



CLASSES FORMING NOW

3553 W. Northern Ave
Phoenix, Arizona 85051
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Making a difference by providing a high level of training for new and licensed nail technicians in building technical skills and enthusiasm to succeed in a service oriented industry.

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Academy of Nail Technology

Linda Sweeney, owner and director of Academy of Nail Technology has been a licensed Nail technician since 1987.

Linda purchased Academy of Nail Technology in 1999 and since then has been training exclusively in the nail technology field. Academy of Nail Technology is the only nail school in Phoenix.

All educators at the Academy of Nail Technology are practicing nail technicians with 5-25 years of experience. The knowledge and experience that our nail instructors have helps our student gain information about the industry and prepares them to become excellent nail technicians.

Academy of Nail Technology teaches from the first edition theory and workbooks of Pivot Point International, *a Resource of Your Nail Care Career*. All instructors are experienced nail technicians licensed with the State of Arizona. They are required to create lesson plans that enhance all theory lessons they teach.

Academy of Nail Technology has an excellent reputation in the community and among Arizona salons. Due to this fact, Academy of Nail Technology provides a great deal of services, which allows our students to experience all facets of nail technology. Our graduates are confident when they complete the course, which encourages them to work in a professional and proficient salon.

Academy is a private school and not accredited by a national accrediting association.

Administrative Personnel

Linda Sweeney	Owner/Instructor
Marija Perlow	Instructor
Maru DeJesus	Instructor
Jimi Bean-McKew	Instructor
Shelby McKew	Substitute Instructor

OBJECTIVE

The primary goal of Academy of Nail Technology is to offer the highest level of quality education in the nail industry for our students. This will be accomplished through our licensed instructors who will provide training techniques involving the latest nail products, skills and procedures available. Furthermore, our students will be educated in the concept of total customer satisfaction, and will acquire the necessary skills to pass state board exams and be prepared for a Nail Technology Career.

This will be accomplished the following ways:

- To be well organized in our courses of study.
- To ensure professional training by providing one instructor for every twenty students.
- To maintain a well organized and supervised practical atmosphere where students can improve their knowledge and skills.
- To provide a program of supportive services including guidance and counseling to students, this includes counseling and employment information.
- To operate a successful school that the community and nail industry can respect.
- To prepare students for the Arizona State licensing exams and employment using effective teaching techniques.

Course Outline

Nail Technology 600 hours
Aesthetician to Nail Technician 300

Module I: 4 weeks of Pre-Clinic & 2 weeks Clinic Floor 180 hours

The basics of manicuring and pedicure in theory and hands-on work. Classroom theory consist of history of nail care, nail structure, safety and sanitation. Hands-on throughout the four weeks practicing technique and upgrading services to spa treatments. Extending training in this level to introduction to nail enhancements as in tips, wraps, acrylic and gels. Passing weekly written test with 80% or better. Passing a manicure and pedicure practical exam is required to advance to the clinic floor.

Students are required to bring in a model for practical exam.

Module II: Weekly theory and exams, evaluations on nail enhancement skills and client services. 200 hours

Numerous demonstrations and theory on understanding the chemistry of nail enhancements along with colored acrylic, nail art, gels and perfecting technique. Manicure and pedicure completions on clients are done on clinic floor along with practice assignments on mannequin hand or each other. Student is floor ready only after passing a practical evaluation for a full set of nail enhancements.

Students are required to bring in a model for practical exam.

Module III: Weekly theory and exam, perfecting technique and business building skills. 220 hours

At this level the student focuses on state board required practical skills, preparing a resume, marketing and building clientele. Preparing for the salon is the focus in this level as far as service time, re-booking, upgrading and qualifying for salon visits. Student also works on the required practice completions needed to take the school board. Finally scheduling for the next school board (done once a month) and passing a written and practical exam required for graduation. Student is evaluated for a final competency for manicure, pedicure and full set of nails.

Aesthetician to Nail Technician: Number of weeks varies. Consideration is taken for Aesthetician's work schedule in the salon. 300 hours

Program is modified to meet the students scheduled training hours. Completion requirements are adjusted to meet graduation requirements, however test scores and practical evaluations are the same.

Grading System

Students are assigned theory study and a minimum number of practical/teaching requirements. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Theory written	Manicure & Pedicure Practical evaluation	Enhancements Score
93-100	93-100	91 - 100
85-92	85-92	85 – 90
75-84	75-84	80 - 84
74 & below	74 & below	74 & below

Students receive a number grade in their weekly written, Module I practical and final grade for graduation. The following represents the equivalencies:

Written exam and Practical

93 – 100	Excellent
85 – 92	Very Good, work is above average
75 – 84	Work is acceptable performance in both.
74 & below	Needs improvement

Enhancement Evaluation Scores:

91 – 100	Advanced
85 – 90	Salon Ready
80 – 84	Clinic Floor Ready
74 & below	Basic Skills (needs improvement)

Make Up Policy

Written exams are continued through Module II and III with the same grading system. Missed exams receive a zero score, however most theory exams are in a rotation cycle during the 600 hour program and students have an opportunity to make up test at that time.

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. GPA s and practical clinic work are reviewed and administered as progress reports to student at 200 hours, 400 hours and Final exam.

An overall average of 80% is required to maintain satisfactory academic progress and is required on the final exam for graduation.

Rules and Regulation Policy

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required

- Students are expected to maintain high standards of personal hygiene.
- Students are expected to maintain a high standard of conduct, showing professionalism and respect to people and property.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
- Students involved in any form of violence or the threatening of violence will be terminated immediately.
- Any student found guilty of willful destruction or theft of school property will be terminated immediately.
- Students may not under any circumstances, bring their children to school and collect hours for that day, unless they are receiving a service.
- No personal calls except in case of emergency are to be received through the business phone. A student will not be called to the phone unless it is an emergency.
- Lockers are provided to give students personal belongings a secured area. It is the student's responsibility to keep the lockers locked. Students may have to share lockers. Academy of Nail Technology is not responsible for lost or stolen items.
- The school maintains the right to inspect student lockers for sanitation purposes or kits at any time.
- Students are supplied with a kit. The student is responsible for the up keep of this equipment. All items on the kit list are required to be in the building at all times the student is clocked in and receiving hours towards training. It is recommended that students mark all of their belongings with their name or initials and keep equipment not being used in locker or bring home at the end of your day.
- Call prior to scheduled arrival time if you are going to be late or tardy
- Attend all classes according to the assigned schedule even if all required tests are met.
- Complete all assigned theory and practical assignments in the designated time frame.
- After a student is clocked in they must be involved in curriculum related activities at all times. Clinic floor students must be working on a practice hand or client at all times.
- No Smoking is allowed in the building.
- The heat/cooler thermostats are off limits to students unless directed by an instructor.

- Maintain satisfactory progress of 80% or better
- Students are required to accept all client services given to them regardless if notified ahead of time or not. Refusal to accept a client will result in student clocking out and losing hours.

In order to maintain a professional atmosphere on the practical floor the following standards will be observed.

- Any student who is disrespectful or abusive to a client or staff member may be subject to disciplinary action.
- Students are required to accept/complete all services assigned to them. Even if required number of services is completed.
- Students must not visit with another student who is busy with a client.
- A student is required to have all work checked by instructor before buffing or polishing till student is evaluated and released of this process.
- All appointments are to be made by the receptionist, instructor or the student who answers the phone. Students are not allowed to change appointments from one student to another student's books.
- Students are not allowed behind the front desk or in the office unless they have been assigned to work there.
- Students are not allowed to congregate in the reception area or in the office.
- Students are not allowed to perform any service on a client without a client card.
- Students who are not working on a client are responsible for applying their efforts toward the study of nail technology, practical or theory.
- No drugs or alcohol are allowed.

Sanitation

- Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
- Students must wash their hands before every client and upon leaving the restroom.
- Each student must clean his or her work area after each client.
- Each student must clean and disinfect their implements before using and between clients.
- Kits must be kept clean, marked and ready for inspection at all times.
- Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the break room.
- A Monitor duty sheet will be posted each month. This sheet will show which student is responsible for monitor duties for morning, evening and Saturday classes.

Time Clock Rules and Procedures

Student's hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of hours.

Students are required to take a ½ hour lunch if their schedule is over 6 hours a day.

Students who do not clock in and out for lunch will automatically have a ½ hour deducted each day.

Under no circumstances should a student ever leave the premises during their scheduled hours, other than lunch without the permission of an instructor. Students who leave the premises without instructor permission and do not clock out may be dismissed from school.

Students are required to clock their own time. Clocking in or out for another student may result in suspension or dismissal from school.

Clocking in and out

Students are responsible for clocking in and out.

Clock In:

Students will not receive hours prior to their clock in time.

Clock Out:

Students will not receive the hours of their am schedule if they forget to clock out.

Example: If a student forgets to clock out at the end of the day he/she will lose the hours of that shift.

Excessive absences and no shows

All student with excessive absences will be given a \$5.00/hour attendance/no-show fee. In order for an absence to be excused you must supply a written note before your absence or a Doctor's note stating your illness, a funeral program or written documentation stating the reason for the absence. "No-showing" an appointment that is on a student's book is not tolerated. As stated in the Academy of Nail Technology contract all "No Shows" will be charged a \$5.00/hour fine. These rules will be strictly enforced. A receipt for the fine will be documented and given to the student as well as placed in the student's file. All fines must be paid the Tuesday after the absence.

Note: We are a clock hour program, so it is vital that students follow the clock rules and procedures. Failure to do so may result in loss of hours

Attendance and Tardy Policy

Academy of Nail Technology desires students to succeed in the professional world and school attendance is a step in their path to success. The following guidelines will ensure attendance success:

- Excused absences include those absences that are approved in advance or are taken for mitigating circumstances beyond the control of the student such as illness, death in the family, etc. *These absences must be accompanied by a doctor's note to keep from applying the \$5.00 an hour attendance fee.* Students must attend theory and practical classes according to the assigned schedule.
- Students must arrive for all assigned classes on time.
- Students must attend a minimum of 30 (full time) and 23(part time) hours per week. If this requirement is not met, the student will be placed on school probation.
- Students must complete their 600 hours within a certain time frame designated from the schedule decided upon when registering for the class. If they are not completed within that time there is an extra-instructional charge of \$200.00 per week or any part thereof, until graduation. Extra-instructional charges must be paid in full before taking the schools final theory and practical test.
- Any student who is unexcused for two class days must bring the \$5.00 per hour attendance fee statement to their instructor explaining the reason for the absence and will be placed on school probation. There will also be a \$5.00/hour attendance fee added to the students school account for each missed day. All fees must be paid following the absence. If payment is not made, the student cannot return to school until the fine and any additional fees are paid in full.
- Students absent for more than five consecutive school days, (one week of class) without prior notification or approval, will be officially withdrawn and are required to re-enroll and pay the applicable re-entry fee of \$200.00 as well as any prior fee's. Re-entry is not guaranteed and is based on availability and evaluation of past performance.
- Any student with excessive attendance and "No-Show" fines will not be permitted to continue their studies until all fines are paid in full.
- Any student not in attendance for Saturday practical work will be fined \$5.00/hour unless prior arrangements have been made before Saturday.
- Full time students are scheduled for 7.5 hours per day Tuesday-Friday. Students must be in attendance during their contracted hours.
- Students may not leave the premises during clock-in hours. Full time students are given two 15-minute breaks for a 5-hour shift and a half hour lunch period.
- SATURDAY ATTENDANCE IS MANDATORY AND STUDENT WILL BE SUSPENDED THE NEXT TUESDAY IF THIS OCCURS.

Satisfactory Progress Policy

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. GPA's and practical clinic work are reviewed and administered as progress reports to student at 200 hours, 400 hours and Final exam.

An overall average of 80% is required to maintain satisfactory academic progress and is required on the final exam for graduation

Determination of Status

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

Probation

If at the end of each Module, the student's academic or attendance progress is not at least 80%, the student will be placed on probation.

- ✓ Students are required to show improvement in academic or attendance in the next Module to be considered as making satisfactory progress.
- ✓ Students must meet both the attendance and academic progress requirements to qualify for school boards thus meeting graduation requirements
- ✓ If the student's academic or attendance progress is not at 80% by the next scheduled progress report, a two-week suspension will be effective immediately.

Appeal Process

A student must submit within two (2) business days of the suspension or termination of their contract.

- ✓ A written appeal to the Director of Education, along with any supporting documentation, reasons why the decision should be reversed.
- ✓ A request for re-evaluation of progress.
- ✓ A hearing will take place within two (2) business days of the receipt of the written appeal. This hearing will be attended by the student, Director, School administrator, Parent/guardian (if the student is a dependent minor).
- ✓ If the appeal is decided in the student's favor, the student will be re-enrolled in the course and contract is renewed or revised for completion date.

Re-admission Policy

- ✓ Students may apply to be re-enrolled following a termination after a thirty (30) day waiting period. Such students will be enrolled on a probationary status.
- ✓ Re-entering students will be charged at the current tuition rates. Amounts paid during their original first period will be credited to this account.
- ✓ A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

Service Completion Requirements

Must be completed before eligible for school board

Students are required to perform and complete the weekly service requirements and any weekday projects assigned to them once they have passed their Module 1 practical evaluation. Completions are recorded and tracked on a daily basis on student weekly time sheet.

Completions and service requirements include: 3-5 services per week:
These numbers allow students to complete their service requirements within 20-28 weeks. If services cannot be performed on clients, they are to be performed on other students. Students are also required to complete a certain number of services on mannequin hands towards completion requirements.

Log of Practical Completions and Hours

Each student receives a weekly time and service sheet. These sheets are important documents verifying units of study, practical completions and hours. The instructor must initial service or assignment as it is completed. If an instructor does not see the work, the service will not be signed. Any student found guilty of false representation on their service sheet will be subject to disciplinary action. Once this sheet has been completed, it is turned in and kept in their student file. Service completions are transferred at the beginning of each week to the new sheet. If they are not transferred it will result in lost practical credit.

Personal Services

Students may work on one another daily to receive credit for any service. Paying clients will never be turned away. Therefore clients will take precedence over a personal service done on each other. Any service performed on other students is free unless upgraded products are used. The cost to the student is as follows:

- | | | | |
|-------------------|--------|-------------------|--------|
| • Colored acrylic | \$5.00 | One Step Gel | \$5.00 |
| • Gel Top Coat | \$5.00 | Callus eliminator | \$3.00 |
| • Spa products | \$5.00 | | |

Any school supply or equipment you borrow must be signed out, signed in and initialed by an instructor. If supplies are not returned at the end of your shift you will be required to replace the items.

Disciplinary Policy

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement, could result in disciplinary actions:

Counseling: A student may be counseled for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they will be placed on probation.

Probation: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they will be suspended for at least three days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they will be dismissed permanently at the discretion of the school administration.

Suspension: Enrollment will be immediately suspended for three days for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. Three tardies or attendance/no-show fines will result in suspension from school studies. During school suspension students are not to be on school premises.

Dismissal/Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

Evaluations and Advising

Students are advised regarding progress and achievement at 200, 400 and Final. Progress evaluations or report cards include a review of the student's progress in attendance, theory, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as needed.

Courses Available

(Courses are scheduled as full time or part time and in English Only)

Minimum requirement by the State Board of Cosmetology

Nail Technician Program 600 hours

ACADEMY REQUIREMENT

Aesthetician to Nail Technician 300 hours

Course Description:

Services performed on nails, hand, arms, legs, and feet for cosmetic purposes.

GOAL: To ensure the public health, welfare and safety through offering instruction in the fundamental principles in basic nail care. This program is designed to prepare students for licensure and entry-level position in the nail care profession.

Academy of Nail Technology trains students in a manner to address proper:

- Technical Skills
- Communication Skills
- Safety and Sanitation Skills
- Life Long Learning Skills

Educational Objective

At Academy of Nail Technology graduates are able to perform the skills necessary to become marketable in the Nail Technology industry or related field.

Instructional Methods:

At Academy of Nail Technology, students receive education through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those in the industry. The course is presented through well-developed lesson plans which reflect current educational methods. Specific methods used are:

- Lecture
- Demonstration
- Audio-visual aids
- Printed materials
- Text books
- Guest Educators
- References: A library of references, periodicals, books, texts, audio/visual tapes are available to support the course of study and supplement the students' training.

Career Opportunities

There is a future waiting for you if you are dedicated! Upon graduation from Academy of Nail Technology as a Nail Technician there are several options waiting for you in this vast profession.

Salon Owner

Day Spa
Nail Only Salon
Tanning Salon
Full Service Salon

Salon Career

Salon Manager
Independent Contractor
Nail Technician
Lead Nail Technician

Merchandising

Beauty Supply Rep
Manufacturers Rep
Marketing

Education

Product Educator
School Instructor
School Owner

Other Opportunities

Nail Technician to the Stars
Competitions
Cruise lines
Podiatrist assistant

Upon graduation, continued education is available by attending trade shows, staying in contact with school for future workshops, internet sites, nail magazines and joining state and national associations.

Earning and Compensation

Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

In 2007 36,017 professional Cosmetologist were employed in Arizona. (Ref 1)

71 % of salon owners reported job openings. (Ref 1)

The average salon professional income is \$36,381. This does not include tips. (Ref 1)

Overall employment is expected to grow faster than average throughout the year 2016. (Ref 2)

The salon industry remains a job-seekers market. (Ref 1)

Employment Assistance

Academy does not make any guarantees of employment or salary upon graduation. However we do solicit feedback from our graduates and employers of our graduates to constantly improve our practical and theory curriculum.

There is a Job/Employment bulletin board posted in the break room available to current students as well as graduates.

Career Considerations

Academy of Nail Technology feels that students interested in pursuing a career in nail technology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to understand a client's needs
- Keep abreast of the latest trends and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business
- A personal investment may be required for advertising and promotions
- such as printing of business cards.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon)

Physical Demand and Safety Requirements

Academy of Nail Technology feels that students interested in a career as a nail technician or a nail technician instructor should consider all aspects of their field. Professionals in this field must be aware that sitting for long periods of time can be strenuous on the back and neck. Take care of hands and wrists to prevent Carpel Tunnel Syndrome. There is exposure to various chemicals. (glasses and gloves should be worn to help with overexposure) Be willing to work long hours to build clientele to earn desired income. Work with cuticle and acrylic nippers and clippers. Enjoy working with the public and be able to recognize a client's needs or desired results. Make a strong commitment to the education of the nail industry.

The practice of safety and sanitation is essential for effective and successful performance within the industry. Methods of compensation vary and may include hourly pay, salary, commission or booth rental.

Admissions Requirements

Our team of professional Instructors and administrators welcome you the educational opportunity you have chosen. We want to thank you for inquiring about your future career with our training center. You have taken the first step towards creating a lasting career and every Academy staff team member will be available to support your decision.

When you visit our training center, the Admissions Officer will be on hand to answer all your questions and take you on a tour. During your initial visit you were given this catalog and an admissions packet that must be completed prior to enrolling. The admissions procedure is the same for any and all Academy programs.

- **Proof of Education: (provide a copy)**
 - High School Diploma or high school transcript or
 - A GED (General Equivalency Diploma)
- **Picture ID & proof of 16 years of age or older**
 - Driver license
 - Government issued picture ID
- **A completed Academy of Nail Technology Admissions packet**
 - Attend an enrollment interview and tour
 - Receive the school's catalog before signing agreement
 - \$250.00 enrollment & application fee (non-refundable)

Applicants for the Aesthetician to Nail Technician course must **ALSO** provide a current copy of their Aesthetician license

Transfer students

The following are requirements for the student who has prior training in Nail Technology program and decide to enroll at Academy of Nail Technology. Acceptance of the hours, if any, will depend on date of completion and test results administered by Academy of Nail Technology.

Leave of Absence Policy

Student is required to complete a 'Request for a Leave of Absence' form and an approval from the school administration. One personal leave may be granted for up to 30 consecutive days. Students who re-enter within 30 days of their last clock-in date will be charged the same contract amount as the original contract. Students who re-enter more than 30 days after their last clock-in date must sign a new contract, pay the outstanding fees prior to re-entry. Tuition rates current at the time of re-entry will apply. Students are only allowed to re-enter the school a total of two times. Acceptance of re-entry students is based on availability and a \$200.00 re-entry fee will apply to all students.

Educational Cost

Registration fee (non-refundable)	\$ 50.00
Enrollment fee (non-refundable)	\$200.00
Kit & text book (due on the first day of class)	\$570.00
Tuition	\$4,195.00
Total	\$5,015.00

Aesthetician to Nail Program Tuition

Registration fee (non-refundable)	\$ 50.00
Enrollment fee (non-refundable)	\$200.00
Kit fee (due on the first day of class)	\$570.00
Tuition	\$2,300.00
Total	\$3120.00

300 hour Refresher Course

Call for more information

ASK ABOUT OUR LOANS and other financial support services.

Visa, Master Card and Cash accepted
Payment Plans: SEE INSERT FOR PAYMENT PLANS

Class Schedule

Full Time:	Tuesday – Friday	9:00 am – 5:00 pm
	Saturday	8:00 am – 3:00 pm

Part Time Days scheduling available on individual basis

Class Start Dates for 2016 For All Courses

	Subject to change
January 5	April 5
July 5	October 4

Requirements for State Licensing

Upon graduating from Academy of Nail Technology, the following are requirements for obtaining a state license:

- Be a graduate of a school approved by the Arizona Board of Cosmetology, having the required number of hours for the selected course. (600 hours for Nail Technology & 300 hours for Aesthetician to Nail)
- Mail completed paper work to State Board of Cosmetology
- Register and Pay the required fees for testing with PCS
- Pass a written & practical examination on the knowledge of the occupation administered by Professional Credential Services (PCS).

Each student is responsible for scheduling their own testing dates.

Registration can be accomplished on line www.pcshq.com with a VISA, MASTER CARD or DEBIT CARD.

Nail Technician Theory and Practical Exam	\$177.00
First License	\$ 70.00
Total	\$247.00

Professional Credential Service passing score for each of these tests is 75%

Before testing, students must have the school report hours completed to Arizona State Board for test eligibility. Please refer to graduation requirements in this catalog to determine eligibility of hours being released. Professional Credential Services will administer the test and mail results to the candidate

School Performance Statistics

Academy of Nail Technology maintained the following performance statistics in 2010 regarding school completion, licensure, and placement rates for the nail technology program.

Completion	Licensure	Employment
84%	85%	63%

Log of Practical Services

Each student receives a weekly time and service sheet. This sheet is signed by their instructor and is for students to keep track on their own, all the services they perform on clients or students. When this sheet has been completed, it is turned in and kept in their student file for reference.

Weekly Time/Service sheets

Weekly service sheets are important documents verifying units of study and practical assignments. Service sheets must be turned in every week (Saturdays) to receive credit for practical services completed. The instructor must initial service sheets as it is completed. If an instructor does not see the work, the service will not be signed. Any student found guilty of false representation on their service sheet will be subject to disciplinary action. An instructor must sign students out every day on their service sheet. Service completions are transferred at the beginning of each week. If they are not transferred it may result in lost practical credit.

Graduation Requirements

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Certificate of Completion:

- Successful completion of all phases of study, required exams, practical projects and clinic assignments for the course.
- Completion of the course of study as required by the Arizona State board Of Cosmetology 600 hours Nail Technology and 300 hours Aesthetician to Nail program.
- Register to take the school board
- Pass the final written and practical exam with an 80%
- All debts owed to the institution are paid in full before testing out for graduation.
- Complete all required exit paperwork and attend an exit interview.

Upon completion of the course of study and all graduation requirements, an Academy of Nail Technology certificate of completion will be awarded.

Final Re-testing

Each student is required to achieve at least 80% on the final test for theory and practical. If this is not achieved the student will be allowed to re-test one additional time for no charge. You are required to register for the next available school board. If you do not attend your school board after you complete your 600 hours you will be charged \$25.00 for the next available school board. For example, if you complete your hours in the month of February, your school board is the last Monday of the month.

Non-Discrimination & Harassment Policy

Academy of Nail Technology does not discriminate on the basis of race, color, national origin, sex, religion, age or handicap in any of its policies, procedures or practices.

This policy covers admission, employment, education, services and financial aid.

It is the policy of this training center to maintain a learning environment that is free from harassment because of an individual's race, color, sex, ethnic origin, religion, age or disability.

Academy prohibits any and all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, teacher, administrator or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age or disability. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

During orientation every student will receive the Internal Complaint Procedure to report incidents of discrimination and or harassment.

Internal Complaint Procedure

Students wishing to file an official complainant with the school may receive an internal complaint form from an office staff or their instructor. Once the form is filled out in full, a school representative meets with the complainant within 10 days. The procedure is as follows:

- Problem is resolved after a school representative evaluates the complaint and meets with the complainant.
- If problem is not resolved the complaint is referred to the school's complaint committee to review allegations within 21 days of receipt of the complaint. Committee can request additional information in writing if necessary.
- If no further information is needed, the committee sends a letter to the complainant within 15 days stating the steps taken to correct the problem or show the allegations were not warranted or based on fact.
- The complainant is required to try to resolve the problems through the school's complaint process prior to filing a complaint with the Arizona State Board of Cosmetology.

Arizona State Board of Cosmetology

1721 E Broadway Rd
Tempe, AZ 85282-1636
(480) 784-4539
www.azboc.gov

Right to Privacy

In compliance with the Family Educational Rights and Privacy Act of 1974 Academy of Nail Technology follows policies that:

- A. guarantee each student (or parent or guardian if the student is a dependent minor, 17 or younger) access to that student's records
- B. require a written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- C. Academy of Nails does not publish "directory information" about students;
- D. provide and permit access to student and other school records.
- E. Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifty cents per copy. *Cumulative education records are maintained for a minimum of three years after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of Academy of Nail Technology.

Scholarships

See beautychangeslives.org for current offers

Housing

Academy of Nail Technology does not provide institutional housing for attending students.

2016 Holiday Schedule

The School will be closed on the following Holidays:

January 1st (New Year)
May 21rd (Memorial Day Weekend)
July 2 (Independence Day Weekend)
November 24th -26th
December 24th

Facility Description

The Academy of Nail Technology consists of 3000 square feet. It consists of a theory room, clinic floor; pedicure area, break room with refrigerator and a microwave. We also provide 2 restrooms, with one rest room that meets ADA requirements. In addition, we have 2 offices and a storage area. Academy also provides student lockers in our dispensary area.

The clinic floor accommodates 18 professional workstations. A workstation consists of a manicure table, student and client chair. Our classroom used for theory and demonstrations consist of six banquet style tables and 18 chairs. Extra chairs are available to accommodate both sides of the table. A demonstration table located in the front of the classroom with camera and screen for easy viewing of demonstrations or power point presentations. Pedicure area is equipped with enough seating for 14 client pedicure services. Twelve pedicure carts and pedicure baths are available for student use. The training center is a non-smoking establishment.

The school is located in central Phoenix with plenty of parking.

State Licensing

**Academy of Nail Technology
is registered with:**

Arizona State Board of Cosmetology

1721 E Broadway Rd
Tempe, AZ 85282-1636
(480) 784-4539

Refund Policy

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the applicable registration fee (not to exceed \$200 will be made). Students must cancel in writing. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the earlier of the date of expiration of an approved leave of absence, or the date the student notifies the institution that he/she will not be returning from the leave, or after 30 consecutive calendar days have elapsed. For students who enroll and begin class but withdraw prior to course completion (after three business days of signing the contract) the following tuition earnings by the school will apply.

<u>Percent of actual</u> time	<u>Total Tuition</u> school shall
0.01% to 04.9%	20%
5% to 09.9% hours	30%
10% to 14.9% hours	40%
15% to 24.9% hours	45%
25% to 49.9% hours	70%
50% and over hours	100%

Any monies due a student or applicant who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors each student's attendance on weekly basis.

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 the school is closed or the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course.

Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$200.00. This refund policy applies to tuition charged in the enrollment agreement. The kit charge, application fee, and other miscellaneous expenses the student may have incurred at the institution (EG: extra kit materials, books, products, school property, etc.) will be calculated separately at the time of withdrawal. The student kit is not returnable and non-refundable. If a student withdraws and owes a balance to the institution or attempts to pay the balance due with a non-collectible check, the student will be responsible for collection fees, costs, and reasonable attorney fees.

Dress Code

Student technicians are required to purchase a uniform in the style shown on registration day. A uniform store information will be provided but can be purchased elsewhere as long as it meets the style shown. Cost is approximately \$50 for both top and bottom. It is suggested two sets are purchased for the purpose of keeping appearance clean and professional. This is an industry of appearance and image. You determine the clients you want and the money you make by the way you present yourself.

Students must come to school with their hair and makeup in a professional manner. The student must be clean and concerned with every aspect of personal and oral hygiene. Uniform is to be worn every day and must be cleaned and pressed, and be in good condition with no rips, holes, or fraying. This is part of the school dress code. If a student is not dressed according to code they may be asked to clock out and go home resulting in loss of hours. No one is allowed on the floor without a uniform.