

**Advanced Educator School of Beauty
School Catalog**



**Advanced Educator Inc
School of Beauty**
School of Nails, Esthetics, Massage,

Permanent Make-up
208 N Wood St.
Washington, IL 61571
309-370-1629

www.AdvancedEducator.com/www.permanentmakeupbydeb.com

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Mission Statement

The primary goal of Advanced Educator School of Beauty is to develop in our students the highest possible degree of technical and professional competence. We train each of our students in the principles and practices of Nail Technology, Massage, Esthetics and Permanent Make up. Advanced Educator School of Beauty is continually trying to provide each of our students with marketable skills and professional attitudes. Our objective is to help each student emphasize responsibility and gain social and technical skills necessary to be successfully. Instruction takes place through a combination of theory class, practical work and clinical experience. At the completion of the program the student is prepared for the State Board Exam and prepared to enter into the Beauty profession.

Courses offered at Advanced Educator School of Beauty

Nail Technology: Nail Technology / 350 hour basic course. Nail Technology course at Advanced Educator School of Beauty surpasses the field's educational requirements this course also meets all of the Illinois State Law requirements for Nail Technology. The Nail Technology Program will prepare students for a career performing manicures, pedicures, spa manicures, spa pedicures, artificial nails, nail art and design, advanced sterilization, business training, as well as advanced techniques. This course is designed to prepare students for the Illinois State Board Exam and to prepare them for a successful career in the beauty industry. Several of Advanced Educator School of Beauty's Nail Technology graduates have been published in magazines such as "**Nail Pro & Nails**" Magazine.

Esthetics Course: Esthetics Course /750 hour basic course. Esthetics Course at Advanced Educator School of Beauty will provide students with a wide variety of career options which may include: Make up artist, Medi spa esthetician, waxing specialist, facialist, and body treatment specialist. This course will prepare the student for a career in performing facials, waxing, and body treatments, make up techniques, airbrush make up, make up for all occasions, advanced techniques, safety and sanitation. This course will provide the student with the education needed to safely perform these services after graduation. This course is designed to prepare a student for the Illinois State Board Exam and for a successful career in the beauty industry.

Massage Training: Massage course/ 700 hour course. The Massage training course at Advanced Educator School of Beauty goes beyond the basic requirements. This course prepares the student for a **career** in Massage Therapy. Pain and suffering can be relieved by caring people who are instructed in the arts of applied alternative therapies without the use of drugs. This institute is dedicated to producing adequately trained therapists to provide these alternative therapies to persons in need of them. Upon completion of the course the student will have a knowledge of anatomy, physiology, pathology and kinesiology of the human body. The student will know the basic pressure points, be able to address injuries, and apply the proper massage techniques. The student will understand the proper diet/nutrition, exercise and relaxation techniques of the human body. Upon completion of the program and after passing the State Board exam the student will be qualified to work in the following areas as a Massage Therapist, private business, Chiropractor/Doctor office, Spa Salon, hospital, nursing home, school sports center, and hotel cruise ships.

Permanent Make up Training: 60 hour course. The Permanent Make up course will provide comprehensive training in the field of **Micro pigmentation/ Permanent cosmetic make up**. Tattooing or implanting of pigment into the skin.* Please check your state tattoo laws before attending a micro pigmentation course for any other additional licenses that may be needed to practice tattooing in your state. (Micro pigmentation commonly known as cosmetic tattooing.) This course covers Eye brows, Lips, Eye liner, and the use of the rotary, manual and Dixon (slope needles) this course also covers the use of digital techniques, dry needling procedures, ElimInk Tattoo removal, scar coverage, areola re-construction. This course is a one on one hands on course. Upon completion of this course the student is issued a certification, no state board exam is required.* A state tattoo license may be required. * This course is offered to licensed professionals

Continued Education: Continued Education training is offered to licensed professionals in the beauty industry, through online courses, seminars and private training.

Throughout each course Advanced Educator School of Beauty offers the most advanced educational materials, equipment and facility to prepare you for your career.

Your education is delivered through theory, practical and clinical work and supported through the use of videos, demonstration, guest artists, and presentations. The instructors will monitor your work through practical work and written exams, making sure that you are well versed and prepared for the state board exam. These courses are offered to anyone over the age of 16.

Cost of Education at Advanced Educator School of Beauty

The cost of each program is as follows:

Nail Technology	\$2,995.00
Massage	\$7,995.00
Esthetics	\$7,995.00
Permanent Make- up Training	\$4,995.00

(Continued Education is priced per class)

Statement of Non- discrimination

Advanced Educator School of Beauty Practices NO discrimination on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin, or area of residence in any of its practices and policies on admissions, instruction, or graduation.

Applications and admissions

Advanced Educator School of Beauty requires that an applicant to the School must be at least 16 years of age or older.

These courses are offered only in the English language. A potential student must first fill out an application for enrollment. The student must sign stating that they have read and understand all of the information outlined in the student catalog.

License/ownership

Licensed by: Illinois Department of Financial Professional Regulations
320 West Washington st
Springfield Il 62786
217-785-0820
www.idfpr.com

Approved to operate by: Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield Il 62701
217-782-2551
www.ibhe.org

Board Certified Instructor: American Academy of Micropigmentation
741 N Kalaheo Ave
Kailua, HI 96734
800-441-2515
www.micropigmentation.org

Owner: Advanced Educator Inc
Deb Long
208 N Wood St
Washington Il 61571
www.AdvancedEducator.com www.permanentmakeup.com

Advanced Educator School of Beauty / staff
The instructional staff are professional carefully selected with several years of experience in each field of study. Each instructor holds a license of at least 30 years in their field of study. They are trained in a certain method to follow lesson plans. It is important to realize that we do carefully select our instructors to give our students the best education possible, as a student you (yourself) must also concentrate on developing good study habits, good attendance, practice, dexterity. This is achievable through conscious practice.
If you have any questions do not be afraid to ask. If you need help, let your instructors know, that is why there are here. We know this will be an educational, fun and rewarding program for everyone!

School Calendar

Nail Technology Classes are given every other month, Permanent Make up classes are one on one training, Massage & Esthetic classes are given two times per year.(January , June) The school may be closed for Continued Education seminars. (one day per month three times per year) The school may also be closed during student’s enrollment for unsuspected reasons. In the event of inclement weather, school also may be closed. Students will be notified and School closings will be posted on the bulletin board. The anticipated graduation date will be extended accordingly. School will be closed for the following **Holidays:**

- Memorial Day
- July 4th
- Christmas Eve & Christmas Day through New Year’s Day
- Labor Day
- Colombus Day

Graduation requirements

Each program offering a (diploma) will also require taking a State Board exam once the student has graduated from the school. The student will graduate with the diploma and a school transcript. The student must pass a written and practical exam with a score of at least 75% to graduate. All information needed to pass the exam will be covered during the class. Student to teacher ratio will never exceed 10 to 1. (Permanent Make up training will be a student to teacher ratio of 1 to 1) Once graduated each student will then need to register for his/her state board exam to become fully licensed in their field of study. In a certification program each student is fully certified upon graduation from the school. No further tests are needed to be qualified in their field of study.

Professionalism

In training to be a professional, you must be a caring open minded individual. You must use your knowledge to satisfy the needs and wants of every client. You must be able to put your own problems aside. You must be able to listen and observe, consult with the client, to understand the wants and needs of your client. Professionalism can be seen and felt. It is very important in your career.

School rules

Each student must clock in and sign in.

No Student at any time shall show any disrespect in any manner being physical, verbal, nor with any guster to anyone in the school.

There is a zero tolerance for this behavior and the student will be terminated from the school.

All students must maintain a grade point average of 75% or higher.

Students must not miss more than 5 days of class per term.

NO food or drinks on the clinic floor.

NO CELL PHONES these are restricted to the break room only!

Dress code

Hair and make-up must be done each day.

No ripped or torn clothing is allowed to be worn to school (even if it considered fashionable)

School smocks must be worn each day at the school.

Absolutely NO drugs or alcohol use on school grounds.

Smoking is allowed only in outside designated areas.

No open containers may be carried into the school.

Absentee/ Tardiness

If the student is absent or tardy the student must call the school.

If more than 5 days are missed the student may need to continue in the next class or put the contract on "hold". If the contract goes past the contract date the student will be charged a fee for each missed day this is outlined in the contract.

Excessive tardiness will result in termination.

Student grievance

Students who have a problem or grievance related to the operation of the School should use the following procedure to resolve the problem.

1. Speak directly to the person(s) involved to resolve the issue.
2. Speak to director (owner). Who will render a written and oral decision within 3 school days.

Student Evaluations

Students must maintain both academic and attendance requirements to remain in the programs offered. Each student must maintain a 75% GPA or above to be considered making satisfactory progress. Each student will be evaluated every quarter.

Job Placement

Advanced Educator Inc. School of Beauty does not guarantee job placement for graduates. Once the student has successfully completed their course of study, passed a written and final exam they will graduate with either a diploma and transcript, or certification (depending on the course) it is then up to each individual student to either go on to register for their state board exam or work in their field depending on their course of study.

Student access to records

Each student has the right to view their personal files. This may be done at their written request. At no time may a student remove anything from their files. However, one copy may be provided upon request, all additional copies would be \$1.00 per copy. If a request from an outside agency asks for any student's information, the information will not be released without the student's written consent.

Refund policy

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion of (three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours: **PERCENT OF SCHEDULED TIME**

ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL	SHALL RECEIVE/RETAIN
0.01% to 04.9%		20%
5% to 09.9%		30%
10% to 14.9%		40%
15% to 24.9%		45%
25% to 49.9%		70%
50% and over		100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

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Course objectives

Advanced Educator Inc School of Beauty offers comprehensive training in Nail Technology, Massage, Esthetics and Permanent Make up. These classes cannot be done through online or correspondence. These are hands on classes and must be done supervised and on site. Each of these courses are designed to help the student's achieve the highest possible degree of social, professional and technical competence. With a structured curriculum the school supplies the principles and practices of basic through more advanced techniques, continually focusing on skills that will make the student more marketable upon graduation. Practical instruction is done in conjunction with theory. This may at times, include some mannequin work (depending on the course). Demonstrations, visual aids, live models, etc. You may have the same instructor for practical instruction as you have for theory. All of these courses do include a kit. The Nail Technology is a 12 week or 350 hour- diploma program. Massage is a 19 week- or 700 hour- diploma program. Esthetics is a 24 week or 750 - diploma program. The Permanent Make up program is a 100 hour program. One on one program. The Permanent Make up course is a Certificate program. The Certificate is issued by the School Advanced Educator School of Beauty. * Weeks are based on full time attendance

***Continued Education** courses are for **licensed Professionals and some classes may be done online**

Grading system

Each student is graded on his/her knowledge of the textbook, classroom theory, and practical/ clinic work throughout the program. Written quizzes are given throughout lessons and written exams are given at the end of each chapter of study and each phase completion along with a final written and practical exam. Practical and clinical tasks are evaluated and a progress report is done quarterly, on both practical and theory work. Students must maintain a 75% average or higher to continue in the program. All students who successfully complete graduation will receive a diploma.

The following is a guideline for instructors to follow when determining the grade:

- A- 93-100%
- B- 85-92%
- C- 77-84%
- D- 75-76%
- F-Below-75%

Written Exams

The number of correct answers is divided by the total number of questions to determine the grade

Practical and clinical

Sample of practical grading

- 1.Prepared, - the student comes to class prepared, with supplies, professional attitude, and greets the client.
- 2.Consult and arrange a plan – The student is able to consult with a client/instructor to prepare for a practical service.
- 3.Create and achieve desired result -The student is able to summarize step by step procedures to the instructor, and explain the products, implements they will use and why etc.
4. Complete- positive finish- the student asks questions to be sure the client is satisfied, finishes client card, and completes sanitations.

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Advanced Educator Inc School of Beauty Disclosures

Nails, Esthetics, Massage--- for Permanent Make up Programs-and disclosures on permanent make up programs please visit www.permanentmakeupbydeb.com

Advanced Educator School of Beauty Is approved by the Division of Private and Vocational Schools of the Illinois Board of Higher Education located at #1 N Old Capital Plaza Suite 333, Springfield, IL 62701 217-782-2551

Accreditation status-

Advanced Educator School of Beauty is approved to operate by the Business and Vocational Schools Division of the Illinois Board of Higher Education

Advanced Educator School of Beauty Is not accredited by a US Department of education recognized accrediting body

Admissions policy

Advanced Educator School of Beauty requires that an applicant for Nails, Massage, Esthetics must be at least 16 years of age or older.

These courses are offered only in the English language. A potential student must first fill out an application for enrollment. The student must sign stating that they have read and understand all of the information outlined in the student catalog.

Tuitions fees –

Massage program - \$7,995.00

Esthetics program- \$7,995.00

Nail Technology-\$2,995.00

Each class does include a startup kit, books.

The number of students who took the state licensing exam in the last 12 months was -4

Graduates obtained employment in their field of study after graduation -4

Average salary for Nail Technician is \$29,000.00- & up per year –Esthetics salary \$35,000.00 & up per year-Massage \$60-70,000.00- per year & up. This is based on an average national salary, this may vary depending on hours and type of employment, commissions etc.

Contact Advanced Educator for additional questions

309-370-1629 email advanceded@hotmail.com

Complaints about this school may be registered with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza Suite 333, Springfield, Illinois 62701.

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Advanced Educator Inc School of Beauty Disclosures- Permanent Make up

Advanced Educator School of Beauty Is approved by the Division of Private and Vocational Schools of the Illinois Board of Higher Education located at #1 N Old Capital Plaza Suite 333, Springfield, IL 62701 217-782-2551

Accreditation status-

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Advanced Educator School of Beauty Is not accredited by a US Department of education recognized accrediting body

Admissions policy

Advanced Educator School of Beauty requires that an applicant for Permanent Make up Training must be at least 16 years of age or older.

These courses are offered only in the English language. A potential student must first fill out an application for enrollment. The student must sign stating that they have read and understand all of the information outlined in the student catalog.

Tuitions fees –

Permanent Make up Training- \$4,995.00

Class does include a startup kit, books. __

Reg fee \$150.00 tuition \$3, 000.00 books supplies \$1,000.00 misc. expenses \$845.00

Student to teacher ratio: - 1-1-

Awards offered: Permanent Make up Training Classes – Diploma/transcript/ Certification

Campus Setting: Suburbs

Campus housing: no

Graduation rate for the last 12 month period was 100%

The number of students enrolled in the school in the last 12 month period

Permanent Make up Training -9

Completed or graduated from the program – 9

Placed in their field of study- 9

Placed out of their field of study – 0

Students still enrolled – 0

Reenrollments and transfers from other schools – 0

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Withdrew /transferred from the program-0

Placed in a related field – 0

Placed out of the field -0

Not available for placement due to personal reasons-0

Not employed-0

The number of students who took the exam in the last 12 months- 9

Number of graduates obtained employment in their field of study after graduation in the last 12 months-9

Average salary for Permanent Make up Technician \$70,000.00- \$80,000.00 per year. This salary is based on a national average.

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