working as a nail specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 4 hours. Pre-requisite: None.

### **NSP002 – Sanitation**

This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health in the community. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; describe the various agents used to prevent the spread of disease; describe measures used to disinfect service areas; effectively disinfect the nail technician's implements to prevent the spread of disease; and disinfect necessary equipment to prevent the spread of disease. Duration: 8 hours. Pre-requisite: None.

### **NSP003 – Ethics**

Students will be introduced to the requirements and regulations for starting and/or managing a nail salon or business. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours. Pre-requisites: None.

### **NSP104 - Nail Theory, Practice and Related Subjects, Including HIV/AIDS**

By the end of this course students will be able to describe the history of nail care and career opportunities: communication for success: communication basics, the client consultation, special issues in communication, in-salon communication; general anatomy and physiology; skin structure, growth and nutrition: anatomy of the skin, aging of the skin, disorders of the skin, preventing skin problems in salon. Nail structure and growth: the natural nail, nail anatomy, nail growth. Nail disorders and diseases; and the basics of chemistry. Students learn the techniques and steps to properly do manicures, pedicures, tips with overlay, sculpting using A form, wraps, mending, artificial nail removal, polishing and nail art. This course also includes 4 hours of training on HIV/AIDS and other communicable diseases. Course completers are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a nail specialist. Duration: 76 hours. Pre-requisite: None.

### **NSPS005 – Nail Specialty Clinical Training**

Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 90 clock hours (practical). Pre-requisites: All theory classes of the program. Students are required to complete the services as listed below:

*(a) 15 Manicures*

*(b) 10 Pedicures*

- (c) 15 Tips with Overlay
- (d) 10 Sculpting Using A Form
- (e) 10 Nail Wraps and/or Mending
- (f) 10 Nail Fill-Ins
- (g) 5 Artificial Nail Removal
- (h) 10 Polishing and Nail Art
- (i).5 Gel Nail

## PHLEBOTOMY TECHNICIAN PROGRAM

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171 CLOCK HOURS – 7 WEEKS

### PROGRAM DESCRIPTION

Phlebotomy Technician Program is a comprehensive program that prepares students to enter the healthcare field as phlebotomy technicians. The program provides students with the knowledge and skills necessary to perform blood collection procedures, handle, and process blood specimens, and interact with patients in a professional and compassionate manner. Students will also gain an understanding of anatomy and physiology, medical terminology, and infection control practices. Upon successful completion of the Phlebotomy Technician Program, graduates will be eligible to take the National Phlebotomy Association (NHA) Certified Phlebotomy Technician (CPT) exam. Graduates will also be prepared to enter the workforce as phlebotomy technicians in hospitals, clinics, and other healthcare settings.

This program is offered in two modalities for the convenience of students: onsite and hybrid.

#### Onsite Modality:

Students receive all instruction at the school's campus.

#### Hybrid Modality:

Students enrolling in the hybrid modality will complete the theory instruction online weekly and attend classes on-campus for the completion of laboratory hands—on practice depending on the courses taught each week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform.

The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

### PROGRAM OBJECTIVE

Upon completion of the program, students will be able to:

- Perform venipuncture, capillary puncture, and other blood collection procedures accurately and efficiently.
- Handle and process blood specimens according to standard laboratory procedures.

- Communicate effectively with patients and healthcare providers.
- Understand the anatomy and physiology of the blood collection sites.
- Apply medical terminology correctly.
- Follow infection control practices to prevent the spread of bloodborne pathogens.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered in two modalities:

Onsite: Theory and lab delivered on campus; externships completed at assigned facilities.

Hybrid: Theory delivered online; lab and reviews delivered onsite; externships at assigned facilities

## DURATION

This program has a duration of 171 hours. Full time students complete the program in 7 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm.

## PROGRAM 2024 START DATES

July 9, 2024

September 10, 2024

November 12, 2024

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

## PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 900

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 950

## PHLEBOTOMY TECHNICIAN PROGRAM OUTLINE

Course	Clock Hours	Delivery
MED101 - Anatomy, Physiology and Medical Terminology	90	Online - Theory
HIV101 - HIV/AIDS, Blood Borne Pathogens and OSHA	6	Online - Theory
PHL101 - Phlebotomy	75	Online – Theory Onsite - Lab
TOTALS	171	



## EMPLOYMENT DISCLOSURE

Students may start employment as soon as graduation from this program.

## BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

## ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

## MEDICAL ASSISTANT COURSES

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 90 clock hours (lecture). Prerequisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 75 clock hours (30 lecture, 45 laboratory). Prerequisites: HIV101.

# SKIN CARE AND FACIAL SPECIALIST PROGRAM

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260 CLOCK HOURS - 11 WEEKS

## PROGRAM OBJECTIVE

This program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical applications provide students with the knowledge and experience to successfully start a career in the skin care field. Upon completion of the program students are awarded a diploma and qualify to apply for a Facial Specialist License with the Florida Department of Business & Professional Regulation (DBPR).

## PROGRAM DESCRIPTION

This program provides training in skin treatments. Students learn about skin analysis and facial techniques to maintain the skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. It consists of 260 hours of theory and practical activities, with 67.5 hours of hands-on instruction and practice of applied skin care treatments. Students of this program are required to complete 100 services in the techniques learned in order to graduate.

## CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

## DELIVERY METHOD

This program is offered on campus.

## DURATION

This program has a duration of 260 hours. Full time students complete the program in 11 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm. Part-time students complete the program in 16 weeks, attending classes Monday through Thursday 5:00pm to 9:00pm.

## PROGRAM START DATES

This program starts every Monday.

## ADMISSION REQUIREMENTS

Prospect students must comply with NEO AESTHETICS & MEDICAL INTERNATIONAL ACADEMY general admissions requirements as stated in this catalog under the Admission's section.

## PROGRAM COST

Registration Fee \$ 50  
Tuition Fee \$ 3,700  
Books & Supplies \$ 0  
Other Costs \$ 0  
Total Program Cost \$ 3,750

## SKIN CARE AND FACIAL SPECIALIST PROGRAM OUTLINE

Course	Total Clock Hours	Services
FS001 - Florida State Laws and Regulations	5	0
FS002 - HIV/AIDS	4	0
FS003 - Bacteriology, Sterilization, Hygiene and Sanitation	10	0
FS004 - Chemistry, Products, and Product Safety	8	0
FS005 - Basics of Electricity, Lighting and Magnification	8	0

FS006 - Skin Theory, Basic Dermatology, Skin Disorders and Diseases	85	0
FS007 - Facials and Treatments, Consultations and Contraindications	66	0
FS008 - Hair Growth, Removal and Waxing	2.5	0
FS009 - Make-up Application and Cosmetic Treatments	2	0
FS010 - Salon Management, Ethics and the Facial Professional	2	0
FS011 – Practical Applications – total of 100 services as listed below:	67.5	
<i>Setup, use and maintenance of electrical devices</i>		5
<i>Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature</i>		40
<i>Hair removal including tweezing, waxing, threading and sugaring</i>		20
<i>Makeup application for both daytime and nighttime</i>		10
<i>Lashes and brow tinting</i>		10
<i>Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes</i>		10
<i>Manual extractions</i>		5
TOTALS	260	100

## EMPLOYMENT DISCLOSURE

After successful completion of the program, students must obtain a Florida Facial Specialist License in order to apply for employment.

## BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

## ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

## ELIGIBILITY REQUIREMENTS FOR A FLORIDA NAIL SPECIALIST LICENSE

A Florida facial specialist license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR):

[http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable\\_cosmetology\\_lawbook.pdf](http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable_cosmetology_lawbook.pdf)

## SKIN CARE AND FACIAL SPECIALIST COURSES

### **FS001 – Florida State Laws & Regulations**

This course presents an overview of the laws, rules and regulations that apply to a professional working as a facial specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 5 hours (lecture). Pre-requisite: None.

### **FS002 – HIV/AIDS**

This course provides instruction regarding HIV/AIDS and other communicable diseases. By the end of this course students are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a facial specialist. Duration: 4 hours (lecture). Pre-requisite: None.

### **FS003 - Bacteriology, Sterilization, Hygiene and Sanitation**

This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health and hygiene. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; and describe measures used to disinfect service areas. Duration: 10 clock hours (lecture). Pre-requisites: None.

### **FS004 - Chemistry, Products, and Product Safety**

This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. Duration: 8 clock hours (lecture). Pre-requisites: None.

### **FS005 - Basics of Electricity, Lighting, and Magnification**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 8 clock hours (lecture). Pre-requisites: None.

### **FS006 -Skin Theory, Basic Dermatology, Skin Disorders and Diseases**

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. Duration: 85 clock hours (lecture). Pre-requisites: None.

### **FS007 - Facials and Treatments, Consultations and Contraindications**

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment. Duration: 66 clock hours (lecture). Pre-requisites: None.

### **FS008 - Hair Growth, Removal and Waxing**

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. Duration: 2.5 clock hours (lecture). Pre-requisites: None.

### **FS009 - Make-up Application and Cosmetic Treatments**

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. Duration: 2 clock hours (lecture). Pre-requisites: None.

### **FS010 - Salon Management, Ethics and the Facial Professional**

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours (lecture). Pre-requisites: None.

### **FS011 – Practical Applications**

Student will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 67.5 clock hours (lecture). Pre-requisites: All theory classes of the program. Students are required to complete 100 services as listed below:

- Setup, use and maintenance of electrical devices (5)
- Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature (40)
- Hair removal including tweezing, waxing, threading and sugaring (20)
- Makeup application for both daytime and nighttime (10)
- Lashes and brow tinting (10)
- Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes (10)
- Manual extractions (5)

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## **DISTANCE EDUCATION POLICIES**

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NEO BEAUTY SCHOOL offers its programs in a hybrid modality, where students complete the theory portion of the program online and attend all laboratory activities onsite.

Next are included the policies that apply for students enrolled in our hybrid programs.

## **DISTANCE EDUCATION MODALITY**

Students enrolled in hybrid programs at NEO BEAUTY SCHOOL will complete their studies as follows:

Theory – completed online (asynchronous) weekly.

Laboratory – completed onsite (residential) weekly.

Externship – completed at the designated site (for Hemodialysis and Patient Care Technician Programs).

## **DISTANCE EDUCATION ORIENTATION**

Students wishing to take courses via distance education are required to complete an orientation course where they learn study skills. All distance education students are expected to be computer-literate and familiar with the internet prior to orientation. Our school uses GOOGLE CLASSROOM as the platform for the delivery of the institution's online programs. The platform also provides learners with tutorials that guide them on the different ways they can interact online. Users will be shown a wide variety of activities they can complete once the course starts. At the beginning of the program, all distance learning participants participate in an introductory lecture on how our distance-learning platform works to help learners answer any questions they may have about strategies or approaches professors will use.

## **STUDENT PORTAL ACCESS**

Students are provided access to NEO BEAUTY SCHOOL learning platform through a unique login and password. The link to the learning platform is available at the school's public website. Courses assigned to each student will be available through this portal. Each course will list its syllabus, resources, activities to be completed on a weekly basis, instructor office hours, and information on how to access technical support and student services.

## **ASYNCHRONOUS ONLINE LEARNING**

NEO BEAUTY SCHOOL online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as they are submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without attending to their employment responsibilities.

## **COMPLETING WORK ON THE LEARNING PLATFORM**

Students are assigned a set of courses to be completed in order to graduate from their program of enrollment. Each course will open on the course start date, and close by the scheduled course end date. Assignments to be completed for each course will be posted on a weekly basis and will need to be completed on schedule for review and interactive feedback by the instructor as required in the course syllabus. Assignments will include participating in weekly discussion boards, watching videos, reading the textbook, research, completing assessments, quizzes, and computerized simulations. Faculty evaluate student activities based on the rubrics provided in the course syllabus. The successful completion of the weekly activities is required for the course academic completion as well as for the computation of attendance.

## **STUDY GROUPS**

Participation in the weekly Discussion Boards is an integral part of the student's learning experience and grade. These classes study asynchronously, but the peer-to-peer model provides the learning week with "real time" attributes, such as Discussion Boards. In these Discussion Boards, students will discuss the course material with their classmates and instructor. Specific discussion question topics will be assigned each week. The Discussion Board is exclusively for use by students and instructors for the particular course.

### **ATTENDANCE AND PARTICIPATION POLICY**

For students enrolled in the hybrid modality, in addition to the weekly attendance on campus, attendance is recorded also for the participation in the required online activities. Attendance for the online portion is computed on a weekly basis. In order to receive attendance for the weekly online portion, a student must have logged onto the online platform during the week and completed attendance for the posted activities, participated in the weekly forum discussion, and successfully completed at least 50% of the assigned assessments. Students that do not submit course work as established in the course syllabus for a period of 14 days will be automatically withdrawn. Students must submit module assignments on schedule for review and interactive feedback by the instructor as required in the course syllabus. Students are expected to submit their assignments weekly.

### **STUDENT RECORDS AND TRANSCRIPTS REQUEST**

The Student Services Office manages student records from the point of the first enrollment through graduation. Students may request their records directly from the registrar with an email from the student portal or contacting the department within regular office hours of 9am through 5pm, Monday through Friday, in person, via phone or email.

### **TECHNICAL SUPPORT**

The primary form of official communication is through the email available on the institution's education platform. Students with technical issues should contact Technical Support via email for assistance if any login problems occur. Students wishing to update any of their contact information should contact support through the phone or email provided at the orientation, and include their student's full name (first and last name) and Student ID.

Technical Support Response Time: Available 24x7x365 through the student portal.

### **TECHNICAL REQUIREMENTS**

We recommend students connect to the learning platform with a computer no more than five years old.

Minimum requirements are:

- 4 GB of RAM
- 2.5 GHz processor
- A reliable internet connection: 512 kbps minimum, but a high-speed connection is recommended.
- 256 GB Hard drive
- Adobe Reader/Acrobat or another PDF reader application
- Word Processor: Microsoft Word 2003 or newer recommended
- Sound card and speakers
- Camera/microphone and headphones

### **STUDENT SERVICES**

*Student Services by Administrative Staff*

We are committed to offering its students effective administrative, advising, and instructional support. The institution's administrative staff is available Monday through Friday from 9am to 5pm in person, via email, or phone.

### Academic Advising

Instructors are assigned the responsibility of academic advising to the students enrolled in their class. Students and their assigned faculty advisor engage monthly to encourage successful completion of their program. Faculty advisors also are available through email for guidance related to academic issues.

### Academic Support

Academic support is provided to students as follows:

Forums: All courses have an inquiry discussion to address students' questions about academic topics.

Google Classroom Chats and Messages: Chatting with faculty and peers provides synchronous interaction. In addition, here students can ask individual questions to faculty and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

Tutoring or advising sessions on campus or via the phone.

Instructor response time: maximum of 24 hours including business days, holidays, and weekends

### **INSTRUCTOR OFFICE HOURS**

Students may schedule a one-on-one appointment with their instructor during the faculty member office hours. These appointments may be conducted in person or via a video conference. Instructor office hours are posted by faculty members in the course portal page.

### **CAREER SERVICES**

Our school does not guarantee employment to any student upon graduation. We provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and advice concerning job search and job interview techniques.

### **LIBRARY RESOURCES AND SERVICES**

Our school's Electronic Library Resource Center is available to enrolled students and faculty through their Student and Faculty Portal. In support of our students and their academic pursuits, we have joined the Library and Information Resource Network (LIRN). LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Faculty and active students can use these resources free of charge. Students are also provided recommended open sources including textbooks and course materials.

### **RESPONSE TIME TO STUDENT QUESTIONS AND COMMENTS**

Technical Support Response Time: Available 24x7x365 through the student portal.

Instructor Response Time: 24 hours

Student Services Response Time: 24 hours, except for holidays or weekends when response will be the next business day.



# STAFF AND FACULTY

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## STAFF

School President .....	Vera Berezhnaya
Director of Education .....	Anamaria Grande
Financial Director .....	Anastasiya Kurkina
Career Services .....	Vera Berezhnaya
Admissions.....	Vera Berezhnaya
Student Services .....	Vera Berezhnaya
Financial Services .....	Anastasiya Kurkina

## FACULTY

### *Johana Kulas*

Facial Specialist Diploma  
Bellasa Professional Institute, North Miami  
Facial Specialist License # FS860003

### *Anastasiya Kurkina*

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Bellasa Professional Institute, North Miami  
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### *Adriana Munos (Barona)*

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### *Alina Ortega*

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### *Natalia Rougier*

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ICR Academy, North Miami Beach  
MD in Reproductive Medicine, Argentina