

## **Cincinnati Institute of Esthetics and Nails**

11928 Montgomery Road Unit 1,  
Cincinnati, Ohio 45249

-where all instruction occurs-

(513) 386-7493

[www.cincyestheticsandnails.com](http://www.cincyestheticsandnails.com)

### **Student Catalog**

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*All programs are taught in English*

This is a true and correct in content and policy.

Owner signature: *Paul Cappel*

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## About Us

Cincinnati Institute of Esthetics and Nails was founded with the passion to cultivate experts in the field of esthetics and nail care. Our students are fostered by accomplished instructors that stay on top of trends and cutting-edge technology through continued education. We offer a well-rounded curriculum, where innovative techniques meet a strong business-building and retail skill set. This allows each of our students to complete their course of choice with a competitive edge when entering the job market.

Institute of Esthetics and Nails follows a strict code of ethics and observes the standards of The Ohio State Cosmetology and Barber Board. It strives to maintain an honest and fair relationship with its staff, students, models, the state board and other colleges. We do **not** recruit from other schools offering similar programs. The Institute advertises truthfully and makes honest representations to its students.

## Mission

The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Advanced Esthetics, Manicuring or as Esthetics Instructors.

## Facilities

Cincinnati Institute of Esthetics and Nails' campus is located at 11928 Montgomery Road Unit 1, Cincinnati, Ohio 45249 and occupies approximately 6,000 square feet, where all instruction occurs. The institute contains a client treatment room for esthetics services, a high-end manicure and pedicure treatment area, as well as multiple makeup stations.

In addition, the campus contains a reception area, restrooms, a multi-functional manicuring demo room, 2 theory classrooms, a dispensary, student lockers, a student break room and a staff office. The Institute is easily accessible from I-275 or I-71 and is near several major shopping centers and restaurants.

The institution's maximum student to teacher ratio is 25:1. The campus can accommodate up to 100 students per shift.

## Programs

Cincinnati Institute of Esthetics and Nails is currently offering the following programs: an **Esthetics** program (600 clock hours) and an **Esthetics with DL** program (600 clock hours with 20% Distance Learning) **Manicuring** program (200 clock hours), **Apprentice Instructor Esthetics** program (500 clock hours), an **Esthetics/Manicuring Combo** program (for 800 clock hours), **Esthetics/Manicuring Combo with DL** program ( 800 clock hours with 15% Distance Learning), an **Advanced Esthetics** program (750 clock hours), **Advanced Esthetics with DL** program (750 clock hours with 20% Distance Learning) and an **Advanced Esthetics Add-On** (Add-On program 150 clock hours).

## Admissions Policy

Cincinnati Institute of Esthetics and Nails is accepting students for admission once the following criteria have been met:

- All students must be 18 years of age or older
- Applicant must provide a valid, current, government-issued picture ID, such as an Ohio Driver's license, Ohio ID Card, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- Submit application form (and a non-refundable application fee of \$50.00).

- Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of **homeschooling** at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment.
- **Ability to Benefit Exam (ATB):** Cincinnati Institute of Esthetics and Nails is not accepting ATB exams in lieu of GED and High School Diploma, currently.
- This institution does not award credit for experimental learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- **Apprentice Instructor Esthetics students only:** Must have graduated from an Esthetics program and provide proof to us of such prior to enrollment (Esthetics license or school transcript).

### **Transfer Policy (from another institution)**

Transfer students shall provide official transcripts from all previous instructional institutions *prior to* enrollment. Failure to provide the required documentation of previous training, in any circumstance, **prior to enrollment**, will result in not being able to apply those hours that could be accepted toward your enrollment at Cincinnati Institute of Esthetics and Nails. The transferability of hours previously earned at another institution are accepted at the sole discretion of the institute's administration.

Cincinnati Institute of Esthetics and Nails will accept not more than 50% of program hours, as transfer hours toward any program, *except* for when enrolling in Advanced Esthetics. **Advanced Esthetics** students may receive up to all of the hours from their Esthetics program with proof of Esthetics license or school transcripts, if provided prior to enrollment. Additionally, Cincinnati Institute of Esthetics and Nails will **not** accept transfer hours for its 150-hour **Advanced Esthetics Add-On** (Add-On program 150 clock hours).

Students with out of state (or the country) transfer hours must contact the Ohio State Board of Cosmetology to have their hours converted to Ohio's requirements.

As prescribed by Ohio state law, no transfer hours will be accepted for the Apprentice Instructor Esthetics (for Esthetics) program.

### **Re-entry (Re-Enrollment Policy)**

A student who withdraws from Cincinnati Institute of Esthetics and Nails may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, *if re-entry occurs within 180 days of last day of attendance*. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter *more* than 180 days after last day of attendance will have their transcripts evaluated for the number of hours, they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. Students must re-apply and complete a new school application along with paying a \$50.00 application fee and pay a new registration fee of \$150.00.

## Statement of Nondiscrimination

Cincinnati Institute of Esthetics and Nails is committed to providing equal opportunities to all applicants in all programs, and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, perceived gender, or gender identity, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

## School Hours of Operation

The institute will be open from 9:00 am to 9:00 pm Monday through Thursday and 9:00 am to 4:30 on Fridays.

## Administrations Hours

Cincinnati Institute of Esthetics and Nails will have administrative staff on site from Monday through Thursday 9:00 a.m. - 11:30 a.m. for inquiries about enrollments and other questions, or by appointment at [cincyestheticsandnails@gmail.com](mailto:cincyestheticsandnails@gmail.com).

## Start Dates and School Calendar

Classes begin on the first day of your chosen course's schedule on the third Monday of the month, except in November and December start dates will be the first Monday of the month. The school is closed on the following holidays: Memorial Day weekend, Independence Day (July 4th), Labor Day weekend, Thanksgiving Day (Thurs. – Sun.), Christmas Eve, Christmas Day (Dec. 24-Jan. 1). A special holiday may be declared for staff training, COVID-19 closures, weather emergencies or other reasons. In the event of a special closure students will be notified via social media, phone or text.

## Orientation Day

Student orientation will be held the first day of class. Students **must** attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking out requirements, graduation requirements, as well as course outline.

## Program Schedules

| Program  | Monday                  | Tuesday                 | Wednesday               | Thursday               | Friday | Hours/<br>Week<br>&<br>Total Weeks     |
|--|-------------------------|-------------------------|-------------------------|------------------------|--------|--|
| <b>Esthetics**</b><br>600 Clock Hours              | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm | ---    | 28 hours/week,<br>21.5 weeks total     |
| <b>Esthetics</b><br>600 Clock Hours                | 3:30pm<br>to<br>9:00 pm | 3:30pm<br>to<br>9:00 pm | 4:00pm<br>to<br>9:00 pm | ---                    | ---    | 16 hours/week,<br>37.5 weeks total     |
| <b>Esthetics</b><br>600 Clock<br>Hours             | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm | ---    | 16 hours/week,<br>37.5 weeks total     |
| <b>Advanced<br/>Esthetics**</b><br>750 Clock Hours | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm | ---    | 28 hours/week,<br>26.75 weeks<br>total |
| <b>Advanced<br/>Esthetics</b><br>750 Clock Hours   | 3:30pm<br>to<br>9:00 pm | 3:30pm<br>to<br>9:00 pm | 4:00pm<br>to<br>9:00 pm | ---                    | ---    | 16 hours/week,<br>47 weeks total       |

|   |                         |                         |                         |                         |       |                                    |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------|------------------------------------|
| <b>Manicuring**</b><br>200 Clock Hours                              | 9:00am<br>to<br>3:00 pm | 9:00am<br>to<br>3:00 pm | 9:00am<br>to<br>3:00 pm | 9:00am<br>to<br>3:00 pm | ---   | 22 hours/week,<br>9 weeks total    |
| <b>Esthetics /<br/>Manicuring<br/>Combo**</b><br>800<br>Clock Hours | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | ---   | 28 hours/week,<br>28.5 weeks total |
| <b>Apprentice<br/>Instructor<br/>Esthetics**</b><br>500 Hours       | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | 9:00am<br>to<br>4:30pm  | ----- | 28 hours/week,<br>18 weeks total   |
| <b>Advanced<br/>Esthetics<br/>Add- On</b><br>150 clock Hours        | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | ----- | 16 hours a week<br>9.5 weeks total |

\*\* 30-minute lunch

### Programs Schedules with DL (Distance Learning)

| <b>Program</b>  | <b>Monday</b>           | <b>Tuesday</b>          | <b>Wednesday</b>        | <b>Thursday</b>        | <b>Friday***<br/>DL Only</b> | <b>Hours/ Week<br/>&amp;<br/>Total Weeks</b> |
|---|-------------------------|-------------------------|-------------------------|------------------------|------------------------------|--|
| <b>Esthetics with<br/>DL</b><br>600 Clock Hours<br>(with 120 hours<br>DL)                           | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm | 4 hours DL                   | 28 hour/week,<br>21.5 weeks<br>total         |
| <b>Esthetics with<br/>DL</b><br>600 Clock Hours<br>(with 120 hours<br>DL)                           | 5:00pm<br>to<br>9:00 pm | 5:00pm<br>to<br>9:00 pm | 5:00pm<br>to<br>9:00 pm | 4 hours DL             | ----                         | 16 hours/week<br>37.5 weeks<br>total         |
| <b>Esthetics with<br/>DL</b><br>600 Clock Hours<br>(with 120 hours<br>DL)                           | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | 9:00am<br>to<br>1:00pm  | -----                  | 4 Hours DL                   | 16 hours/week,<br>37.5 weeks<br>total        |
| <b>Advanced<br/>Esthetics with<br/>DL</b><br>750 Clock Hours<br>(with 150 hours<br>DL)              | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm | 4 Hours DL                   | 28 hours/week<br>26.75 weeks<br>total        |
| <b>Advanced<br/>Esthetics with<br/>DL</b> 750 Clock<br>ours<br>(with 150 hours<br>DL)               | 5:00pm<br>to<br>9:00 pm | 5:00pm<br>to<br>9:00 pm | 5:00pm<br>to<br>9:00 pm | 4 hours DL             | ---                          | 16 hours/week<br>47 weeks total              |
| <b>Esthetics/<br/>Manicuring<br/>Combo with<br/>DL</b><br>800 Clock Hours<br>(with 120 hours<br>DL) | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm  | 9:00am<br>to<br>3:30pm | 4 hours DL                   | 28 hours/week<br>28.5 weeks<br>total         |

\*30- Minute Lunch M-Th only (not Friday) in DL courses

## Schedule Changes

Schedule changes must be requested in writing and a change to your enrollment agreement must be signed and approved with the administrator before a schedule can be changed.

## Tuition and Fees

| Program   | Application Fee*** | Registration** Fee | Tuition  | e-Books* | Student Kit* | Total    |
|---|--------------------|--------------------|----------|----------|--------------|----------|
| Esthetics & Esthetics with DL<br>600 Clock Hours  | \$50               | \$150              | \$9,900  | \$275    | \$900        | \$11,275 |
| Manicuring<br>200 Clock Hours   | \$50               | \$150              | \$1,900  | \$275    | \$475        | \$2,850  |
| Advanced Esthetics & Advanced Esthetics with DL<br>750 Clock Hours                        | \$50               | \$150              | \$12,375 | \$275    | \$900        | \$13,750 |
| Apprentice Instructor Esthetics<br>500 Clock Hours<br>(Tuition waived for CIEN graduates) | \$50               | \$150              | \$1,000  | ----     | ----         | \$1,200  |
| Esthetics/ Manicuring Combo & Esthetics/Manicuring Combo with DL<br>800 hours             | \$50               | \$150              | \$11,800 | \$550    | \$1,375      | \$13,925 |
| Advanced Esthetics Add-On<br>150 clock hours  | \$50               | \$150              | \$2,475  | \$0      | ----         | \$2,675  |

**Note:** Courses with DL (distance learning) and without have the same pricing.

**Distance Learning:** At present there are no additional charges for Distance Learning, Verification or Distance Learning e-Books.

**\*Non-Refundable after 7 days of signing Enrollment Agreement**

**\*\* Non-Refundable**

**\*\*\*Non-Refundable and paid with application, prior to enrollment process**

If a student was given a tuition discount at time of enrollment and has decided to withdraw from the program before completion, the tuition discount is then considered void, and the remaining cost will be at the expense of the student.

## Non-Institutional Fees

The state of Ohio licensing exam fees are the responsibility of the student.

## Payment Methods

Methods of payment accepted by Cincinnati Institute of Esthetics and Nails are cash, credit card, check or money order according to the **Cincinnati Institute of Esthetics and Nails payment plan**. A non-sufficient funds fee of \$25 will be added for returned checks and ACHs. There is a 3.5% card processing fee for all card transactions.

## Scholarship and Fee Waiver Policy

The Cincinnati Institute of Esthetics and Nails offers **scholarship application opportunities to every student**, with awards **up to full tuition coverage**, based on merit, need, or special criteria. Students may also request **fee waivers** for certain institutional fees (e.g., application, re-enrollment, graduation) in cases of financial hardship, veteran status, or other approved circumstances. All scholarships and fee waivers require a completed application and any supporting documentation. Awards are applied directly to tuition or institutional fees and are subject to availability of funds.

## Extra Instructional (Overtime) Charges

Students are expected to complete their training within the time specified in the enrollment agreement. Generously, Cincinnati Institute of Esthetics and Nails does compute contract end dates at the Maximum time frame (133% of the scheduled program length) allowing students time to occasionally miss days without incurring over time charges. If a student has not completed the program within of the maximum time frame (133% of scheduled hours), they must drop and re-enroll according to the school's reenrollment policy.

## Course Descriptions/Program Outlines

| Esthetics & Esthetics with DL             | Course Description Program Outline Esthetics with DL  |
|---|---|
| <b>Program / Course Description</b>       | The institute's Esthetics program is 600 clock hours designed to prepare students for the licensing exam and entry-level employment in a salon, spa or high-end spa.  |
| <b>Program Mission &amp; Objectives</b>   | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.  |
| <b>Graduation Requirements</b>            | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Esthetics: <ul style="list-style-type: none"> <li>• Completion of all program's specific requisite hours.</li> <li>• Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> <li>• Payment of all tuition and fees</li> </ul>  |
| <b>Total Clock Hours &amp; Attendance</b> | The program is 600 clock hours.   |
| <b>Exams</b>                              | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. |

|   |   |                  |                     |
|---|---|------------------|---------------------|
| <b>Grading System</b>   | <p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative “C” average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.</p> <p>93% - 100%     A     Superior Performance<br/> 85% - 92%     B     Above Average Performance<br/> 75% - 84%     C     Average Performance<br/> 0% - 74%     D-F     Unsatisfactory Performance, Not Passing</p> |                  |                     |
| <b>Employment Assistance/Professional Development</b>   | This course includes Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).  |                  |                     |
| <b>State Requirements/Laws and Regulations</b>  | This course includes Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement Continuing Education / Policies & Procedures and Human Trafficking.  |                  |                     |
| <b>Mode of Instruction</b>  | Classroom and Salon Clinic Floor.   |                  |                     |
| <b>Instructional Methods</b>  | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.  |                  |                     |
| <b>Distance Learning</b>  | 20% Distance Learning option available for Esthetics with DL program only.  |                  |                     |
| <b>Learning Materials/Textbooks</b>   | Milady Standard Foundations Textbook, 1st Edition ISBN: 978-337-09525-9<br>Milady Foundations Workbook, 1st Edition ISBN: 978-1-337-09527-3<br>Milady Standard Esthetics: Fundamentals Textbook, 12th Edition ISBN:978-1-337-09502-0.   |                  |                     |
| <b>Internship/Externship</b>  | Internship allowed for up to 10% of program.  |                  |                     |
| <b>Faculty &amp; Qualifications</b>   | All instructors are licensed instructors in the state of Ohio.  |                  |                     |
| <b>Skills and competencies to be acquired by the student.</b>   | Students should be able to provide client services for facials, skin peels, microdermabrasion, exfoliation, waxing, makeup and many other beauty services, microcurrent, dermaplaning, lash lift and tint/brow lamination tint and hydrofacials by the end of their program.  |                  |                     |
| <b>Orientation</b>  | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking out requirements, graduation requirements, as well as course outline.  |                  |                     |
| <b>Modules/Subjects</b><br><b>Esthetics &amp; Esthetics with DL</b>   | <b>Total Hours</b>  | <b>Practical</b> | <b>Theory Hours</b> |
| <b>General Sciences</b> <ul style="list-style-type: none"> <li>• Infection Control and Principles/Practices</li> <li>• Universal Procedures</li> <li>• Anatomy</li> <li>• Electricity Basics</li> <li>• Chemistry Basics</li> </ul> | <b>50</b>   | 30               | 20                  |
| <b>Study of Skin</b> <ul style="list-style-type: none"> <li>• Diseases and Disorders</li> <li>• Skin Analysis</li> <li>• Physiology and Histology of the Skin</li> <li>• Skin Care Products/Chemistry/Ingredients</li> </ul>        | <b>60</b>   | 35               | 25                  |

|   |            |            |            |
|---|------------|------------|------------|
| <b>Skin Care Products &amp; Procedures</b>  |            |            |            |
| <ul style="list-style-type: none"> <li>• Basic Facials</li> <li>• Massage</li> <li>• Mask</li> <li>• Chemical Peels</li> <li>• Chemistry</li> <li>• Products</li> </ul>   | <b>320</b> | 187.5      | 132.5      |
| <b>Hair Removal</b>   | <b>40</b>  | 25         | 15         |
| <b>Makeup</b>   |            |            |            |
| <ul style="list-style-type: none"> <li>• Products</li> <li>• Application</li> <li>• Color Theory</li> <li>• Brow Tinting</li> </ul>   | <b>30</b>  | 17.5       | 12.5       |
| <b>Facial Machines &amp; Equipment</b>  | <b>40</b>  | 25         | 15         |
| <b>Artificial Lashes/Extensions</b>   | <b>10</b>  | 5          | 5          |
| <b>Salon Operations &amp; Communication Skills</b>  |            |            |            |
| <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management</li> <li>• Career Development/Professional Image</li> <li>• Communication/Life Skills</li> <li>• Ohio Administrative Code &amp; Ohio Revised Code</li> <li>• Inspection/Enforcement/Policies/Procedures</li> <li>• Continuing Education</li> <li>• Human Trafficking - One (1) Hour Required</li> </ul> | <b>50</b>  | 25         | 25         |
| <b>Total Hours</b>  | <b>600</b> | <b>350</b> | <b>250</b> |

| <b>Manicuring</b>                         | <b>Course Description Program Outline<br/>Manicuring</b>  |
|---|---|
| <b>Program / Course Description</b>       | The institute's Manicuring program is 200 clock hours designed to prepare students for the state licensing exam and gain entry – level employment in the field of Manicuring.   |
| <b>Program Mission &amp; Objectives</b>   | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.  |
| <b>Graduation Requirements</b>            | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Manicuring: <ul style="list-style-type: none"> <li>• Completion of all program's specific requisite hours.</li> <li>• Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> <li>• Payment of all tuition and fees.</li> </ul>  |
| <b>Total Clock Hours &amp; Attendance</b> | The program is 200 clock hours.   |
| <b>Exams</b>                              | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for |

|  |   |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
|--|---|---|---------------------|------------|---|----------------------|-----------|---|---------------------------|-----------|---|---------------------|----------|-----|---|
|  | Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.   |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Grading System</b>  | <p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative "C" average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.</p> <table style="margin-left: 40px;"> <tr> <td>93% - 100%</td> <td>A</td> <td>Superior Performance</td> </tr> <tr> <td>85% - 92%</td> <td>B</td> <td>Above Average Performance</td> </tr> <tr> <td>75% - 84%</td> <td>C</td> <td>Average Performance</td> </tr> <tr> <td>0% - 74%</td> <td>D-F</td> <td>Unsatisfactory Performance, Not Passing</td> </tr> </table> |   |                     | 93% - 100% | A | Superior Performance | 85% - 92% | B | Above Average Performance | 75% - 84% | C | Average Performance | 0% - 74% | D-F | Unsatisfactory Performance, Not Passing |
| 93% - 100%   | A   | Superior Performance                    |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| 85% - 92%  | B   | Above Average Performance               |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| 75% - 84%  | C   | Average Performance                     |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| 0% - 74%   | D-F   | Unsatisfactory Performance, Not Passing |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Employment Assistance/Professional Development</b>  | This course includes Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>State Requirements/Laws and Regulations</b>   | Ohio Revised Code Statutes<br>Ohio Administrative Rules, Inspection and Enforcement,<br>Continuing Education Policy & Procedures<br>Human Trafficking   |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Instructional Methods</b>   | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Distance Learning</b>   | None  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Learning Materials/Textbooks</b>  | Milady Standard Foundations Textbook, 1st Edition ISBN: 978-337-09525-9<br>Milady Standard Nail Technology Textbook, 8 <sup>th</sup> Edition ISBN: 978-1-337-79655-3  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Internship/Externship</b>   | Internship allowed for up to 10% of program.  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Faculty &amp; Qualifications</b>  | All instructors are licensed instructors in the state of Ohio.  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Skills and competencies to be acquired by the student.</b>  | At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting: Fills, Overlays, Removals and repairs.   |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Orientation</b>   | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking our requirements, graduation requirements, as well as course outline.  |   |                     |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Modules/Subjects<br/>Manicuring</b>   | <b>Total Hours</b>  | <b>Practical Hours</b>                  | <b>Theory Hours</b> |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>General Sciences</b> <ul style="list-style-type: none"> <li>• Infection Control Principles/Practices</li> <li>• Universal Precautions</li> <li>• General Anatomy</li> <li>• Nail Structure &amp; Growth</li> <li>• Nail Diseases &amp; Disorders</li> <li>• Electricity Basics</li> <li>• Chemistry Basics</li> </ul> | <b>40</b>   | 22.5                                    | 17.5                |            |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Nail Care</b> <ul style="list-style-type: none"> <li>• Client Protection</li> <li>• Client Consultation</li> <li>• Basic Manicure</li> <li>• Basic Pedicure</li> </ul>  | <b>70</b>   | 40                                      | 30                  |            |   |                      |           |   |                           |           |   |                     |          |     |   |

|  |            |            |           |
|--|------------|------------|-----------|
| <ul style="list-style-type: none"> <li>• Massage</li> <li>• Tools &amp; Equipment</li> <li>• Color Theory</li> <li>• Polish</li> </ul>   |            |            |           |
| <b>Nail Enhancements</b><br>Application/procedures/Maintenance/Repair <ul style="list-style-type: none"> <li>• Wraps</li> <li>• Tips</li> </ul> Monomer and polymer nail enhancements <ul style="list-style-type: none"> <li>• UV Gel</li> <li>• Electric Filing</li> <li>• Product Chemistry</li> <li>• Embellishments</li> </ul>   | 70         | 40         | 30        |
| <b>Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management</li> <li>• Career Development/Professional Image</li> <li>• Communication/Life Skills</li> <li>• Ohio Administrative Code &amp; Ohio Revised Code</li> </ul> Inspection/Enforcement/Policies/Procedures <ul style="list-style-type: none"> <li>• Continuing Education</li> <li>• Human Trafficking – One (1) Hour Required</li> </ul> | 20         | 12.5       | 7.5       |
| <b>Total</b>   | <b>200</b> | <b>115</b> | <b>85</b> |

| <b>Esthetics/Manicuring Combo &amp; Esthetics/Manicuring Combo with DL</b> | <b>Course Description Program Outline Esthetics/Manicuring Combo &amp; Esthetics/Manicuring Combo with DL</b>  |
|--|--|
| <b>Program / Course Description</b>  | The institute's Esthetics/Manicuring Combo program is 800 clock hours designed to prepare students for the licensing exam and entry-level employment in a salon, spa or high-end spa.  |
| <b>Program Mission &amp; Objectives</b>                                    | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.   |
| <b>Graduation Requirements</b>   | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Esthetics/Manicuring Combo: <ul style="list-style-type: none"> <li>• Completion of all program's specific requisite hours.</li> <li>• Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> <li>• Payment of all tuition and fees.</li> </ul>   |
| <b>Total Clock Hours &amp; Attendance</b>                                  | The program is 800 clock hours.  |
| <b>Exams</b>   | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain |

|   |  |                    |                  |                     |
|---|--|--------------------|------------------|---------------------|
|   | satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.   |                    |                  |                     |
| <b>Grading System</b>   | Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative "C" average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.<br>93% - 100%      A      Superior Performance<br>85% - 92%      B      Above Average Performance<br>75% - 84%      C      Average Performance<br>0% - 74%      D-F      Unsatisfactory Performance, Not Passing |                    |                  |                     |
| <b>Employment Assistance/Professional Development</b>         | This course includes Salon Operations & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).  |                    |                  |                     |
| <b>State Requirements/Laws and Regulations</b>                | This course includes Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement Continuing Education / Policies & Procedures and Human Trafficking.   |                    |                  |                     |
| <b>Instructional Methods</b>                                  | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.   |                    |                  |                     |
| <b>Distance Learning</b>                                      | 15% Distance Learning option available for Esthetics/Manicuring Combo with DL program only.  |                    |                  |                     |
| <b>Learning Materials/Textbooks</b>                           | Milady Standard Foundations Textbook, 1st Edition ISBN: 978-337-09525-9<br>Milady Foundations Workbook, 1st Edition ISBN: 978-1-337-09527-3<br>Milady Standard Esthetics: Fundamentals Textbook, 12th Edition ISBN:978-1-337-09502-0<br>Milady Standard Nail Technology Textbook, 8th Edition ISBN: 978-1-337-79655-3  |                    |                  |                     |
| <b>Internship/Externship</b>                                  | Internship allowed for up to 10% of program.   |                    |                  |                     |
| <b>Faculty &amp; Qualifications</b>                           | All instructors are licensed instructors in the state of Ohio.   |                    |                  |                     |
| <b>Skills and competencies to be acquired by the student.</b> | Students should be able to provide client services for facials, skin peels, microdermabrasion, exfoliation, waxing, makeup and manicuring services and many other beauty services, by the end of their program. Students shall also be able to understand and practice in an entry-level professional salon setting: Fills, Overlays, Removals and repairs.  |                    |                  |                     |
| <b>Orientation</b>  | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking out requirements, graduation requirements, as well as course outline.   |                    |                  |                     |
|   | <b>Modules/Subjects</b><br><b>600 Hour Esthetics &amp; Esthetics with DL Portion</b>   | <b>Total Hours</b> | <b>Practical</b> | <b>Theory Hours</b> |
|   | <ul style="list-style-type: none"> <li>• Infection Control and Principles/Practices</li> <li>• Universal Procedures</li> <li>• Anatomy</li> <li>• Electricity Basics</li> <li>• Chemistry Basics</li> </ul>  | <b>50</b>          | 30               | 20                  |

|   |                    |                        |                     |
|---|--------------------|------------------------|---------------------|
|   |                    |                        |                     |
| <b>Study of Skin</b> <ul style="list-style-type: none"> <li>• Diseases and Disorders</li> <li>• Skin Analysis</li> <li>• Physiology and Histology of the Skin</li> <li>• Skin Care Products/Chemistry/Ingredients</li> </ul>  | <b>60</b>          | 35                     | 25                  |
| <b>Skin Care Products &amp; Procedures</b> <ul style="list-style-type: none"> <li>• Basic Facials</li> <li>• Massage</li> <li>• Mask</li> <li>• Chemical Peels</li> <li>• Chemistry Products</li> </ul>   | <b>320</b>         | 187.5                  | 132.5               |
| <b>Hair Removal</b>   | <b>40</b>          | 25                     | 15                  |
| <b>Makeup</b> <ul style="list-style-type: none"> <li>• Products</li> <li>• Application</li> <li>• Color Theory</li> </ul> Brow Tinting  | <b>30</b>          | 17.5                   | 12.5                |
| <b>Facial Machines &amp; Equipment</b>  | <b>40</b>          | 25                     | 15                  |
| <b>Artificial Lashes/Extensions</b>   | <b>10</b>          | 5                      | 5                   |
| <b>Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management</li> <li>• Career Development/Professional Image</li> <li>• Communication/Life Skills</li> <li>• Ohio Administrative Code &amp; Ohio Revised Code</li> <li>• Inspection/Enforcement/Policies/Procedures</li> <li>• Continuing Education</li> </ul> Human Trafficking - One (1) Hour Required | <b>50</b>          | 25                     | 25                  |
| <b>Total Hours</b>  | <b>600</b>         | <b>350</b>             | <b>250</b>          |
| <b>Modules/Subjects</b><br><b>200 Hour Manicuring Portion</b>   | <b>Total Hours</b> | <b>Practical Hours</b> | <b>Theory Hours</b> |
| <b>General Sciences</b> <ul style="list-style-type: none"> <li>• Infection Control Principles/Practices</li> <li>• Universal Precautions</li> <li>• General Anatomy</li> <li>• Nail Structure &amp; Growth</li> <li>• Nail Diseases &amp; Disorders</li> <li>• Electricity Basics</li> <li>• Chemistry Basics</li> </ul>  | <b>40</b>          | 22.5                   | 17.5                |
| <b>Nail Care</b> <ul style="list-style-type: none"> <li>• Client Protection</li> <li>• Client Consultation</li> <li>• Basic Manicure</li> <li>• Basic Pedicure</li> <li>• Massage</li> <li>• Tools &amp; Equipment</li> <li>• Color Theory</li> <li>• Polish</li> </ul>   | <b>70</b>          | 40                     | 30                  |

|  |   |           |           |
|--|---|-----------|-----------|
| •  |   |           |           |
| <b>Nail Enhancements</b><br>Application/procedures/Maintenance/Repair<br>• Wraps<br>• Tips<br>Monomer and polymer nail enhancements<br>• UV Gel<br>• Electric Filing<br>• Product Chemistry<br>• Embellishments<br>•   |   |           |           |
| <b>Salon Operations &amp; Communication Skills</b><br>• Salon Operation & Management<br>• Career Development/Professional Image<br>• Communication/Life Skills<br>• Ohio Administrative Code & Ohio Revised Code<br>Inspection/Enforcement/Policies/Procedures<br>• Continuing Education<br>• Human Trafficking – One (1) Hour Required<br>• |   |           |           |
| <b>Total</b>   | <b>70</b>   | <b>40</b> | <b>30</b> |
| <b>Advanced Esthetics &amp; Advanced Esthetics with DL</b>   | <b>Course Description Program Outline<br/>Advanced Esthetics &amp; Advanced Esthetics with DL</b>   |           |           |
| <b>Program / Course Description</b>  | The institute's <b>Advanced Esthetics</b> program is 750 clock hours designed to prepare students for the licensing exam and entry-level employment in a salon, spa or high-end spa or medical office.  |           |           |
| <b>Program Mission &amp; Objectives</b>  | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.  |           |           |
| <b>Graduation Requirements</b>   | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Advanced Esthetics: <ul style="list-style-type: none"> <li>• Completion of all program's specific requisite hours.</li> <li>• Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> <li>• Payment of all tuition and fees.</li> </ul>  |           |           |
| <b>Total Clock Hours &amp; Attendance</b>  | The program is 750 clock hours.   |           |           |
| <b>Exams</b>   | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a |           |           |

|   |   |   |   |                      |           |   |                           |           |   |                     |          |     |   |
|---|---|---|---|----------------------|-----------|---|---------------------------|-----------|---|---------------------|----------|-----|---|
|   | cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.   |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Grading System</b>   | <p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative "C" average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.</p> <table style="margin-left: 40px;"> <tr> <td>93% - 100%</td> <td>A</td> <td>Superior Performance</td> </tr> <tr> <td>85% - 92%</td> <td>B</td> <td>Above Average Performance</td> </tr> <tr> <td>75% - 84%</td> <td>C</td> <td>Average Performance</td> </tr> <tr> <td>0% - 74%</td> <td>D-F</td> <td>Unsatisfactory Performance, Not Passing</td> </tr> </table> | 93% - 100%                              | A | Superior Performance | 85% - 92% | B | Above Average Performance | 75% - 84% | C | Average Performance | 0% - 74% | D-F | Unsatisfactory Performance, Not Passing |
| 93% - 100%  | A   | Superior Performance                    |   |                      |           |   |                           |           |   |                     |          |     |   |
| 85% - 92%   | B   | Above Average Performance               |   |                      |           |   |                           |           |   |                     |          |     |   |
| 75% - 84%   | C   | Average Performance                     |   |                      |           |   |                           |           |   |                     |          |     |   |
| 0% - 74%  | D-F   | Unsatisfactory Performance, Not Passing |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Employment Assistance/Professional Development</b>         | This course includes Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).  |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>State Requirements/Laws and Regulations</b>                | This course includes Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement Continuing Education / Policies & Procedures and Human Trafficking.  |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Instructional Methods</b>                                  | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.  |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Distance Learning</b>                                      | 20% Distance Learning option available for Advanced Esthetics with DL program only.   |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Learning Materials/Textbooks</b>                           | <p>Milady Standard Foundations Textbook, 1st Edition ISBN: 978-337-09525-9</p> <p>Milady Foundations Workbook, 1st Edition ISBN: 978-1-337-09527-3</p> <p>Milady Standard Esthetics: Fundamentals Textbook, 12th Edition ISBN:978-1-337-09502-0</p>   |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Internship/Externship</b>                                  | Internship allowed for up to 10% of program.  |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Faculty &amp; Qualifications</b>                           | All instructors are licensed instructors in the state of Ohio.  |   |   |                      |           |   |                           |           |   |                     |          |     |   |
| <b>Skills and competencies to be acquired by the student.</b> | Students should understand and be able to address the increasing demand for a more robust knowledge of skin care principles and techniques resulting from trends in medical esthetics as well as in hospitality and tourism. Understand skin sciences, including skin disorders; advanced esthetic techniques and devices; spa and alternative therapies; and working in a medical setting, including plastic surgery procedures and pre- and post-medical treatments.  |   |   |                      |           |   |                           |           |   |                     |          |     |   |

|  |  |                  |                     |
|--|--|------------------|---------------------|
| <b>Orientation</b>   | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking out requirements, graduation requirements, as well as course outline. |                  |                     |
| <b>Modules/Subjects</b><br><b>600 Hour Esthetics &amp; Esthetics with DL Portion</b>   | <b>Total Hours</b>   | <b>Practical</b> | <b>Theory Hours</b> |
| <b>General Sciences</b><br><ul style="list-style-type: none"> <li>• Infection Control and Principles/Practices</li> <li>• Universal Procedures</li> <li>• Anatomy</li> <li>• Electricity Basics</li> <li>• Chemistry Basics</li> </ul> | <b>50</b>  | 30               | 20                  |
| <b>Study of Skin</b><br><ul style="list-style-type: none"> <li>• Diseases and Disorders</li> <li>• Skin Analysis</li> <li>• Physiology and Histology of the Skin</li> <li>• Skin Care Products/Chemistry/Ingredients</li> </ul>        | <b>60</b>  | 35               | 25                  |
| <b>Skin Care Products &amp; Procedures</b><br><ul style="list-style-type: none"> <li>• Basic Facials</li> <li>• Massage</li> <li>• Mask</li> <li>• Chemical Peels</li> <li>• Chemistry</li> <li>• Products</li> </ul>                  | <b>320</b>   | 187.5            | 132.5               |
| <b>Hair Removal</b>  | <b>40</b>  | 25               | 15                  |
| <b>Makeup</b><br><ul style="list-style-type: none"> <li>• Products</li> <li>• Application</li> <li>• Color Theory</li> <li>• Brow Tinting</li> </ul>   | <b>30</b>  | 17.5             | 12.5                |
| <b>Facial Machines &amp; Equipment</b>   | <b>40</b>  | 25               | 15                  |
| <b>Artificial Lashes/Extensions</b>  | <b>10</b>  | 5                | 5                   |
| <b>Salon Operations &amp; Communication Skills</b><br><ul style="list-style-type: none"> <li>• Salon Operation &amp; Management</li> <li>• Career Development/Professional Image</li> <li>• Communication/Life Skills</li> </ul>       | <b>50</b>  | 25               | 25                  |

|   |            |            |            |
|---|------------|------------|------------|
| <ul style="list-style-type: none"> <li>Ohio Administrative Code &amp; Ohio Revised Code</li> <li>Inspection/Enforcement/Policies/Procedures</li> <li>Continuing Education</li> <li>Human Trafficking - One (1) Hour Required</li> </ul> |            |            |            |
| <b>Total Hours</b>  | <b>600</b> | <b>350</b> | <b>250</b> |

| <b>Course Description Program Outline<br/>150 Hour Advanced Esthetics Add- On Portion</b> |  | <b>Total Hours</b> | <b>Practical Hours</b> | <b>Theory Hours</b> |
|---|--|--------------------|------------------------|---------------------|
| 1.  | Cosmetology Laws & Rules <ul style="list-style-type: none"> <li>Ohio Revised Code Statues</li> <li>Ohio Administrative Rules</li> <li>License &amp; Permit Policy &amp; Procedures</li> <li>Continuing Education Policy &amp; Procedures</li> <li>Inspection &amp; Enforcement Policy &amp; Procedures</li> </ul>  | <b>10</b>          | 0                      | 10                  |
| 2.  | <b>Public Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Sanitation Practices &amp; Procedures</li> <li>Sterilization Practices &amp; Procedures</li> <li>Dispensary Operations &amp; Procedures</li> <li>Bacteriology, Contagious &amp; Communicable Disease Control</li> <li>Salon Operations &amp; Procedures</li> <li>Consumer &amp; Product Safety</li> </ul> | <b>50</b>          | 25                     | 25                  |
| 3.  | <b>Advanced Techniques</b> <ul style="list-style-type: none"> <li>Advanced Techniques/Services</li> <li>Salon Supervision &amp; Management</li> <li>Specialized Equipment Use &amp; Control</li> <li>Product &amp; Service Sales Training</li> <li>Communication Skills</li> </ul>   | <b>90</b>          | 45                     | 45                  |
| <b>Total</b>  |  | <b>150</b>         | 70                     | 80                  |

| <b>Apprentice Instructor Esthetics</b>  | <b>Course Description Program Outline<br/>Apprentice Instructor Esthetics</b>  |
|---|--|
| <b>Program / Course Description</b>     | The institute's Apprentice Instructor Esthetics program is 500 clock hours designed to prepare students for the licensing exam and entry-level employment as an Esthetics instructor.  |
| <b>Program Mission &amp; Objectives</b> | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.   |
| <b>Graduation Requirements</b>          | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Apprentices Instructor Esthetics: <ul style="list-style-type: none"> <li>Completion of all program's specific requisite hours.</li> <li>Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> </ul> |

|   |   |  |   |                      |           |   |                           |           |   |                     |          |     |  |
|---|---|--|---|----------------------|-----------|---|---------------------------|-----------|---|---------------------|----------|-----|--|
|   | <ul style="list-style-type: none"> <li>• Payment of all tuition and fees.</li> </ul>  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Total Clock Hours &amp; Attendance</b>                     | The program is 500 clock hours.   |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Exams</b>  | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Grading System</b>   | <p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative "C" average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.</p> <table> <tr> <td>93% - 100%</td> <td>A</td> <td>Superior Performance</td> </tr> <tr> <td>85% - 92%</td> <td>B</td> <td>Above Average Performance</td> </tr> <tr> <td>75% - 84%</td> <td>C</td> <td>Average Performance</td> </tr> <tr> <td>0% - 74%</td> <td>D-F</td> <td>Unsatisfactory Performance,<br/>Not Passing</td> </tr> </table>  | 93% - 100%                                 | A | Superior Performance | 85% - 92% | B | Above Average Performance | 75% - 84% | C | Average Performance | 0% - 74% | D-F | Unsatisfactory Performance,<br>Not Passing |
| 93% - 100%  | A   | Superior Performance                       |   |                      |           |   |                           |           |   |                     |          |     |  |
| 85% - 92%   | B   | Above Average Performance                  |   |                      |           |   |                           |           |   |                     |          |     |  |
| 75% - 84%   | C   | Average Performance                        |   |                      |           |   |                           |           |   |                     |          |     |  |
| 0% - 74%  | D-F   | Unsatisfactory Performance,<br>Not Passing |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Employment Assistance/Professional Development</b>         | This course includes Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>State Requirements/Laws and Regulations</b>                | This course includes Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement Continuing Education / Policies & Procedures and Human Trafficking.  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Instruction Methods</b>                                    | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Distance Learning</b>                                      | None  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Learning Materials/Textbooks</b>                           | None, all Materials provided  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Internship/Externship</b>                                  | None  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Faculty &amp; Qualifications</b>                           | All instructors are licensed instructors in the state of Ohio.  |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Skills and competencies to be acquired by the student.</b> | Students should be able to provide client services for facials, skin peels, microdermabrasion, exfoliation, , waxing, makeup and manicuring services and many other beauty services, Learning Modalities, Lesson Plans, Presentation Skills, Distance Learning, Communication Skills, Structuring a Learning Environment by the end of their program.   |  |   |                      |           |   |                           |           |   |                     |          |     |  |
| <b>Orientation</b>  | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review  |  |   |                      |           |   |                           |           |   |                     |          |     |  |

|  | school policies, clocking in and clocking our requirements, graduation requirements, as well as course outline.  |                        |                     |
|--|--|------------------------|---------------------|
| <b>Modules/Subjects</b>  | <b>Total Hours</b>   | <b>Practical Hours</b> | <b>Theory Hours</b> |
| Ohio Revised Code Statutes                                       | 42   | 33.5                   | 8.5                 |
| License and Permit Policy and Procedures<br>Continuing Education | 36   | 27.5                   | 8.5                 |
| Ohio Administrative Rules  | 42   | 33.5                   | 8.5                 |
| Inspection Enforcement Policy and Procedures<br>Grading          | 36   | 27.5                   | 8.5                 |
| Lesson Plans   | 42   | 33.5                   | 8.5                 |
| Presentation Skills<br>Education Aids                            | 36   | 27.5                   | 8.5                 |
| Use of Technology<br>Conflict management                         | 42   | 33.5                   | 8.5                 |
| Distance Learning<br>Communication Skills                        | 36   | 27.5                   | 8.5                 |
| Professional Ethics  |  |                        |                     |
| Assessments<br>Basic Methods of Teaching and Learning            | 42   | 33.5                   | 8.5                 |
| Learning Modalities  | 36   | 27.5                   | 8.5                 |
| Special Learning Needs   | 42   | 33.5                   | 8.5                 |
| Learner Accommodations   | 36   | 27.5                   | 8.5                 |
| Structuring the Learning Environment                             | 32   | 23.5                   | 8.5                 |
| <b>Total</b>   | <b>500</b>   | <b>389.5</b>           | <b>110.5</b>        |
| <b>Advanced Esthetics<br/>Add- On</b>                            | <b>Course Description Program Outline<br/>Advanced Esthetics Add-On<br/>(Add-On program 150 clock hours)</b>   |                        |                     |
| <b>Program / Course<br/>Description</b>                          | The institute's <b>Advanced Esthetics Add-On</b> program is 150 clock hours designed to prepare students for the licensing exam and entry-level employment in a salon, spa or high-end spa or medical office as an Advanced Aesthetician.  |                        |                     |
| <b>Program Mission &amp;<br/>Objectives</b>                      | The mission of Cincinnati Institute of Esthetics and Nails is to educate its students in the fields of Esthetics, Manicuring and as Esthetics Instructors to gain entry-level employment and prepare students to pass the Ohio state's licensing exam, in their chosen program of: Esthetics, Manicuring or Esthetics Instructors.   |                        |                     |
| <b>Graduation<br/>Requirements</b>                               | Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma in Manicuring: <ul style="list-style-type: none"> <li>• Completion of all program's specific requisite hours.</li> <li>• Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.</li> <li>• Payment of all tuition and fees.</li> </ul> |                        |                     |
| <b>Total Clock Hours &amp;<br/>Attendance</b>                    | The program is 150 clock hours.  |                        |                     |
| <b>Exams</b>   | The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of   |                        |                     |

|   |  |
|---|--|
|   | practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. |
| <b>Grading System</b>   | Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative "C" average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.<br>93% - 100%      A      Superior Performance<br>85% - 92%      B      Above Average Performance<br>75% - 84%      C      Average Performance<br>0% - 74%      D-F      Unsatisfactory Performance, Not Passing                                 |
| <b>Employment Assistance/Professional Development</b>         | This course includes Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) and Communication Skills (Listening Skills/Product & Service Education/Consultation).   |
| <b>State Requirements/Laws and Regulations</b>                | Ohio Revised Code Statues<br>Ohio Administrative Rules, Inspection and Enforcement,<br>Continuing Education Policy & Procedures<br>Human Trafficking   |
| <b>Instructional Methods</b>                                  | Discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.   |
| <b>Distance Learning</b>                                      | None.  |
| <b>Learning Materials/Textbooks</b>                           | Milady Standard Foundations Textbook, 1st Edition ISBN: 978-337-09525-9<br>Milady Foundations Workbook, 1st Edition ISBN: 978-1-337-09527-3<br>Milady Standard Esthetics: Fundamentals Textbook, 12th Edition<br>ISBN:978-1-337-09502-0  |
| <b>Internship/Externship</b>                                  | Internship allowed for up to 10% of program.   |
| <b>Faculty &amp; Qualifications</b>                           | All instructors are licensed instructors in the state of Ohio.   |
| <b>Skills and competencies to be acquired by the student.</b> | Students should understand and be able to address the increasing demand for a more robust knowledge of skin care principles and techniques resulting from trends in medical esthetics as well as in hospitality and tourism. Understand skin sciences, including skin disorders; advanced esthetic techniques and devices; spa and alternative therapies; and working in a medical setting, including plastic surgery procedures and pre- and post-medical treatments.   |
| <b>Orientation</b>  | Student orientation will be held the first day of class. Students <b>must</b> attend an orientation prior to beginning their program. A total of 3 clock hours are earned at orientation. Your orientation will review school policies, clocking in and clocking our requirements, graduation requirements, as well as course outline.   |
| <b>Course Description Program Outline</b>                     |  |
| <b>Advanced Esthetics Add- On</b>                             |  |
| 1.      Cosmetology Laws & Rules                              |  |
| •      Ohio Revised Code Statues                              |  |
| •      Ohio Administrative Rules                              |  |
| •      License & Permit Policy & Procedures                   |  |
| •      Continuing Education Policy & Procedures               |  |
|   | <b>10</b>  |
|   | <b>0</b>   |
|   | <b>10</b>  |

|   |            |    |    |
|---|------------|----|----|
| • Inspection & Enforcement Policy & Procedures            |            |    |    |
| <b>2. Public Health &amp; Safety</b>                      |            |    |    |
| • Sanitation Practices & Procedures                       |            |    |    |
| • Sterilization Practices & Procedures                    |            |    |    |
| • Dispensary Operations & Procedures                      |            |    |    |
| • Bacteriology, Contagious & Communicable Disease Control |            |    |    |
| • Salon Operations & Procedures                           |            |    |    |
| • Consumer & Product Safety                               | <b>50</b>  | 25 | 25 |
| <b>3. Advanced Techniques</b>                             |            |    |    |
| • Advanced Techniques/Services                            |            |    |    |
| • Salon Supervision & Management                          |            |    |    |
| • Specialized Equipment Use & Control                     |            |    |    |
| • Product & Service Sales Training                        |            |    |    |
| • Communication Skills                                    | <b>90</b>  | 45 | 45 |
| <b>Total</b>  | <b>150</b> | 70 | 80 |

### **Tardy Policy & Early Out Policy**

Students are required to arrive by their contracted start time. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

### **Excused and Unexcused Absences**

An absence is an absence at Cincinnati Institute of Esthetics and Nails, there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. Students are asked to call school staff, not a friend or fellow student, if you are going to be absent. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.

### **Leaves of Absence**

Cincinnati Institute of Esthetics and Nails is **not** presently offering Leaves of Absence; with programs ranging from 150-800 hours the programs are short. The school deems the program too short to benefit from missing a long period of time. Generously, Cincinnati Institute of Esthetics and Nails does compute contract end dates at the Maximum time frame (133% of the scheduled program length) allowing students time to occasionally miss days without incurring over time charges.

Students may make up hours by attending another class schedule other than their own with advance instructor permission. Students are also reminded if they miss more than 14 sequential calendar days of school, they will be dropped from their program but are welcome to re-enroll according to the school's re-enrollment policy.

### **Satisfactory Academic Progress Policy**

Cincinnati Institute of Esthetics and Nails Satisfactory Academic Progress is consistently applied to **all** students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by including in the school's catalog, which is both provided to students prior to enrollment and posted on the school's web page. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Cincinnati Institute of Esthetics and Nails' Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

## Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **scheduled** hours. The chart below details the evaluation points applicable to each program:

| <b>Program</b>  | <b>Course Length</b> | <b>Evaluation Points in Scheduled Hours</b> |
|---|----------------------|---|
| <b>Esthetics &amp; Esthetics with DL</b><br>28 hours/week<br>21.5 weeks                                     | 600 Clock Hours      | 300 scheduled hours<br>& 10.75 weeks        |
| <b>Esthetics &amp; Esthetics with DL</b><br>16 hours/week<br>37.5 weeks                                     | 600 Clock Hours      | 300 scheduled hours<br>& 18.75 weeks        |
| <b>Advanced Esthetics &amp; Advanced Esthetics with DL</b><br>28 hours/week<br>26.75 weeks                  | 750 Clock Hours      | 375 scheduled hours<br>& 13.5 weeks         |
| <b>Advanced Esthetics &amp; Advanced Esthetics with DL</b><br>16 hours/week<br>47 weeks                     | 750 Clock Hours      | 375 scheduled hours<br>& 23.5 weeks         |
| <b>Manicuring</b><br>22 hours/week<br>9 weeks   | 200 Clock Hours      | 100 scheduled hours<br>& 4.5 weeks          |
| <b>Esthetics /Manicuring Combo &amp; Esthetics /Manicuring Combo with DL</b><br>28 hours/week<br>28.5 weeks | 800 Clock Hours      | 400 scheduled hours<br>& 14.25 weeks        |
| <b>Apprentice Instructor Esthetics</b><br>28 hours/week<br>18 weeks   | 500 Clock Hours      | 250 scheduled hours<br>& 9 weeks            |
| <b>Advanced Esthetics Add- On</b><br>16 Hours<br>9.5 weeks  | 150 Clock Hours      | 75 scheduled hours<br>& 4.75 weeks          |

- SAP evaluations are the same for programs with and without DE.
- The institution's academic year is 900 hours and 26 weeks.

## Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.

## Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted

by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work Policy. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. The Institution is currently not approved for Title IV financial Aid, at this time.

### Maximum Time Frame

Students are required to complete their program within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program **and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.**

| <b>Program</b>  | <b>Maximum Weeks<br/>133%</b> | <b>Maximum Hours</b>  |
|---|-------------------------------|-----------------------|
| <b>Esthetics &amp; Esthetics with DL</b><br>600 clock hours<br>28 hours/week<br>21.5 weeks                                    | 28.5 weeks                    | 798 Scheduled Hours   |
| <b>Esthetics &amp; Esthetics with DL</b> 600 clock hours<br>16 hours/week,<br>37.5 weeks                                      | 50 weeks                      | 798 Scheduled Hours   |
| <b>Advanced Esthetics &amp; Advanced Esthetics with DL</b><br>750 Clock Hours<br>28 hours/week<br>26.75 weeks                 | 35.75 weeks                   | 998 Scheduled Hours   |
| <b>Advanced Esthetics &amp; Advanced Esthetics with DL Esthetics</b><br>750 clock hours<br>16 hours/week<br>47 weeks          | 62.50 weeks                   | 998 Scheduled Hours   |
| <b>Manicuring</b><br>200 clock hours<br>22 hours/week<br>9 weeks  | 12 weeks                      | 266 Scheduled Hours   |
| <b>Esthetics /Manicuring Combo &amp; Esthetics/Manicuring Combo with DL</b><br>800 clock hours<br>28 hours/week<br>28.5 weeks | 38 weeks                      | 1064 Scheduled Hours  |
| <b>Apprentice Instructor Esthetics</b><br>500 Hours<br>28 hours/week<br>18 weeks  | 23.75 weeks                   | 665 Scheduled Hours   |
| <b>Advanced Esthetics Add- On</b><br>16 hours/week<br>9.5 weeks   | 21.50 weeks                   | 199.5 Scheduled Hours |

## **Grading System**

Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative “C” average (75%) to maintain satisfactory academic status. The system detailed below is the grading system utilized by Cincinnati Institute of Esthetics and Nails.

|            |     |   |
|------------|-----|---|
| 93% - 100% | A   | Superior Performance                    |
| 85% - 92%  | B   | Above Average Performance               |
| 75% - 84%  | C   | Average Performance                     |
| 0% - 74%   | D-F | Unsatisfactory Performance, Not Passing |

## **Warning**

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

## **Academic Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. **Cincinnati Institute of Esthetics and Nails does not allow for the status of probation.**

## **Re-Establishment of Progress**

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

## **Evaluation Results (SAP Reports)**

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

## **Student Access to SAP Reports**

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student’s file.

## **Interruptions, Leaves of Absences & Withdraws**

Cincinnati Institute of Esthetics and Nails is not currently offering Leave of Absences, but if enrollment is temporarily interrupted for a COVID, staff training or other allowable interruption, the student will return to school in the same progress status as at the last day attended. Hours elapsed during an interruption will extend the student’s contract period and maximum time frame by the same number of days and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **Incompletes, Withdraws & Repetitions**

Incompletes, withdrawals, and repetitions do not apply to the institution and have no effect upon the institution’s satisfactory academic progress standards if the institution has no such items or policies.

## **Transfer Students & SAP**

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **Title IV and Financial Aid**

Cincinnati Institute of Esthetics and Nails does not currently participate in Title IV funding.

## **Make Up Hours & Make Up Work**

Students are able to make up hours by attending another scheduled class outside the one they are enrolled, with advance permission from an instructor, to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given **one** opportunity to make up that exam/quiz by scheduling with their instructor.

Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) of 75% at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

## **Externship (Internship) Policy**

Students may use up to 10% of their contracted program hours for an approved internship, following all state board and school requirements. To participate, students must meet eligibility criteria, complete all required forms and approvals, and return all documentation to the school for hours to be credited.

## **Family Educational Rights and Privacy Policy**

Cincinnati Institute of Esthetics and Nails complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to the school and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. Cincinnati Institute of Esthetics and Nails official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## **Disclosure and Retention of Students Records & Rights to Privacy**

The Federal Rights of Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA provides the right to students and parents or guardians of dependent minors to inspect, review and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's files, materials and documents that contain information directly related to the student's period of enrollment that are maintained by the institution.

Cincinnati Institute of Esthetics and Nails will keep records for 6 years from the last day of attendance. Students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required (**each time**) before educational records may be disclosed to any third party with the exception of accrediting commission or governmental agencies so authorized by law. Cincinnati Institute of Esthetics and Nails requires a release form be completed for each third-party request of information.

## **Records and Retention & Academic Transcripts**

Cincinnati Institute of Esthetics and Nails will be maintained onsite for 6 years and transcripts are kept permanently in compliance with and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** Transcripts may only be released to the student upon receipt of a written request bearing the student's live signature.

## **Institutional Refund Policy**

**Cincinnati Institute of Esthetics and Nails follows the Ohio state mandated refund policy**, which policy shall apply to all terminations for any reason, by either party including student decision, course cancellation and school closure.

- (1) Any student may cancel enrollment at any time by informing the school in writing.
- (2) The ending date for refund computation purposes is the last date of attendance by the student.
- (3) Enrollment time means the total **scheduled days** for clock hours that have elapsed between the first day of class and the ending date.
- (4) Total tuition is the amount stated on the contract or enrollment attributed to the program in which the student is enrolled.
- (5) Program length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the contract or enrollment agreement.
- (6) All refunds **due shall be issued within forty-five days of official cancellation or withdrawal** by the student or termination by the school.
- (7) In addition to other charges and fees, the student may be charged **a withdrawal fee of no more than one hundred fifty dollars.**
- (7a) The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the program length, then by multiplying the result by one hundred.

| Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement. | Amount of total tuition owed to the school. |
|---|---|
| 0.01% to 4.9%   | 20%   |
| 5% to 9.9%  | 30%   |
| 10% to 14.9%  | 40%   |
| 15% to 24.9%  | 45%   |
| 25% to 49.9%  | 70%   |
| 50% and over  | 100%  |

(8) The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the student, school or the fourteenth day of consecutive absence.

(9) If the school ceases to offer instruction after the student begins training, the student shall be entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of the school, to either a full refund of all money paid to the school, or completion of the course at another location.

(10) All extra costs, such as books, equipment, graduation fees, etc., which are not included in the tuition price, shall be stated in the catalog and enrollment agreement and any non-refundable items will be identified.

(11) An institution may charge a non-refundable application fee. This charge shall be clearly stated in both the school's catalog and enrollment agreement.

(12) Any termination/withdrawal fee shall be identified in the catalog and on the enrollment agreement and may not exceed one hundred fifty dollars.

(13) The enrollment agreement shall clearly outline the obligations of both the institution and the student and provide details of the cancellation and settlement policy of the institution. A copy of the enrollment agreement and other data covering student costs shall be furnished to the applicant before any payment is made. **No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the institution.**

(14) The collection procedures shall reflect good taste and sound, ethical business practices. The name of the board shall not be used in the institution's refund policy nor in any of its collection efforts.

### **Collection Policy**

Cincinnati Institute of Esthetics and Nails collection Procedures reflect ethical business practices, the name of its accreditor will not be used in any collection efforts. All correspondence regarding cancellation and settlement statement by or on behalf of the school will clearly acknowledge the existence of the withdraw

and settlement policy. If promissory notes, or contracts are sold or discounted to a third party, that third party must comply with the Institutional Refund policy and the Collection Policy of the school.

**See Veteran's Informational Bulletin (VIB) Veteran's refund policy.**

### **Withdraw Procedures**

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- *May* be charged a \$150 termination fee.

### **Dress Code**

Personal hygiene and maintaining a professional appearance are the responsibility of each student. Students are required to adhere to the following dress code:

- Name badges must be clearly visible and worn on the left or right chest. Students may purchase a replacement name badge (unlimited) for \$10.00 in the office.
- Solid black professional scrubs are required. Scrub pants must have a professional fit and should not be tight, sheer, or resemble leggings. Any professional scrub brand is permitted.
- Students must wear solid black, closed-toe, closed-heel athletic gym shoes with laces
- All students must come to school with professional and neatly kept hair and nails. Makeup is optional and should be put on prior to class (not during unless it is Makeup Practical for Esthetics). However, skin should be clear and clean. Hair must be clean and styled. Nails should always be short and free of snags and hangnails. Exceptions are made if a student is being used as a model or receiving a personal service. Manicuring students must have bare nails for practical days that require it.
- No sweatshirts, hoodies or hooded jackets are allowed.
- Solid black cardigans and scrub jackets are permitted and must be worn open in the front to show your scrub top. Solid black long sleeve shirts are permitted to be worn under your scrub top
- No hats, hoods, headbands or anything considered a headwear accessory unless for religious purposes, then headwear would need to be black only.
- All clothing must be neat and clean.
- Piercings and tattoos are acceptable if they are not obscene in nature.
- Students arriving at school without proper uniforms or if the administrator determines that your attire is unacceptable may be sent home to change. Staff holds ultimate discretion in the decision to send a student home due to breaking dress code.
- Anything previously stated about attire or in question will ultimately be decided by administration.

### **Sanitation, Safety and Disinfection**

Students must keep their workstation and classroom areas clean and sanitary at all times. Equipment, supplies, and personal paraphernalia must be put away at the end of each day. Tape, stickers, glue, nails, staples, or markings on the Institute's equipment or facilities are not permitted. Counter tops must be clean and free of all debris. No personal items may be left on counter areas. All tables and chairs must be cleaned each day (free of hairspray, color, etc.) Hairs, papers, clipping, nail clippings, etc. must be swept up after each procedure and at the end of each day. Sanitation and disinfection of personal equipment must be completed and put away before you leave.

## Lockers

Lockers are available upon request. Cincinnati Institute of Esthetics & Nails is not responsible for lost or stolen items. Lockers should be locked with a lock provided by the student.

## Models (Client Services)

- Students must take models/clients when assigned to them. Students who refuse to perform a service for a client, will be clocked out for the day, including manicuring services.
- Students who refuse client services may be subject to the school's conduct policy.
- Client record cards/release forms must be signed before any services performed on model/clients.
- All services must be checked and signed by an instructor before the model/client leaves.
- The client record cards must be signed by an instructor and filed away properly upon completion of services.
- No student may leave a model/client while steaming or after a chemical service except in an emergency and when excused by an instructor.
- Only products furnished by the institute may be used unless otherwise approved by the clinic supervisor.
- Free services are not allowed. All current pricing must be followed.
- All proper safety and sanitation list procedures must be followed before, during and after client/model services. Pedicure foot spas must be cleaned according to manufacturer's directions and a cleaning log must be filled out and checked by an instructor.

## Conduct Policy and Conduct Probation

Cincinnati Institute of Esthetics and Nails requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the school will be subject to the institution's Conduct Policy. Cincinnati Institute of Esthetics and Nails has a **progressive** conduct policy, beginning with a verbal warning, followed by a written warning, then conduct probation, then suspension and/or termination for not correcting violations.

- Arriving late on a reoccurring basis.
- Not being ready and in their seat with all books and other materials at the beginning of their class schedule.
- Failure to arrive at school in dress code. Having personal conversations during class time.
- Eating or drinking on clinic floor or in classroom, including fast food and Starbucks cups. **Bottles with lids, tumblers or thermoses with water are allowed.**
- Failure to maintain infection control and clean his/her own station or perform assigned duties.
- Theft or non-accidental damage to school property.
- Smoking on campus or less than 15 feet away from building.
- Physical or verbal abuse of others or any threat of force.
- Unauthorized entry into, unauthorized use of, and misuse of school property or supplies.
- Failure to comply with directions of school officials acting in performance of their duties.
- Disorderly, lewd, indecent, obscene, bullying, cyber bullying or offensive conduct on school campus.
- Obstruction or disruption of the educational process.
- Failure to follow the directions of school staff.
- Leaving campus early without notifying staff in advance.

- Leaving campus early without prior approval.
- Any falsification of hours or cheating on exams.
- Not permitted to use electronic devices of any kind without daily, direct written or verbal permission from a staff member or instructor.

### **Termination Conduct and Dismissal Policies**

The following acts *may* result in **immediate termination** by Cincinnati Institute of Esthetics and Nails:

- Intoxication or illegal drug use on campus.
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus school sponsored event.
- Cheating on clock hours, exams or to assist another student.
- Stealing.
- Having a weapons or explosives on campus.
- Missing school for 14 consecutive calendar days.
- Immediate termination for not signing any conduct write up.

### **Graduation Requirements**

Upon the completion of the following, student will be awarded a Cincinnati Institute of Esthetics and Nails Diploma:

- Completion of all program's specific requisite hours.
- Completion of all chapter tests and required assignments with an overall (cumulative) academic grade average of 75%.
- Payment of all tuition and fees.

### **Requirements for State of Ohio Licensure**

Applicants for Ohio state licensing exam(s) must meet all of the following requirements:

- Applicants must be at least 16 years of age.
- The applicant must have completed the tenth grade or its equivalent.
- The applicant must complete all requirements and clock hours for their prescribed course.
- The applicant must submit the required forms for the examination and pay all required fees.
- The applicant must be able to travel to the examination facility in Dublin, Ohio.
- Each applicant must have a government-approved picture identification card and a valid social security number.
- Students will not be able to obtain a license or employment without a valid social security number.
- International students must have proof of authorized work permit or temporary Social Security number from the US Immigration Services.

### **Industry Prerequisites**

Industry prerequisites are including, but not limited to physically demanding postures, professional public demeanor, understanding and working with chemicals safely following directions of an employer and sitting and/ or standing for long periods of time and maintaining continuing education.

### **Job Placement Services**

Cincinnati Institute of Esthetics and Nails does not guarantee job placement; however, it is one of the Institute's main objectives to provide training that will make graduates employable upon becoming licensed

by The Ohio State Cosmetology and Barber Board. Our staff and instructors work together with salons and spas that we have developed relationships with to find employment for our graduates. Graduates are encouraged to discuss their employment needs with the institute's staff and the president. Students are also encouraged to stay in touch with the school whenever they are in need of employment.

### **Career Opportunities**

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classifications. The CIP code for the **Esthetics programs is 12.0401**, the CIP codes for the **Manicuring program is 12.0401 and 12.0410** and the Apprentice **Instructor Est is 12.0413**.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Cincinnati Institute of Esthetics and Nails is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the program you enrolled in at Cincinnati Institute of Esthetics and Nails is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you, should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cincinnati Institute of Esthetics and Nails to determine if your credits or diploma will transfer.

### **Student and School Responsibilities**

Students are responsible for reading all the terms of the school catalog and enrollment agreement, prior to enrolling in their course and asking any questions prior to enrollment. Students are responsible to for making all their contracted payments on time. School and school staff are responsible to follow the schools published nondiscrimination policy in hiring and enrollment practices, following all other policies in the catalog, maintaining student records for no less than 7 years and making any required refunds per the school's published refunds policy.

### **Student Housing**

Cincinnati Institute of Esthetics and Nails does not have student housing.

### **Student Services (Advising & Counseling)**

Available student services at Cincinnati Institute of Esthetics and Nails include, but are not limited to, academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible. **Student housing is not available.**

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

## **Grievance Policy and Student Complaints**

Most problems or complaints that students may have with the school, can be resolved through a personal meeting with the student's instructor or school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she/they should take the following steps:

1. Students can file a written grievance on a school grievance form the school will review and respond to the student within 15 calendar days. Complaints should be mailed to the school's administrator or emailed to [cincyestheticsandnails@gmail.com](mailto:cincyestheticsandnails@gmail.com).
2. If the issue is not resolved, the student may contact The Ohio State Cosmetology and Barber Board: 5025 Brandenton Ave. Suite 130 Dublin, OH 43017 Phone: 614-466- 3834.

## **Ownership**

Cincinnati Institute of Esthetics and Nails is owned by Cincinnati Institute of Esthetics and Nails, LLC an Ohio corporation.

## **Bankruptcy History**

Cincinnati Institute of Esthetics and Nails, LLC - dba Cincinnati Institute of Esthetics and Nails does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

## **Licensure**

Cincinnati Institute of Esthetics and Nails is licensed by The Ohio State Cosmetology and Barber Board Ohio State Cosmetology and Barber Board: 5025 Brandenton Ave. Suite 130 Dublin, OH 43017 Phone: 614-466- 3834.

## **Accreditation**

Cincinnati Institute of Esthetics and Nails has applied for initial accreditation with: NACCAS 3015 Colvin Street, Alexandria, VA 22314, (703)600-7600.

## **Staff and Administration**

**Paul Cappel - Owner:** Paul acquired the institute in 2022 and is passionate about delivering excellent education to future beauty experts in their chosen branch of cosmetology.

**Candace Cappel - Founder and Ohio State Licensed Esthetics Instructor:** Candace first began her career in professional makeup artistry working on celebrity clientele, fashion, bridal, movies and television. She discovered her passion for skin care and became an Advanced Licensed Esthetician in 2012 and has owned and operated three successful beauty businesses since. Candace founded Cincinnati Institute of Esthetics and Nails in 2020 and is a current guest educator that enjoys sharing her expertise with her students.

**Taylor Moore - Administrative Officer:** Taylor is a tremendous addition to the dynamic team at Cincinnati Institute of Esthetics and Nails

**Malinda Spielmann - Director:** Malinda began honoring her vast skill set over a decade ago in many leadership and managerial roles and now provides inspiration, motivation and guidance to students and staff alike in her new role as Director.

**Nicole Reiley – Ohio State Licensed Esthetic and Manicuring Instructor:** Ms. Nicole is an enthusiastic beauty business owner who is a PMU Artist, Licensed Advanced Esthetician and Advanced Manicurist.

**Akia Hurdle - Ohio State Licensed Esthetic and Manicuring Instructor:** Ms. Akia is devoted to offering exceptional, hands-on education that inspires confidence, professionalism, and a solid foundation in skincare.

**Kylie Little - Ohio State Licensed Esthetic Instructor:** Ms. Kylie is a dedicated to providing high-quality, hands-on education that empowers students to build confidence, professionalism, and strong foundational skincare skills.