

Northern Colorado Advanced Aesthetics Academy Catalog, Volume 27.2
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Introduction

Welcome to Northern Colorado Advanced Aesthetics Academy. The school is a private occupational school and is "**Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board**". The school is located at 1000 S. Lincoln Ave. Unit 100 Loveland, CO 80537. Suzi Dennis of Loveland, Colorado is the officer and owner of the School. Northern Colorado Advanced Aesthetics Academy is a top resource for Esthetics and Advanced Career Training. Careers in the skincare industry are growing at a rapid pace. The demand for well-trained individuals is high, and top end spas, salons and medical esthetics facilities demand even higher qualifications than ever before. Northern Colorado Advanced Aesthetics Academy offers training in the classroom as well as in a comprehensive student spa to ensure students get the best hands-on training needed for this growing field. Director and Owner Suzi Dennis, LE, NCEA Certified, CIDESCO USA Member, brings her skills and experience from 22 years in all aspects of medical practices as well as being a Nationally Certified, CIDESCO USA Member, licensed Esthetician and Med Spa owner to her school. Northern Colorado Advanced Aesthetics Academy is happy to provide a list of references who can give you their view and opinions on our school's mission, values, and educational program(s). Our goal is to make sure our graduates are prepared and have the skills and knowledge to enter this exciting and lucrative field.

Programs / Courses Offered

Esthetics- 600 Clock Hours

Occupational Objective: The graduate will be adequately prepared to take State Esthetic Exams(s) to obtain a license to practice Esthetics.

Chemical Peels - Stand Alone Course 24 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform chemical peels.

Manual Resurfacing - Stand Alone Course 14 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform microdermabrasion.

The Art of the Lash- Stand Alone Course 14 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform Eyelash Extensions, Lash and Brow Tinting and Eyelash perming.

Basic Cosmetic Laser/Light Training- Stand Alone Course 40 Clock Hours Occupational Objective: The Student will successfully and safely be able to perform Basic Laser Services.

Micropigmentation- Stand Alone Course 132 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform Micropigmentation Services.

Microneedling- Stand Alone Course 14 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform Microneedling Services.

Special Effects Makeup - Stand Alone Course 24 Clock Hours

Occupational Objective: The Student will successfully and safely be able to perform Special Effects Makeup Services.

Advanced Dermal Filler and Cannula - Stand Alone Course 12 Clock Hours Occupational Objective: Students should gain a good basic working knowledge of Dermal Fillers procedures, safety and sanitation and business building skills to help them achieve entry and advanced levels of employment.

Dermal Fillers - Stand Alone Course 14 Clock Hours

Occupational Objective: Students should gain a good basic working knowledge of Dermal Fillers procedures, safety and sanitation and business building skills to help them achieve entry and advanced levels of employment.

Lippo Dissolution - Stand Alone Course 14 Clock Hours

Occupational Objective: Student should gain a good basic working knowledge of Lipo Dissolution procedures, safety and sanitation and business building skills to help them achieve entry and advanced levels of employment.

Neurotoxin - Stand Alone Course 14 Clock Hours

Occupational Objective: Student should gain a good basic working knowledge of Neurotoxins procedures, safety and sanitation and business building skills to help them achieve entry and advanced levels of employment.

Enhanced Injectables Skills - Stand Alone Course 4 Clock Hours

Occupational Objective: Student should gain advanced working knowledge of Neurotoxin/Dermal injection procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Advanced Permanent Makeup- Machine Nano Hair Strokes- Stand Alone Course 17 Clock Hours

Occupational Objective: Student should gain advanced working knowledge of microblading brow procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Advanced Permanent Makeup- Latex Skills- Stand Alone Course 7 Clock Hours

Occupational Objective: Student should gain advanced working knowledge of PMU/Micropigmentation techniques to help them achieve advanced levels of employment.

Kinetic Resurfacing Machine Aided Lymphatic Drainage- Stand Alone Course 14 Hours

Occupational Objective: Student should gain advanced working knowledge of lymphatic drainage using kinetic dermabrasion techniques, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Teeth Whitening & Smile Gems- Stand Alone Course 8 Hours

Occupation Objective: Student will successfully and safely be able to perform client assisted teeth whitening and tooth gem services to help them achieve advanced levels of employment.

Oncology Skincare-Stand Alone Course 8.5 Hours

Occupational Objective: Student should gain advanced working knowledge of Oncology Skincare techniques, safe products, ingredients, advanced treatments, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Program / Course Costs

<u>Tuition</u>	<u>Kits & Materials</u>	<u>Registration</u>	<u>Total</u>
Esthetics - 8,300.00	2000.00	100.00	10,400.00
Manual Resurfacing -	350.00 (Certification Class)	0	350.00
Chemical Peels -	550.00 (Certification Class)	0	550.00
The Art of The Lash Extensions, Tinting Perming-	475.00 (Certification Class)	0	475.00
Microneedling -	575.00 (Certification Class)	0	575.00

Special Effects Makeup -	675.00 (Certification Class)	0	675.00
Basic Cosmetic/ Laser Light Training-	3500.00 (Certification Class)	0	3500.00
Micropigmentation-	4750.00 (Certification Class)	0	4750.00
Advanced Dermal Filler and Cannula	1800.00 (Certification Class)	0	1800.00
Dermal Fillers	1800.00 (Certification Class)	0	1800.00
Lippo Dissolution	1800.00 (Certification Class)	0	1800.00
Neurotoxin	1800.00 (Certification Class)	0	1800.00
Enhanced Injectables Skills	1000.00 (Certification Class)	0	1000.00
Advanced Permanent Makeup- Machine Nano HairStrokes	2950.00 (Certification Class)	0	2950.00
Advanced Permanent Makeup- Latex Skills	1100.00 (Certification Class)	0	1100.00
Kinetic Resurfacing Machine Aided Lymphatic Drainage	1400.00 (Certification Class)	0	1400.00
Teeth Whitening and Smile Gems	1450.00 (Certification Class)	0	1450.00
Oncology Skincare	550.00 (Certification Class)	0	550.00

Class Schedule

Advanced/Certificate Course Students:

Monday, Tuesday, Wednesday, Thursday, Friday- 8:00-6:00, 10:00-5:00 (class dependant)

Full Time Esthetic Students:

Monday, Tuesday, Thursday, Friday- 10:00 – 5:00

Part Time Esthetic Students:

Monday, Tuesday, Thursday, Friday- Flexible upon agreement with Director

(These hours subject to change dependent upon student enrollment)

Open Enrollment until maximum capacity (Students must attend minimum of 14 hours per week part

time and 28 full time) Seasonal Hours subject to change/Snow/Illness Closures announced per occurrence School will allow up to 28 hours of Clocked Attendance per week When unexpected closure occurs to due to extraordinary conditions such as inclement weather, instructor illness (due to small private school) students will be notified as soon as possible by phone, text, email and/ or signage posted.

Classes are not held on the following:

Holidays/School Closures:

March Spring Break (1 week, Hours to be posted - Third week of March)

September Summer Break (1 weeks, Hours to be posted- first or second week of September)

Thanksgiving- (Wed, Thanksgiving Thursday and the Friday following)

Christmas- (2 Weeks - The week of Christmas and the week after, returning after Jan. 1st, hours are to be posted, depending on what day of the week the Holiday falls on). (Closures due to Holiday may be changed at School Discretion based on class attendance or requests for time off, with advance notice to students)

Leave of Absence

Students can request a Leave of Absence for personal or medical reasons. The Request shall be submitted in writing to the Director for approval or denial (based on conditions and student performance). The request can be for no more than 30 days in total duration. If leave exceeds thirty days, the Director at sole discretion will determine if an extension will be granted, based on a case-by-case decision.

Entrance Requirements/Enrollment Procedures

The School does not discriminate based on race, sex, religion, ethnic origin or disability. All Students must be 16 years of age or older to attend, dependent on Program Eligibility. Students must show proper identification and proof of citizenship. Students may be required to take a pre-entrance exam prior to enrollment, to establish if the student can benefit from training in the chosen class interest at The Northern Colorado Advanced Aesthetics Academy. Prospective students may enroll anytime, after a tour and personal interview with the Director, if accepted. If school is at maximum capacity, enrollment will be accepted with a registration fee and will be assigned a start date no later than 90 days of enrollment.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

The Northern Colorado Advanced Aesthetics Academy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting your job search, we make no guarantee, expressed or implied, of future employment. ***Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.***

Attendance Requirements

Students are expected to arrive for class with proper materials. An overall attendance rate of at least 80% is required. Instructors may request your withdrawal or change of status from ft to pt, from a course or program if absences exceed 80%. Students who exceed the maximum time allotted per contract to finish their program will have to complete their training hours at an overtime rate of 40.00 per clock hour until completion. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Leave of absences are granted on a case-by-case basis for up to a maximum period of thirty days. Proper documentation will be required to substantiate a student's withdrawal. (Medical, personal)

Absences

Absences must be pre-approved with a 24-hour minimum notice. Illness or other abrupt cause for illness or late start must be reported at least 2 hours before school starts via text or voicemail to the Director. Failure to give proper advance notice may result in written warning or suspension leading to possible termination. NO SHOW OR NO CALL WILL RESULT IN A 100.00 PER OCCURRENCE FEE. After two no show/call, student may be terminated without approved documentation for occurrence.

Progress Policy

Students must obtain a 85% grade average to pass. (Based on Test Scores and Practical Assignments) Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher or face possible dismissal upon discretion of the School Director. Please see Dismissal policy.

Grading System

96 – 100 = P Pass 85 – 95 = P Pass 70 – 84 = F Fail 67 – 69 = F Fail/Retake Under 66 = F Fail/Retake. Students will be given grade and performance assessments at four levels to determine if satisfactory progress is being maintained.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession or use of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property or while attending any school related function during clocked hours. The use of marijuana (recreational or medicinal is not allowed). Any violation of school policies may result in permanent dismissal from school. All prescribed medications must be disclosed on enrollment agreement at time of enrollment or at time of prescription. Proof of prescription from the Doctor is required for all medication (except over-the-counter medication). Anyone suspected to be under the influence of any drug, prescribed or other, who demonstrates impaired ability to function or concentrate or unusual behavior will be asked to leave class, and can return upon verification of normal ability to perform and participate.

School Policy Guidelines

All Students will be required to sign and adhere to the official school policy guidelines.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in

school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, does not participate in exercises or theory, shows a negative attitude or lack of enthusiasm, neglects assignments, disrespects dress codes or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Re-admittance Policy

Any student who shows a willingness to adhere to all school policies, code of conducts and a willingness to learn, shall request a meeting with the Director to discuss Re-admittance into the program. All cases are handled on an individual basis and are at the sole discretion of the Director or Owner.

Facilities

The school is located at 1000 S. Lincoln Ave Unit 100 Loveland, CO 80537. The director does have an onsite space in which confidential student records and materials are stored, as well as an offsite office in Loveland, CO. The School is centrally located, provides ample parking and has been outfitted to provide a classroom as well as tasteful and relaxing well-appointed treatment areas. It is our goal that students learn in an environment that is conducive to the actual working environment of the Esthetics Professional. Our classroom is furnished with modern equipment. Visual Diagrams, Charts, demonstrations, videos, Field Trips and Guest Speakers to enhance classroom activities are available. We offer hands-on training and one on one instructor interaction. Our business development portion of the school's training is very extensive and valuable to the success of the Esthetic professional.

Educational Services

All clock hours are classroom hours.

Esthetics- - Instructor based training on all phases of skin care, makeup application, hair removal, management and professionalism, safety and sanitation and client protection.

600 clock Hours

Facial and Skin Care (210 clock hours)

Facial Makeup (30 clock hours)

Hair Removal (90 clock hours)

Laws, rules and regulations (30 clock hours)

Management, ethics, interpersonal skills, and salesmanship (30 clock hours) Disinfection, Sanitation and Safe Work Practices (210 clock hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, Guest Speakers/Educators, Industry Shows and Seminars, Textbooks, Handouts and lectures. Distance based education via internet, Milady online learning.

Occupational Objective- To prepare students to sit for the State Board Exam and National Certification Exam through NCEA. (Hours may change, as State Board Regulations require)

Tuition – 8,300.00 (Kit Fee 2000.00, Registration Fee 100.00) Total – 10,400.00 An additional fee of 40.00 per hour will be charged to students for overtime hours required for completion, if applicable.

Manual Resurfacing- Instructor based training on manual exfoliation techniques.

14 clock Hours

Skin (1 clock hour)
Skin Type/Condition (1 clock hour)
Microexfoliation (2 clock hours)
Treatment Procedures (5 clock hours)
Cleaning Disinfection, Sterilization & Safety (2 clock hours)
Laws, Rules and Regulations (1 clock hour)
Salesmanship (1 clock hour)
Occupational Safety and Health (1 clock hour)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts, and lectures

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care Industry.

Tuition – 350.00 Total – 350.00

Must have a valid Colorado Esthetics or Cosmetology license.

Chemical Peels- Instructor based training on chemical peel exfoliation techniques.

24 clock Hours

Skin Analysis, Conditions, Contraindications & After care (8 clock hours)
Product Ingredients of Cosmetic Resurfacing & Exfoliating Substances (8 clock hours)
Chemical Peel Treatments, Procedures & Treatments of Reactions (8 clock hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts and lectures

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care Industry.

Tuition – 550.00 Total – 550.00

Must have a valid Colorado Esthetics or Cosmetology license.

Basic Cosmetic Laser/Light Training- Instructor based training on Basic Lasers and Light Therapies, procedures, and techniques.

40 clock Hours

Laser and Skin Physics (3 Hours)
Laser and Light Safety (2 Hours)
Client Selection, Tissue Interaction (3 Hours)
Indications and Contraindications (2 Hours)
Sanitation (1 Hours)
Anatomy and Physiology of the Skin (2 Hours)
Skin Typing, Hair Biology and Growth Cycles (2 Hours)
Laser Devices, Parameter and Chromophores (4 Hours)
Laser Protocols and Parameters (4 Hours)
Client Consultation and Care (3 Hours)
Treatment procedure and hands on:
Laser hair reduction/removal (4 Hours)
IPL Photofacials, depigmentation, vascular lesions, acne, scars, wrinkles treatments (4 Hours)
Skin Tightening (2 Hours)
Radio Frequency (2 Hours)
Cellulite & Body Contouring (2 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, , Text Books, Handouts and lectures, PowerPoint Presentations

Occupational Objective- To enhance student's knowledge and skill in the Skin Care Industry.

Tuition – 3500.00 Total – 3500.00

Must have a valid Colorado Esthetics or Cosmetology or registered nurse license.

The Art of the Lash, Extensions, Tinting, Perming - Instructor based training on safely applying and removing artificial lashes and tinting and perming natural lashes. **14 clock Hours**

Eyelash Biology (1 clock hour)

Safety and Sanitation Procedures (1 clock hours)

Treatment Procedures and Hands on (11 clock hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts, and lectures. Student practical on face mannequins and live models.

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care Industry.

Tuition – 475.00 Total – 475.00

Must have a valid Colorado Esthetics or Cosmetology license.

Micropigmentation- Instructor based training on micropigmentation, safety, sanitation, procedures, and techniques.

132 clock Hours

Cleaning, Disinfection, Sterilization and Safety (12 Hours)

Skin Analysis (8 Hours)

Equipment and Supplies (8 Hours)

Color Theory and Effects (32 Hours)

Client Consultation (8 Hours)

Application of Pigment (64 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts and lectures, PowerPoint Presentations, Machine Demo

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care Industry. **Tuition – 4750.00 Total – 4750.00**

Must have a valid Colorado Esthetics or Cosmetology license.

Microneedling- Instructor based training on micropigmentation, safety, sanitation, procedures and techniques.

14 clock Hours

Skin (1 clock hour)

Skin Type/Condition (1 clock hour)

Microexfoliation (2 clock hours)

Treatment Procedures (5 clock hours)

Cleaning Disinfection, Sterilization & Safety (2 clock hours)

Laws, Rules and Regulations (1 clock hour)

Salesmanship (1 clock hour)

Occupational Safety and Health (1 clock hour)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts and lectures, PowerPoint Presentations, Machine Demo

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care Industry. **Tuition – 575.00 Total – 575.00**

Must have a valid Colorado Esthetics or Cosmetology license.

Special Effects Makeup- Instructor based training on micropigmentation, safety, sanitation, procedures, and techniques.

24 clock Hours

History and Background of Special Effects Makeup (1 Hour)

Color Theory (2 Hours)

Artificial Burns, Abrasions and Contusions (2 Hours)

Product Knowledge (.5)

Consultation (1 Hours)

Career Options (.5 Hours)

Building Prosthetics (7 Hours)

Creating Special Effects on Models (10 Hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Textbooks, Handouts and lectures, PowerPoint Presentations, Student demo on mannequin face, heads, hands, fingers, and each other.

Occupational Objective- To enhance a student's knowledge and skill in the Skin Care, Makeup, Theatre or Cosmetology Industry.

Tuition – 525.00 Total – 525.00

Must have a valid Colorado Esthetics or Cosmetology license.

Dermal Fillers - Instructor based training on basic dermal filler techniques, safety, sanitation, procedures, and techniques.

14 clock Hours

Dermal Filler history, science (.5 Hours)

Current Dermal Fillers and Features (.5 Hours)

Facial fat, musculoskeletal, neurologic, vascular anatomy for dermal fillers (1 Hour)

Age related facial changes and aesthetic evaluations (.5 Hours)

Indications/Contraindications (.5 Hours)

Storage and Preparation of dermal fillers (.5 Hours)

Injection Techniques (1 Hour)

Pre/Post Care (.5 Hours)

Side Effects and Complications (1 Hour)

Patient Evaluations (1 Hour)

Treatment Procedure (4.5 Hours)

Sanitation, Sterilization and Safety (.5 Hours)

Laws, Rules and Regulations (1 Hour)

Salesmanship (.5 Hours)

Occupational Health and Safety (.5 Hours)

Type of Instruction – Utilizing licensed and experienced Educators working as Certified Dermal Filler Injectors, students will learn through Theory including round table discussions, hands on practice, demonstration, powerpoint presentations and book study.

Occupational Objective- Students should gain a good working knowledge of Dermal Fillers procedures, safety and sanitation and business building skills to help them achieve entry and advanced levels of employment.

Tuition –1800.00 Total – 1800.00

Must be Licensed Cosmetologist/Esthetician w/ Manual Resurfacing and Microneedling certifications, OR licensed RN/LPN, AND at least 18 years of age.

Advanced Dermal Filler and Cannula - Instructor based training on advanced dermal filler techniques, safety, sanitation, procedures, and techniques.

12 clock Hours

Current Dermal Fillers and Features (.5 Hours)

Facial fat, musculoskeletal, neurologic, vascular anatomy for dermal fillers (.5 Hours) Age related facial changes and aesthetic evaluations (.5 Hours)

Indications/Contraindications(.5 Hours)

Storage and Preparation of dermal fillers (.5 Hours)

Injection techniques (1 Hour)

Pre/Post Care (.5 Hours)

Side Effects and Complications (.5 Hours)

Patient Evaluations (.5 Hours)

Treatment Procedure (5 Hour)

Sanitation, Sterilization and Safety (.5 Hours)

Laws, Rules and Regulations (.5 Hours)

Salesmanship (.5 Hours)

Occupational Health and Safety (.5 Hours)

Type of Instruction – Utilizing licensed and experienced Educators working as Certified Dermal Filler Injectors, students will learn through Theory including round table discussions, hands on practice, demonstration, powerpoint presentations and book study.

Occupational Objective- Students should gain advanced knowledge of Dermal Fillers procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Tuition –1800.00 Total – 1800.00

Licensed Cosmetologist/Esthetician w/ Basic Aesthetic Fillers, Manual Resurfacing & Microneedling certifications, OR licensed RN/LPN w/ Basic Aesthetic Fillers certification, AND at least 18 years of age.

Lippo Dissolution- Instructor based training on lipo dissolution techniques, safety, sanitation, procedures, and techniques.

14 clock Hours

Current Lipo Dissolution history, science (.5 Hours)

Current Lipo Dissolution products, features (.5 Hours)

Facial/neck fat, musculoskeletal, neurologic, vascular anatomy for Lipo Dissolution (.5 Hours) Age related facial changes and aesthetic evaluations(.5 Hours)

Indications/Contraindications (.5 Hours)

Storage and Preparation of Dermal Lipo Dissolution (.5 Hours)

Injection techniques (1 Hour)

Pre/Post Care (.5 Hours)

Side Effects and Complications (.5 Hours)

Patient Evaluations/Expectations (.5 Hours)

Treatment Procedure (6.5 Hours)

Sanitation, Sterilization and Safety (.5 Hours)

Laws, Rules and Regulations (.5 Hours)

Salesmanship (.5 Hours)

Occupational Health and Safety (.5 Hours)

Type of Instruction – Utilizing licensed and experienced Educators working as Certified Lipo Dissolution Injectors, students will learn through Theory including round table discussions, hands on practice, demonstration, powerpoint presentations and book study.

Occupational Objective- Students should gain a good basic working knowledge of Lipo Dissolution procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Tuition –1800.00 Total – 1800.00

Licensed Cosmetologist/Esthetician w/ Basic Aesthetic Fillers, Manual Resurfacing, and Microneedling certifications, OR licensed RN/LPN w/ Basic Aesthetic Filler certification, AND at least 18 years of age.

Neurotoxin - Instructor based training on advanced dermal filler techniques, safety, sanitation, procedures, and techniques.

14 clock Hours

Neurotoxin history, science (.5 Hours)
Current neurotoxins and features (.5 Hours)
Facial musculoskeletal, neurologic anatomy for neurotoxins (1 Hour)
Age related facial changes and aesthetic evaluations (.5 Hours)
Indications/Contraindications (.5 Hours)
Storage and preparation of neurotoxins (.5 Hours)
Injection techniques (1 Hour)
Pre/Post Care (.5 Hours)
Side effects and complications (1 Hour)
Patient evaluations (1.00)
Treatment Procedure (4.5 Hours)
Sanitation, Sterilization and Safety (.5 Hours)
Laws, Rules and Regulations (1 Hour)
Salesmanship (.5 Hours)
Occupational Health and Safety (.5 Hours)

Type of Instruction – Utilizing licensed and experienced Educators working as Certified Neurotoxin Injectors, students will learn through Theory including round table discussions, hands on practice, demonstration, powerpoint presentations and book study.

Occupational Objective- Students should gain a good basic working knowledge of Neurotoxins procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Tuition –1800.00 Total – 1800.00

Licensed Cosmetologist/Esthetician w/ Manual Resurfacing and Microneedling certifications, or licensed RN/LPN, AND at least 18 years of age.

Enhanced Injectables Skills- Instructor based training on enhanced Neurotoxin/Dermal injection techniques, patient evaluation, adverse effects and protocol.

4 clock Hours

Review of facial anatomy/ face mapping for neurotoxin/filler (.5 Hours)
Product Review & Business Guidelines (.5 Hours)
Patient Evaluations/Assessments (.5 Hours)
Review Adverse effects & protocol, Occupational Health and Safety (.5 Hours)
Treatment Procedure Injection Techniques (2 Hours)

Type of Instruction – Utilizing licensed and experienced Educators working as Certified Neurotoxin/Dermal Injectors, students will learn through one-on-one training, hands on practice, demonstration, and models.

Occupational Objective- Students should gain advanced working knowledge of Neurotoxin/Dermal injection procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Tuition –1000.00 Total – 1000.00

Licensed Esthetician/Cosmetologist w/Manual Resurfacing, Microneedling, Basic Dermal Fillers, Neurotoxin Certifications, OR licensed RN/LPN w/ Basic Neurotoxin & Basic Aesthetic Filler certifications, AND at least 18 years of age

Advanced Permanent Makeup- Machine Nano Hair Stroke- Instructor based training on advanced machine stroke brow techniques.

17 Clock Hours

Review of Cleaning, Disinfection, Sterilization and Safety (.5 Hours)

Equipment and Supplies (1 Hour)

Latex Practice (4.5 Hours)

Client Consultation (2 Hours)

Live Model Practice (9 Hours)

Type of Instruction- Utilizing licensed and experienced Educators working as certified PMU/Micropigmentation, Nano Stroke Certified artists, students will learn through one-on-one training, hands -on practice, demonstration and models.

Occupational Objective: Students should gain advanced working knowledge of microblading brow procedures, safety and sanitation and business building skills to help them achieve advanced levels of employment.

Tuition –2950.00 Total – 2950.00

Licensed Esthetician/Cosmetologist w/ Permanent Makeup/Micropigmentation 132 Hour Certification

Advanced Permanent Makeup- Latex Skills- Instructor based training on advanced PMU/Micropigmentation techniques.

7 Clock Hours

Equipment and Supplies (1 Clock Hour)

Movement, Depth, Speed and Pattern Latex Practice (6 Clock Hours)

Type of Instruction- Utilizing licensed and experienced Educators working as certified PMU/Micropigmentation, Certified in Advanced Techniques, students will learn through one-on-one training, hands -on practice, demonstration and latex models.

Occupational Objective: Students should gain advanced working knowledge of PMU/Micropigmentation techniques, to help them achieve advanced levels of employment.

Tuition –1100.00 Total – 1100.00

Licensed Esthetician/Cosmetologist w/ Permanent Makeup/Micropigmentation 132 Hour Certification

Kinetic Resurfacing Machine Aided Lymphatic Drainage-Instructor based training on advanced lymphatic drainage using kinetic resurfacing techniques.

14 Clock Hours

Epidermal and Dermal Anatomy (1 Clock Hour)

Skin Type/Condition (1 Clock Hour)

Equipment and Supplies (.5 Clock Hours)

Kinetic Facial Drainage (1.5 Clock Hours)

Treatment Procedure – (6 Clock Hours)

Sanitation, Sterilization and Safety – (1 Clock Hour)

Laws, Rules, and Regulations (1 Clock Hour)

Salesmanship (1 Clock Hour)

Occupational Safety and Health (1 Clock Hour)

Type of Instruction- Utilizing licensed and experienced Esthetic Educators working as certified Kinetic Resurfacing/Lymphatic Drainage, students will learn through one-on-one training, hands-on practice, demonstration, students and models.

Occupational Objective: Students should gain advanced working knowledge of Kinetic Resurfacing/Lymphatic Drainage procedures, sanitation, safety and business building skills to help them achieve advanced levels of employment.

Tuition –1400.00 Total – 1400.00

Licensed Esthetician/Cosmetologist

Teeth Whitening and Smile Gems-Instructor based training on client assisted teeth whitening and smile gem techniques.

8 Clock Hours

Scope of Practice (.5 Clock Hour)

Safety, Sanitation and Infection Control (.5 Clock Hour)

Tooth Anatomy and Terminology (.75 Clock Hours)

Client Consultation and Contraindications (1 Clock Hour)

Product Selection and Supplies – (.5 Clock Hours)

Teeth Whitening Assisted Application Demo (1.25 Clock Hours)

Teeth Whitening Assisted Application Hands-on (1 Clock Hour)

Smile Gems Assisted Application/Removal Demo (1 Clock Hour)

Smile Gems Assisted Application/Removal Hands-on (1 Clock Hour)

Aftercare (.5 Clock Hours)

Type of Instruction- Utilizing licensed and experienced Educators working as certified Teeth Whitening and Smile Gems providers, students will learn through one-on-one training, hands-on practice, demonstration, students and models.

Occupational Objective: Students should gain advanced working knowledge of Teeth Whitening and Smile Gems procedures, sanitation, safety and business building skills to help them achieve advanced levels of employment.

Tuition –1450.00 Total – 1450.00

Licensed Esthetician/Cosmetologist

Oncology Skincare- Instructor based training in Oncology Skin Care techniques and ingredients.

8.5 Clock Hours

Safety in Skincare Treatments and Effects on Skin (2 Clock Hour)

Oncology Esthetic Therapies (.5 Clock Hours)

Anatomy and Skin Histology (1.5 Clock Hour)

Ingredients (2 Clock Hours)

Skincare Treatment Phases and Plans (1.5 Clock Hours)

Laws, Rules and Regulations (.5 Clock Hours)

Safety and Sanitation (.5 Clock Hours)

Type of Instruction- Utilizing licensed and experienced Educators, student will learn through one-on-one training, hands-on practice, demonstration, students and models.

Occupational Objective: Students should gain advanced working knowledge of Oncology Esthetics techniques, ingredients, sanitation, safety and business building skills to help them achieve advanced levels of employment.

Tuition –550.00 Total – 550.00

Previous Credits

The Northern Colorado Advanced Aesthetics Academy will review a transfer student's transcripts on a case-by-case basis. Students with eligible transfer credits, will be required to pass a written and technical exam to determine transfer credit eligibility. Transfer students will be charged a fee of 500.00 for supply costs during training. Full or partial Kit fee may be required if a student does not have sufficient material(s) to complete training. All Transfer students must provide an original transcript from the student's previous school (signed and sealed) to enroll as a transfer student. If a student does not have original transcripts students must enroll as a new student with no prior transfer credits at full contract price and kit fee.

THE SCHOOL DOES NOT GUARANTEE THE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION UNLESS THERE IS A WRITTEN AGREEMENT WITH ANOTHER INSTITUTION.

Student Grievance Procedure

Any concerns or complaints regarding the school, training or anything pertaining to students' experience while enrolled should be immediately brought to the attention of the Director in writing. Director shall do the following: (all or part of which may apply to each individual issue): Conduct a private meeting with the student to discuss the nature of complaint or concern. Try and resolve or work out a mutual agreement to settle the complaint or concern. Request that a meeting take place between concerned parties and try to work out an amicable solution. Follow up with the student in a reasonable time to ensure the student is agreeable with the outcome.

Student Complaints

All student complaints are taken very seriously, as we want our students to feel satisfied with their training and environment. Student Complaints may be brought to the attention of the School Director in order to be resolved, attempting to resolve any issue with the school first is strongly encouraged. The Director will instruct students how to file a grievance according to school policy.

Attempting to resolve any issue with the School first is strongly encouraged. Student complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. Student or student's guardian may file complaints in writing with the Board through the Division's established process within two years after the student's last date of attendance at the school, or at any time prior to the commencement of training.

Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of 150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

<u>Refund Table</u>
<u>Student is entitled to upon withdrawal/termination Refund</u>
Within first 10% of Program 90% less cancellation charge
After 10% but within first 25% of Program 75% less cancellation charge
After 25% but within first 50% of Program 50% less cancellation charge
After 50% but within first 75% of Program 25% less cancellation charge
After 75% (If paid in full, cancellation charge is not in effect) NO REFUND

1. The Student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or**
 - b. The date on which the student violates published school policy, which provides for termination.**
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.**
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/stand-alone within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. 4. The policy for granting credit for previous training shall not impact the refund policy.