

# FUTURA CAREER INSTITUTE



**HAIR DESIGN / BARBER  
COSMETOLOGY  
FULL SPECIALIST  
AIR CONDITIONING REFRIGERATION TECHNICIAN  
ELECTRICAL TECHNICIAN**

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[WWW.FUTURACAREERINSTITUTE.NET](http://WWW.FUTURACAREERINSTITUTE.NET)

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**ELECTRICAL TECHNICIAN**

**Licensed by:**

The Commission for Independent Education located at 325 W Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Telephone Number 1-888-224-6684.

**Accredited by:**

The Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Toll Free Number 1-800-917-2081, and recognized by the U.S.

Department of Education under Title IV program.

## **LETTER FROM THE PRESIDENT**

Dear Students:

Welcome to Futura Career Institute,

I extend a warm welcome on behalf of the entire faculty and staff of Futura Career Institute. As CEO and President of the Institute it is an honor to have your presence, participation, and interest in our educational institution and I would like to share along this path of growth and success of which you are about to embark at Futura Career Institute.

Let me express our disposition and total support towards your process of technical education, professionalism, and personal development. Futura Career Institute continues forming and molding successful students to become professionals and contribute to the workforce in our community.

It is our compromise, responsibility, and attitude that will propel all of us in our pursuits of academic excellence. Once again, as CEO and President of Futura Career Institute, I would like to thank you for the support.

Sincerely,

James Cohen

President

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## **SCHOOL PHILOSOPHY/MISSION**

The primary mission of Futura Career Institute is to provide a viable alternative to traditional college education by concentrating on specialized subjects. The institution will help the student gain the confidence needed to excel in their chosen field with qualified and dedicated instructors to meet these needs.

## **SCHOOL OBJECTIVE**

The school has three main goals: To educate students in men's and women's hair cutting, styling, perming, and coloring, skin care and various new techniques in the field of hairstyling, skin care, and manicuring, Air Conditioning and Refrigeration technical repair, and the Electrical Technician installations. To educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling and the beauty industry, the refrigeration service repair fields and the electrical field for residential and commercial projects. To master the necessary skills and procedures required for students to successfully pass the State Board examination and obtain their license and, ultimately, become a productive part of our society.

## **CONTACT INFORMATION**

Futura Career Institute is located at 4512 West 12 Avenue Hialeah, FL 33012.

Phone Number :( 305)825-7660.

You may also visit our website at [www.futuracareerinstitute.net](http://www.futuracareerinstitute.net)

## **FUTURA CAREER INSTITUTE IS LICENSED BY:**

The Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll-Free telephone number 888-224-6684.

## **ACCREDITED BY:**

The Council on Occupational Education (COE), 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 Toll-Free telephone number 800-917-2081. [www.council.org](http://www.council.org)

Futura Career Institute participates in the U.S. Department of Education Title IV programs. Financial Aid is available for those who qualify. If financial assistance is needed, the school is an eligible institution for the Federal Pell Grant Program. A Federal Pell Grant does not need to be repaid.

## **OWNERSHIP / GOVERNING BODY**

Futura Career Institute is owned, governed, and operated by Futura Career Institute, Inc. A corporation of the State of Florida, which is owned by James Cohen 100% stockholder.

## **CORPORATE OFFICERS**

James Cohen, President/Chief Fiscal Officer  
Eduardo Lambert, Vice-President/School Director

## **FACILITIES AND EQUIPMENT**

Futura Career Institute is located at 4512 West 12 Avenue in the city of Hialeah, easily accessible by public and private transportation. The facilities include 3666 square feet containing a reception area, classrooms, laboratory, library, restrooms, and administrative offices. The clinical area for Hair Design/ Barber, Cosmetology and Full Specialist programs is equipped with 10 styling stations, each having their own mirror and chair, 2 shampoo bowls, 1 overhead dryer and 1 manicure table. In addition, there is a classroom and lab for the Electrical Technician program, equipped with tools and electrical panel boards.

The AC/Refrigeration Technician program is on additional space conveniently located just 400 feet of our campus at 1251 w 11<sup>th</sup> Pl Hialeah, FL 33012. It includes 1575 square feet containing classrooms, laboratories equipped with tools and equipments, including refrigeration, domestic and central air conditioning unit models, a small break area and a restroom.



## **FACULTY AND ADMINISTRATIVE STAFF**

### ***President/Chief Fiscal Officer***

James Cohen is a graduate of Yeshiva University and Baruch College CUNY where he obtained a bachelor's degree and an MBA in accounting.

### ***Vice President/School Director***

Eduardo Lambert is a graduate of the University of Miami and Nova Southeastern majoring in Education. Mr. Lambert was an educator for the Miami Dade Public School System.

### ***Full Time Financial Aid Advisor and Academic Director***

Maria T. Sevilla is a graduate of Enrique Jose Varona with a degree in Spanish. She is also a graduate of Sergio Perez Technical School where she majored in marketing and quality of products and services and Business Administration.

### ***Full Time Registrar and Placement***

Merary Robaina is a graduate of FOC Hermanos Saiz (2007). She also received several certifications in Microsoft Programs.

### ***Full Time Title IV Coordinator***

Ana Sevilla is a graduate of Technical Career Institute with an Associate in Applied Science of Office Technology (2007).

### ***Full Time Barber Instructor***

Osmany Gonzalez is a Barber graduate from Academia de Arte y Oficios, in Jauruco, Cuba. He is a Hair Design / Barber graduate of Futura Career Institute 2010, and has been a barber instructor for three years, and currently has a license issued by the Florida Board for Barbers.

### ***Full Time Cosmetology Instructor***

Veronica Mayorga graduated Cosmetology at Institute Artesanal De Belleza in Ecuador in 1991. She has been working as an instructor since then and is presently employed as a Cosmetology Instructor at our institution.

### ***Full Time Clinical Instructor***

Ada Ramírez is a graduate of Colegio Técnico Profesional Agropecuario de Corredores (1992). She is a graduate of Futura Career Institute (2007) and has been our clinical Instructor since 2010. She has a current Cosmetology license issued by the Florida Board of Cosmetology.

### ***Full Time Clinical Instructor***

Ana Sanchez is a graduate of la Belle Beauty School. She has been working as an Instructor since 2009 until the present.

### ***Part Time Air Conditioning and Refrigeration Instructor***

Alberto Alonso is a graduate of Centro Politecnico Primero de Mayo (1975) where he obtained a Technician Degree in Air Conditioning Refrigeration and Centro Universitario de Pinar del Rio in 1980.

### ***Part Time Air Conditioning and Refrigeration Instructor***

Nelson Tanquero is a graduate of Zhdanov Metallurgical Institute (1982) where he obtained a degree of master of Technical Sciences.

### ***Part Time Electrical Technician Instructor***

Ramon Ortega is a graduate of University of Camaguey (1981) where he obtained a degree of Electrical Engineer.

## **ADMISSIONS POLICY**

### **REQUIREMENTS AND PROCEDURES**

A personal interview and visit to the school is required in order to enroll. The admissions representative will review the school's catalog and evaluate the applicant qualifications and aptitudes during the interview.

Students must be above the compulsory age of high school or at least 16 years of age to apply for admission to Futura Career Institute and have a High school diploma, a General Education Development (GED) Certificate or equivalent.

Foreign students must have U.S Government authorization in order to enroll.

### **ADMISSION AND REGISTRATION PROCESS**

1. Student enrollment interview must be conducted at the school
2. Complete the Admission application and submit required documents:
  - a) Proof of, age must be at least 16 years old.
  - b) Evidence of High School Diploma, or GED.
  - c) Foreign students must submit U.S Government legal status authorization
  - d) Proper Id.
3. Explanation of Enrollment Agreement, signature, and policies and procedures of the school.

### **HIGH SCHOOL DIPLOMAS POLICY**

The purpose of this policy is to establish a policy and related procedures for validating the high school diplomas for students enrolling in FUTURA CAREER INSTITUTE. This policy must be carefully followed by the admissions and financial aid departments.

**Definition of a Diploma Mill:** "An entity that: 1. Charges someone a fee and requires him/her to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of postsecondary education or training; and 2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations."

To enroll in the Institution, a student must have a valid high school diploma or GED. This policy must be followed when the school has reason to believe that the copy of the high school diploma provided by the student for admissions is invalid or was not obtained from an entity that provides secondary school education. In those cases, the school must evaluate the high school diploma provided prior to acceptance into the Institution.

The Institution maintains an "unofficial" list of unacceptable high schools. The list is unofficial because an official list does not exist. This listing is maintained and updated by the Director of Admissions. The list is updated, anytime information is obtained and verified noting a high school should or should not be on the list of unacceptable high schools. Moreover, the Institution is encouraged to communicate with our peers and compare lists of valid high schools and update our list as necessary.

Futura Career Institute by the knowledge in foreign diploma denominations recognizes the equivalence to High School Diploma or GED as follows:

<u>Foreign Diploma</u>	<u>Equivalent</u>
Bachiller Diploma	High School Diploma
Pre-University Graduated	High School Diploma
Technical School	High School Diploma
Certification of Studies Finished	High School Diploma
FOC (Faculty Worker Peasant)	GED

### **NEW STUDENT ORIENTATION PROCESS**

On the first day of class the student goes through an orientation process and that process includes the following information:

1. Welcome.
2. Student receives a copy of school catalog.
3. Tour of the school including classrooms, labs and media services.
4. Technology orientation.
5. Introduction of staff and explanation of facilities and equipment.
6. Explanation of student services including advising, media services and job placement.
7. Explanation of code of conduct and school regulations.
8. Explanation of school's cancelation and refund policy.
9. Review of school calendar.
10. Explanation of all academic policies.
11. Explanation school hours and office hours.
12. Explanation of health and safety of students in case of sickness, accidents or emergency health care needs on campus.
13. Crime report information.
14. Graduation, retention, licenses exam material and job placement are explained

### **CODE OF CONDUCT AND SCHOOL REGULATIONS**

Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the School. Therefore, all students must adhere to the following rules and regulations. Any breach may subject a student to disciplinary action, which may include an immediate warning, probation, suspension or dismissal for any of the following reasons:

1. Failure to fulfill the requirements of academic probation or attendance.
2. Noncompliance with Enrollment Agreement in its entirety including failure to pay Tuition.
3. No student will be allowed in the institution under the influence of drugs or alcohol. Drugs and alcoholic beverages are not permitted on school premises and violators will be prosecuted and expelled from institution.
4. Dangerous behavior to clients, fellow students, instructor, directors, and/or administrative staff will result in suspension
5. Students are required to wear enclosed shoes and proper uniform for designated class. Violation will result in the student being sent home for the day.
6. Lost uniform will result in \$ 25.00 fee.
7. Vandalism on school property will not be tolerated.
8. No gum chewing is permitted on premises.

9. Fourteen (14) unexcused absences.
10. All student services must be approved by appropriate staff.
11. Punctuality, integrity and quality is a must.
12. The student is responsible for all personal belongings.
13. No solicitations of any kind while on school premises.
14. Sexual misconduct and/or sexual harassment will not be tolerated.
15. Futura Career Institute will not be responsible for any loss of student property.
16. Providing false information or documentation.
17. Cheating on exams.
18. Abusive or foul language.
19. Disrespectful, insubordinate, and unprofessional towards other students, staff and administration will not be tolerated.
20. Futura Career Institute does not provide daycare.

### **ANTI-HAZING POLICY**

Futura Career Institute is committed to providing a safe learning environment for all students. By providing awareness, prevention and education in the promotion of a school atmosphere in which bullying, harassment, and intimidation will not be tolerated.

Futura Career Institute expects students, staff visitors, and all other employees to conduct themselves appropriate keeping focus on education, safe school activities, and care of the facilities and equipment. The development of this atmosphere requires respect for self and others.

Any student, who believes he/she has been victim of hazing by another student or staff, should immediately report any alleged acts to school officials as outlined in the Code of Student Conduct.

### **GRIEVANCE POLICY**

This policy supplements the administrative and academic procedures of FCI and provides a grievance policy that ensures a just and reasonable process and fair treatment for faculty members. It is expected that the grievance procedure will only be initiated if a dispute cannot be resolved. Mediation shall be available at any stage of this process. A mediator will be assigned from the institute and both sides of the conflict will be heard. The mediation process should not be longer than a day unless necessary. Each individual brings their grievance form completed as evidence and support.

1. Description of the events leading to the grievance.
2. Description of grievance.
3. Grounds for the grievance.
4. Statement of remedy.
5. Other supporting documents.

The mediator then shall arrange to consult with the School Director within 7 days. The two will review the case and render a fair and impartial decision. Note: if the School Director cannot serve then the Academic Director will assume the role of conducting and reporting recommendations to the President of the institute. The final report shall be submitted to the President within 14 days of the conclusion of the hearing and a copy delivered to the faculty member.

Students may refer their grievances if unsolved to the following address: The Commission for Independent Education 325 West Gaines Street Suite 1414 Tallahassee, FL32399-0400. Phone Number: (850)245-3200. Toll free number (888)224-6684 and The Council on Occupational Education (COE), 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 Toll-Free telephone number 800-917-2081 [www.council.org](http://www.council.org). You may also visit [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie).

## **OTHER RESPONSIBILITIES**

- a. Work areas will be kept clean at all times.
- b. Students are required to clean their work areas at the end of the day.
- c. Equipment will be returned to their designated supervisor.
- d. Trash will be disposed in designated containers.
- e. All equipment will be sterilized before and after use.
- f. School discipline must be enforced at all times.
- g. Suggestions are welcomed.
- h. All programmed tasks must be completed.
- i. All payments must be made punctually.
- j. No children or guests will be allowed during class time.
- k. Administrative office is for school related matters only.
- l. Students must attend all registered class on time.
- m. All admission documents become property of Futura Career Institute and are part of the student's permanent record.

## **INSTITUTIONAL CANCELLATION AND REFUND POLICY**

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

1. All monies will be refunded if the Institution does not accept the applicant or if the student cancels within three (3) business day after signing the Enrollment Agreement and making initial payment.
2. Cancellation after the third (3) business day, but before the first day of class, will result in a refund of all monies paid, except for \$ 100.00 of the Registration Fee.
3. Cancellation after attendance has begun through 50% completion of the scheduled hours/days of the payment period will result in Pro-rata refund. Cancellation after the student has completed more than 50 % of the scheduled hours/ days of the payment period will result in no refund.
4. The books and tool kits issued to the student become the property of the student and are not subject to the refund policy after the 3rd day of commencing the program. Tool Kits are not returnable due to state and local health laws.
5. Withdrawal date: The withdrawal date for refund computation purposes is the last date of actual attendance by the students.
6. Refunds will be made within thirty (30) days from termination or receipt of cancellation notice.
7. If the student fails to attend fourteen (14) unexcused class days without an approved Leave of Absence, they will be withdrawn from the program. Refunds will be issued based upon the school's Refund Policy.
8. The school reserves the right to dismiss a student for lack of satisfactory progress, failure to attend a minimum number of classes, non-payment of tuition, a breach in school rules and policies.
9. The Definition of the first day class is the first day of physical attendance to the last day of physical attendance. In the event a program/class is cancelled a refund of all monies paid will be returned.

## **RETURN OF TITLE IV, HEA POLICY (R2T4)**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Futura Career Institute will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

## **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or dismissed from enrollment at Futura Career Institute. It is separate and distinct from the FUTURA CAREER INSTITUTE'S refund policy. (Refer to the institutional refund policy in our school catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, and unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The institution is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) and our website [www.futuracareerinstitute.net](http://www.futuracareerinstitute.net).

## **OTHER PROVISIONS**

1. The School Director may, at their discretion, terminate the student prior to completion for
  - a) Insufficient progress
  - b) Non-payment
  - c) Failure to comply with school rules
  - d) Failure to comply with the verification documented needed in order to complete the Financial Aid process within 30 days.
2. Special Cases: in case of illness, accidents, family problems or any other circumstances that may hinder the student's training, the school may enter into a reasonable agreement with the acceptance of both parties.
3. The school reserves the right to cancel, make changes as to the class content, class schedule, unit textbooks, starting dates, etc. If changes are made by the school, there will be no financial penalty to the student.

## **STUDENT SERVICES**

### **FINANCIAL AID**

Financial Aid is available for those who qualify. If financial assistance is needed, there are two types of grants that may be awarded. The Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG). Grants do not have to be repaid.

### **APPLYING FOR FINANCIAL AID**

Students wishing to apply for financial aid must submit the following forms in order to determine eligibility; a student must submit a free application for Federal Student Aid (FAFSA) at [www.fasfa.ed.gov](http://www.fasfa.ed.gov). The student will receive a Student Aid Report (SAR) in approximately 4 weeks via mail. If the student wishes, the application can be sent electronically and an Electronic Student Aid Report (ESAR) will be received at the school in approximately 3 days. The ESAR will determine how much aid the student is eligible for, based on the information from the SAR and program the student is enrolled in.

### **FINANCIAL AID STUDENTS RIGHTS AND RESPONSIBILITIES**

As a student receiving financial aid at Futura Career Institute:

- You have the right to know what financial assistance is available, including all federal, state, and institutional aid programs.
- You have the right to know the procedures and deadlines for submitting applications for each financial aid program (including federal, state, and institutional aid programs).
- You have the right to know how your financial aid awards were calculated
- You have the right to accept or decline any of your financial aid award(s)
- You have the right to submit a Special Circumstances Application, requesting reconsideration of your financial aid eligibility if you or your family's circumstances change.
- You have the right to know Futura Career Institute's refund policy and the federal Return to Title IV policy.

### **FINANCIAL AID VERIFICATION POLICY**

Because students sometimes make errors on their applications, and or a student application is selected for verification Futura Career Institute has procedures for verifying the reported information by requesting additional information in writing from the student. The school must notify the student within one week of requiring any verification from the student in order to complete his/her financial aid. The student must submit to the school within 30 days all requested verification.

### **FRAUD POLICY**

Individuals who willfully submit fraudulent information and/or documentation to obtain financial aid funds will be investigated to the fullest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

If a financial aid officer suspects or determines intentional misrepresentation of facts, false statements, or alteration of documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for further review and possible disciplinary action. If the Director determines or suspects fraud, all information will be forwarded to the Dean of Students Services Financial Aid Division, The Vice President of Student Services, The Office of Inspector General of the Department of education, and/or the local law enforcement agency.

Note: The regulations require only that the College refer the suspected case for investigation, not that we reach a firm conclusion about the propriety of the conduct.  
Some forms of financial aid fraud include, but are not limited to the following:

- Forged signatures on an application, verification documentation or other documents provided to the college
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status
- Staff misappropriating federal and/or state funds to a student who otherwise does not meet eligibility requirements
- Staff committing fraud or any other material violation of law involving federal, state or local government funds.

Cases of fraud will be reported to the Office of Inspector General (OIG)

Inspector General's Hotline: 1-800-MIS-USED  
<http://www.ed.gov/about/offices/list/oig/hotline.html>  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC  
20202-1510

## **ADVISING**

Individual and group advisement is provided throughout a student's tenure at the school. Students are encouraged to seek advisement with instructors or with the school's administration regarding academic, personal or any issues that may interfere with our training.

## **LIBRARY**

The Institute's library is open Monday to Friday from 9:00 am to 10:45 pm. The students are encouraged to expand their experiences by use of this facility in the area of professional books, magazines, computers, and visual aids.

## **PLACEMENT**

Futura Career Institute's placement office assist its students in obtaining employment and provides assistance to all graduates in their quest for it. Services include employment listings, orientation, resumes, mock interview as well as referral and job assistance. The service entails no charge and is available to all students.



Although the placement office will provide you with this guidance, the school does not guarantee employment to any student. You may also visit the websites below for employment listings:

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

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

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

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

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

Graduates of a Spanish-speaking program may encounter employment limitations due to the fact that most businesses requires fluency in the English language.

## **TRANSPORTATION**

Futura Career Institute does not provide transportation; however, public transportation is readily available in the area.

## **APPEALS**

The Institution's policy indicates that the student has a right to appeal a decision that can be prejudicial to his/her interest. A requirement of appeal must be done in writing and must be directed to the discipline committee that will also be in writing and will be a part of the student's record. The Executive Director will determine on the case and the decision will be final. Students may refer their grievances if unsolved to the following address: The Commission for Independent Education 325 West Gaines Street Suite 1414 Tallahassee, FL32399-0400. Phone Number: (850)245-3200.Toll free number (888)224-6684. You may also visit [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)

## **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **EQUAL OPPORTUNITY/ ADA NON-DISCRIMINATION POLICY**

Futura Career Institute does not discriminate regardless of sex, age, origin, handicap, racial, religious, or social background; and no qualified applicant will be excluded from enrollment for any such discriminatory reason.

The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services).

Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination.

## **INFORMATION DISCLOSURE (School Privacy Act 1974)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Institute to amend a record should write the Institute official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **PERSONAL PROPERTY**

The school is not responsible for any lost or stolen personal equipment. Students are encouraged to adequately identify through labeling or marking all their supplies and equipment.

## **STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Futura Career Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the document describing the schools licensing and accreditation.
2. The cost of attending the institution, including; Tuition and fees, books, and supplies; estimates for transportation.
3. The academic program of the institution; Educational and training program; the institution laboratory other facilities which relate to the academic program, the facility and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and types and amounts of assistance in the financial aid package.
7. The standards which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.

You may also visit our website at [www.futuracareerinstitute.net](http://www.futuracareerinstitute.net)

## **UNIFORMS**

All students are required to wear a clean uniform. The student will project the expected professionalism their future career will demand.

## **POSSESSION, USE AND SALE OF ALCOHOL OR ILLEGAL DRUGS**

Futura Career Institute has a policy of maintaining a drug and alcohol-free learning environment. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited by state and federal Law. The employees and students must notify the school of any criminal and alcohol statute conviction for a *workplace act of 1988* and the *Drug Free School and Communities Act of 1989* as amended, required all higher learning institutions to certify to the U.S Department of Education by October 1, 1990 that they adopted and implemented a program to prevent the illicit sell of drugs and abuse of alcohol by students and employees.

For this reason, FCI reserve the right to conduct a random drug and alcohol testing on students, staff and faculty. As well as any positive results, refusal to pass a drug test within the required time frame is considered automatic admission of drug use and its grounds for dismissal immediately.

For additional information, please visit [www.futuracareerinstitute.net](http://www.futuracareerinstitute.net) and refer to our Consumer Information.

## **HYGIENE**

All students are required to keep high standards of sanitation in their prospective stations, including shampoo bowl, mirrors, station, personal equipment and floor. Note: floors must be swept and sanitized after each service.

## **EQUIPMENT**

All students are responsible for their own equipment. Students must use personal and school equipment in a safe and professional manner. Any damaged equipment will be reported immediately.

## **INSTITUTIONAL DISCLOSURE**

Programs at Futura Career Institute are offered in both English and Spanish. Courses in each of those languages are available in the day session and the evening session. Please speak with your admissions representative for details on program schedules for programs in Spanish and English. Courses whose content are taught in Spanish will be taught in that language only. All exams and projects will be conducted in Spanish. All courses whose content is taught in English will engage students only in English language materials, exams, and all other assignments. At the time of admission, student's language of instruction will be selected according to their first language. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## **PRACTICAL SERVICES**

All services performed on the clinic floor are required by state regulations to have a consultation by an instructor before the service, checked during the service, and upon completion of the service before the client leaves the clinic area. All of our clients must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately.

All students are expected to perform services assigned to them. Any student, who refuses to perform a service, will be dismissed from class and will not be credited for that day.

## **PAYMENTS**

All payments must be made in accordance with the Enrollment Agreement subscribed between the school and the student.

## **SCHOOL CALENDAR AND CLASS SCHEDULE**

The school operates on a continuous basis throughout the year; (Monday through Saturday) applicants who are approved will start classes on the next program start date following approval. The school reserves the right to change its schedule if they are in the best interest of the students.

PROGRAM	DAY	AFTERNOON	EVENING	HOURS PER WEEK
COSMETOLOGY & FULL SPECIALIST	MONDAY TO FRIDAY 9:00 AM TO 2:00 PM	MONDAY TO FRIDAY 1:00 PM TO 6:00 PM	MONDAY TO FRIDAY 5:45 PM TO 10:45 PM	25
HAIR DESIGN / BARBER	MONDAY TO FRIDAY 9:00 AM TO 2:00 PM	MONDAY TO FRIDAY 1:00 PM TO 6:00 PM	MONDAY TO FRIDAY 5:45 PM TO 10:45 PM	25
AC REFRIGERATION TECHNICIAN & ELECTRICAL TECHNICIAN			MONDAY TO THURSDAY 5:45 PM TO 10:45 PM	20

School's Break for 2023-2024 will be from December 22, 2023, until January 3, 2024.

The school will not open for classes on the following Holidays:

- |                      |                          |
|----------------------|--------------------------|
| - New Years          | - Labor Day              |
| - Martin Luther King | - Veterans Day           |
| - President's Day    | - Thanksgiving Day       |
| - Good Friday        | - After Thanksgiving Day |
| - Memorial Day       | - Christmas Eve          |
| - Juneteenth Day     | - Christmas Day          |
| - Independence Day   |                          |

## **SATISFACTORY PROGRESS POLICY**

### **Standards of Academic Progress**

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at Futura Career Institute. Students will be evaluated for academic progress at the end of each payment period. The satisfactory academic progress policy measures two factors:

#### **1. Qualitative Measure (Cumulative GPA)**

Students must maintain a cumulative grade point average of 2.0 or higher for all hours (or credits) attempted to remain compliant with SAP Policy. This amounts to a "C" average. The grade of "W" has no effect on the student's cumulative grade point average.

#### **2. Quantitative Measure**

##### **Quantitative Measure (Credit Hour Progression)**

In addition to the minimum cumulative grade average listed above (Qualitative Measure), students must also be progressing toward successful completion of the program within a maximum time frame not to exceed 150% of the published length of the program. The student must complete at least 67% of credit hours attempted each payment period to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted credits to earn. For example, a student enrolls for 14 credit hours the student is required to successfully complete a minimum of 9 credit hours ( $14 \times 67\% = 9$ ) for the term.

##### **Quantitative Measure (Clock Hour Progression)**

In addition to the minimum cumulative grade average listed above (Qualitative Measure), students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in clock hours completed. For example, if an academic program published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours. A typical 600-hour program normally takes 30 weeks to complete. Futura Career Institute allows a maximum timeframe of 45 weeks to complete the program, and students must complete at least 200 clock hours out of the 300 clock hours of each payment period.

The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 30 credits for graduation, you would reach the maximum timeframe at 45 credits attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe and hours that count toward the student's current program will count as both attempted and completed hours.

### **SAP Terminology**

"Attempted" means all credit hours/clock hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a passing grade. Grades of "W" (withdrawn), and "F" (failing), are not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

A grade of "W" is given when a student drops from a course after it begins and they have attended. An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or beyond the student control, that will prevent completion of course requirements by the end of the payment period. Students will have 30 days from the payment period end date to complete course work. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours.

The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the student's satisfactory academy progress.

### **Repeat coursework**

Students must successfully pass all courses to graduate from the Institution. Repeated courses are not eligible for Federal Financial aid (Title IV). The Institute allows a student to repeat a failed course and allow only the last grade to count in the grade point average. A failed course is a course in which a student received an "F". The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours/clock hours in calculating maximum timeframe to complete the course.

### **Categories of Academic Progress:**

1. SAP Warning - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. A financial aid warning is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.
2. SAP Probation - A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the

requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

3. Academic Suspension - A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation and lose eligibility for Title IV (financial aid) funds as a result.

### **Conditions for Reinstatement**

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.

### **CREDIT UNIT AND CLASS SIZE**

Futura Career Institute is a quarter credit hour institution. However, for Financial Aid purposes due to Federal regulations disburses financial aid funds to the Cosmetology, Full Specialist and HD/Design Barber program in a clock hour basis. For financial aid purposes the Air Conditioning/Refrigeration Technician and Electrical Technician program unit of credit is Quarter credit hour bases. The Commission for Independent Education/ Florida Department of Education and the Council on Occupational Education define credit hours as Ten (10) clock hours of theory equals 1 credit hour. Twenty (20) clock hours of lab/shop equals 1 credit hour, and thirty (30) clock hours of work-base activities equal 1 credit hour. The U.S. Department of Education comprises a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction in the presence of an instructor, and 25 hours of instruction equals one credit hour.

The Cosmetology, Full Specialist and HD/Design Barber program in a clock hour bases for The Commission for Independent Education/ Florida Dept. of Education, the Council on Occupational Education, and clock hour bases for the U.S. Department of Education. The Commission for Independent Education/ Florida Dept. of Education and the Council on Occupational Education recognize credits as comprising a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction in the presence of an instructor. The Commission for Independent Education/ Florida Dept. of Education and the Council on Occupational Education defines credit hours as Ten (10) clock hours of theory equals 1 credit hour. Twenty (20) clock hours of lab/shop equals 1 credit hour, and thirty (30) clock hours of work-base activities equal 1 credit hour. The U.S. Department of Education comprises a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction in the presence of an instructor equals one clock hour.

### **ACADEMIC POLICY**

An academic year is defined as 30 credits and 36 weeks for the Air Conditioning\Refrigeration Technician and Electrical Technician program, and for the Cosmetology, Full Specialist and HD/Design Barber program our academic year is defined as 900 hours (and 26 weeks) as per the U.S. Department of Education.

## **GRADING SYSTEM**

The school bases its grades on results by theory, clinic, and practice, from written and practical examinations. The student's professionalism and conduct are also considered. The following is the academic value system the school uses for grading purposes:

<b>Rating</b>	<b>Score</b>	<b>Grade</b>	<b>G.P.A.</b>
Excellent	90%-100%	A	4.0 points
Good	80%- 89%	B	3.0 points
Satisfactory	70%-79%	C	2.0 points
Below Average	60%-69%	D	1.0 points
Unsatisfactory	0%-59%	F	0.0 points
Failing	Incomplete	I	0.0 points

## **AVERAGE**

Evaluation will be accomplished by a final exam on every course of instruction in the program. Cumulative G.P.A. (Grade Point Average) is computed by multiplying the grade received by the attempted credits, and then the total number is divided by the total number of credits attempted. Students will be given a copy of their progress report on every midpoint evaluation period. Records are maintained by the school on a permanent basis and if the school should close, the student files will be sent to the Commission for Independent Education to be maintained.

## **GRADE ASSIGNMENT**

The grades of theory, laboratory, and clinic are assigned based on tests and assigned work taking into consideration the level of the student's application to theory and professional skills. We could require that a student repeat a service to obtain major skills and better him.

## **ATTENDANCE**

Futura Career Institute believe attendance is vital for a student and every effort should be made to maintain good attendance.

The students are responsible for their tardiness and absences. Attendance is take in a daily basis and instructors maintain weekly attendance records for each student. If a student is late more than 15 minutes after the start of a regularly scheduled class, he is considered late. Late arrivals are excused at the discretion of the instructor. After a student, has more than 4 late arrivals, he/she is referred to the Administration Office for counseling to determine what steps need to be made by the student and Administration to correct the situation.

If the student is unable to attend class, it is recommended they contact the school in advance to advise it. Absences due to medical reasons or for circumstances beyond the student's control will be excused through the School's office. All other absences will be considered unjustified and could result in suspension or possible dismissal of the student.

Please be advised that if a student misses more than 14 consecutive calendar days, they will be withdrawn from school and upon return would have to reapply for admission.



## **LEAVE OF ABSENCE**

A leave of absence is a special permission given to a student under extreme circumstances to allow him/her to be absent from the school for a 180-day period. The Leave of Absence has to be approved by the schools Director in writing, and the student will not be eligible to receive Federal financial aid assistance during the leave of absence period. The scheduled graduation will be extended for the time indicated. If the student fails to return to school on the scheduled return day he/she will be terminated immediately. One Leave of Absence is permitted per school year.

## **MAKE-UP WORK**

The student has until their evaluation period mid-point to change any incomplete or failing grade. If not, any incomplete (I) grade will be changed to an (F), and any failed exam by mid-point is final, and the student grade point average will be re-calculated accordingly.

Cumulative G.P.A. (Grade Point Average) is computed by multiplying the grade received by the attempted credits, and then the total number is divided by the total number of credits attempted. Students will be given a copy of their progress report on every midpoint evaluation period.

## **EXAMS**

Any student who is absent from class and does not take a test will take the test the very next day he/she attends class.

## **TRANSCRIPTS AND TRANSFER OF CREDITS**

The student who is requesting credits to be transferred must meet with the Academic Director prior to signing an enrollment agreement. Any decision on the comparability of credits is at the sole discretion of the receiving institution. Students should not assume that any credits of any course may be transferred to another institution.

Futura Career Institute will accept up to 60 % of a students' credit for previous training if compatible to what's offered by the institution in preservation of the consumer with a passing score of a C according to our satisfactory policy grading scale. Students applying for advanced credit because of previous training must be tested and evaluated by the school with a passing grade of a "C" at a minimal according to our satisfactory progress grading scale. The student must submit a transcript from their previous school documenting their hours and grades. Futura Career Institute has no articulation agreement with any other educational institution.

The transferability of credits earned at Futura Career Institute will be determined by the receiving institution's policy. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

A transcript of the student's record may be issued upon a student's request or to his or her designate representative. Transcripts are maintained by the school in permanent fireproof cabinets. If a student decides to transfer from one program to another, they will be given credit for all credit hours earned as long as the program is related.

## **WHAT EVERY STUDENT SHOULD KNOW**

1. Reimbursement and Cancellation Policies
2. Satisfactory Progress
3. School Rules and Regulations

### **PROGRESS REPORT**

Teachers will keep weekly progress records for each student which is then summarized in monthly progress report cards. Students will receive copies of their progress report every evaluation/mid-point period.

### **GRADUATION REQUIREMENTS**

In order to graduate a student must have completed the program of studies he or she enrolled within the specified time; average and attendance requirements outlined in the Satisfactory Progress Policy of the Institution and have completed all fiscal requirements and obligations with the school.

### **DIPLOMA**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **TERMINATION BY INSTITUTION**

The school reserves the right to dismiss a student for failure to maintain satisfactory progress, excessive tardiness, breach of school rules and regulations or any cause the school deems necessary for the good of the school and/or the students.

### **COURSE NUMBERING SYSTEM**

The course numbering system uses a five- or six-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

**HAIR DESIGN/BARBER**  
**1200 Hours**

**Objective**

This program is designated to provide students with the required theory and practical skills to take and pass the State Board Examination and receive a Barber License.

**Course Description**

This program of study is designated to train men and women to become barbers and will provide the students with training which will include sanitation, shampooing, hairstyling, hair shaping, hair coloring, permanent waving, hair relaxing, facials, shaving and Florida State Laws.

**Requirements**

Students must be 16 years of age and have a High School Diploma, or GED.

**PROGRAM INFORMATION**

**Completion Time**

25 hours per week = 48 weeks. Maximum Time Frame = 95 weeks

**Tuition and Fee:**

Tuition	\$11,600.00
Registration Fee:	100.00
Book/Kit	Included

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**Total                      \$11,700.00**

**PROGRAM DESCRIPTION**

**HD001 H.I.V./A.I.D.S.; Sanitation & Sterilization**

**(90 clock hours)**

This is an interaction class exploring H.I.V. & A.I.D.S including its history, transmission, prevention, and symptoms. The student will also learn varies techniques to maintain sanitation and & sterilization, define safe work and the purpose of OSHA.

**HD002 Shampoo/Rinse, Scalp Treatment & Color Rinse**

**(90 clock hours, 80 services, 30 Work-base hours)**

At the end of the chapter the student will have learned proper draping procedures for hair services. They will also have learned shampoo molecules and the PH factor, the different types of shampoos, rinse and conditioners and there will be demonstrations of the shampoo service. The student will also learn scalp massage and treatments including treatments for alopecia.

**HD003 Hair Color/Bleaching, Chemistry**

**(90 clock hours/25 services, 10 Work-base hours)**

At the end of this chapter the student will have learned the principles of color theory and relate their importance to hair coloring, identify the three classifications of hair color and explain their action on the hair. There will be demonstrations of products used to color beards and mustaches and the safety precautions to follow during hair coloring procedures. In addition, the student will learn organic and inorganic chemistry, the properties of elements, compounds, moisturizers and water as applied to cosmetics.

#### **HD004 Perming, Hair Relaxing**

**(90 clock hours, 60 services, 15 Work-base hours)**

At the end of this chapter the student will have learned the principal actions involved in permanent waving and the chemical actions on the hair during permanent waving. They will also have learned client consultation, hair analysis and the different types of permanent waving solutions. There will be demonstrations of the proper rodding and perming procedures and the safety precautions of permanent waving.

#### **HD005 Hair Cutting**

**(90 clock hours, 300 services, 50 Work-base hours)**

At the end of this chapter the student will have learned the art of haircutting and how to identify the sections of the head as applied to haircutting. They will have learned the principles of facial shapes and profiles, understanding finger and shear cut, shear-over-comb cut, and razor cut.

#### **HD006 Hair Styling, Hair Pieces**

**(90 clock hours, 200 services, 50 Work-base hours)**

At the end of this chapter the student will have learned free-form blow-drying techniques, styling the hair with the blow-dryer, comb, and brush, curling iron techniques, and finger wave. The student will also learn why men use hair pieces, types of hair used in the manufacturing of hair pieces and they will have demonstrations of the correct cleaning methods for hairpieces.

#### **HD007 Facials, Shave/Mustaches & Beard Trims**

**(90 clock hours, 40 services, 25 Work-base hours)**

At the end of this chapter the student will have learned the purpose of facial massage location and stimulation of muscles, the location and stimulation of nerves, the locations of arteries and veins, the benefits of massage and various types of facial treatments. The student will also learn the objective of shaving, the ability to handle the razor in four standard cutting positions, stroke and safety and sanitation procedures and precautions.

#### **HD008 State Law, Professional Ethics, Salon Management**

**(90 clock hours)**

At the end of this chapter students will have learned the laws and statutes of the State of Florida concerning Barber. The student will be able to define personality, list the qualities of effective communications, good human relations and professional attitude. The student will also learn the facts needed to open a beauty salon, discuss financial considerations involved in operating a salon, the importance of maintaining accurate business records and the importance of advertising.

#### **HD009 Clinic**

**(390 clock hours)**

This course is designed to provide the clinical experience that will enable the student to reach his/her maximum potential as they become a barber.

#### **HD010 State Board Review**

**(90 clock hours)**

This course is designed to prepare the student to pass the Florida State Barber Board Exam.

#### **Books**

Milady's Standard Professional Barbering Textbook, Milady's Standard Professional Barbering Workbook, and Milady's Standard Professional Barbering Review Book

### **Requirements for Graduation**

Students must complete 1200 clock hours of theory, practical and clinical services with a minimum cumulative grade point average of 2.0, and/or after the institution certifying the student he/she can challenge the State Board Barber Exam, after completing 1,000 clock hours. In the event the student fails the exam he/she must complete the 1200 clock hours. Completion of the minimum services required. Meeting all financial obligations with the School.

### **Diploma**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **Requirements for Licensing**

Submit to the State Board of Barber the following:

1. Application form (duly completed and signed)
2. Money order or check in the proper amount depending on odd or even years payable to DBPR. The school office will help determine your total amount.
3. Certificate of completion of H.I.V. /A.I.D.S. Seminar (2 hours).

### **Method of Payment**

Full payment may be made in advance, at the beginning of the program, mid-point of the program, paid monthly arranged with the School office.

## **COSMETOLOGY**

### **1200 Hours**

#### **Objective**

This program is designated to provide students with the required theory and practical skills, to take and pass the State Cosmetology License Examination and engage in the beauty profession.

#### **Course Description**

This program of study is designed to provide the students with the skills to beautify hair through shampooing, hairstyling, hair shaping, hair coloring, permanent waving, and hair relaxing. This also includes beautifying of the skin, hands, and feet.

#### **Requirements**

Students must be 16 years of age and have a High School Diploma, or GED.

#### **PROGRAM INFORMATION**

**Completion Time:** 25 hours a week = 48 weeks. Maximum Time Frame = 75 weeks

#### **Tuition and fees:**

Tuition	\$11,600.00
Registration Fee:	100.00
Book/Kit	Included
	-----
<b>Total</b>	<b>\$ 11, 700.00</b>

#### **PROGRAM DESCRIPTION**

##### **CP001 H.I.V./A.I.D.S., Sanitation, Sterilization & Bacteriology (90 clock hours)**

This is an interactive class exploring H.I.V. /A.I.D.S. including its history, transmission, prevention and symptoms. The class will also discuss legal and ethical issues in both the personal and professional setting. The student will also learn the various types and classifications of bacteria, how bacteria grow and reproduce and the relationship of bacteria to the spread of disease. The student will also be taught the difference between sanitation, disinfection, and sterilization.

##### **CP002 Basic Chemistry, Hair Coloring (90 clock hours, 45 services, 25 Work-base hours)**

At the end of this chapter the student will have learned to define organic and inorganic chemistry and know the differences between them. The composition of elements, compounds, and mixtures. The properties of matter, elements, compounds, and mixtures. Define acids and alkalis and know the difference between them. The chemistry of water. The classification of shampoos and types of conditioners. The composition of hair before, during and after hair coloring. The basic chemistry, types, and action of professional products. The students will also learn the correct procedure for a client consultation, the principles of color theory and relate their importance to hair coloring. They will also learn the classifications of hair coloring, and the types and uses of hair lighteners.

##### **CP003 Draping, Shampoo & Rinsing, Scalp and Hair Treatments, Hair and its Disorders (90 clock hour, 95 services, 30 Work-base hours)**

At the end of this chapter the student will have learned draping for wet hair services, draping for chemical services, and draping for dry hair services. The student will have learned the reasons for good hygienic care of the hair and scalp, the procedure for shampoo manipulations and the various types of shampoos and rinses and their PH levels. The student will have learned how to treat normal, dry, and oily scalps. They will also learn corrective hair treatments, the purposes of hair, to define hair, the

composition of hair, the divisions of hair, the process of hair growth, the causes of hair loss, hair loss treatments, scalp and hair disorders commonly seen in the salon, and know which can be treated there.

#### **CP004 Hair Design, Hair Styling**

**(90 clock hours, 370 services, 130 Work-base hours)**

At the end of this chapter the student will have learned to describe why professional haircutting is the foundation for hair design in the salon. Conduct a scalp and hair analysis, explain the difference between a stationary guide and a traveling guide. Define low elevation, high elevation, reverse elevation, and blended elevation. Description on how to cut very curly hair. The student will learn the elements of good design and the art principles in hair design. They will be able to analyze the different facial types and also how to camouflage facial flaws with hair design.

#### **CP005 Skin Care**

**(90 clock hours, 10 services, 5 Work-base hours)**

At the end of this chapter the student will have learned the beneficial effects of a facial, the materials and equipment required for a facial treatment, and the basic procedure for a facial. They will also learn the required or optional manipulation for a facial and how to identify reasons a client might find fault with a facial treatment.

#### **CP006 Permanent Waving, Hair Straightening/Waxing**

**(90 clock hours, 60 services, 23 Work-base hours)**

At the end of this chapter the student will have learned to identify the products used in permanent waving, describe the relationship between hair structure, perm chemistry, and perming techniques. There will be a demonstration of a client consultation and hair analysis and the proper rod selection, sectioning, parting, and wrapping procedures. Safety precautions will also be listed. The student will learn the purpose of chemical hair relaxing, the different products used and the difference between sodium hydroxide relaxers and the relaxers. They will also learn the three basic steps of chemical hair relaxing and their procedures.

#### **CP007 Manicure Pedicure & Nail Extensions**

**(90 clock hours/20 services)**

At the end of this chapter the student will have learned the abilities of good manicurist, to identify the natural nail shapes, the proper use of implements, cosmetics, and materials used in manicuring and massage techniques used in giving a manicure. They will also learn the different types of manicure and the proper procedure for a pedicure. They will also learn proper sanitary and safety precautions for a manicure and/or pedicure.

#### **CP008 Professional Ethics, Salon Management, Florida Law**

**(90 clock hours)**

At the end of this chapter students will have learned the laws and statutes of the State of Florida concerning Cosmetology. The student will be able to define personality, list the qualities of effective communications, good human relations and professional attitude. The student will also learn the facts needed to open a beauty salon, discuss financial considerations involved in operating a salon, the importance of maintaining accurate business records and the importance of advertising.

#### **CP009 Clinic**

**(390 clock hours)**

This course is designed to provide the clinical experience that will enable the student to reach his/her maximum potential as they become cosmetologist.

#### **CP010 State Board Review**

**(90 clock hours)**

This course is designed to prepare the student to pass the Florida State Cosmetology Board Exam.

### **Books**

Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Workbook for Theory and Milady's Standard Cosmetology Workbook for Practical.

### **Requirements for Graduation**

Students must complete 1200 clock hours of theory, practical and clinical services with a minimum cumulative grade point average of 2.0, and/or after the institution certifying the student he/she can challenge the State Board of Cosmetology Exam, after completing 1,000 clock hours. In the event the student fails the exam he/she must complete the 1200 clock hours. Completion of the minimum services required. Meeting all financial obligations with the School.

### **Diploma**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **Requirements for Licensing**

Submit to the State Board of Cosmetology the following:

1. Application form (duly completed and signed)
2. Money order or check in the proper amount depending on odd or even years payable to DBPR. The school office will help determine your total amount.
3. Certificate of completion of H.I.V. /A.I.D.S. Seminar (4 hours).

### **Method of Payment**

Full payment may be made in advance, at the beginning of the program, mid-point of the program, paid on a monthly basis arranged with the School office.



## **FULL SPECIALIST** **720 HOURS**

### **Objective**

The Full Specialist program provides students with the knowledge to obtain the Full Specialist Florida State License, as well as the necessary skills to start a professional career in spas, beauty salons, cruises, or independently as business owner.

### **Course Description**

The school covers in the Full Specialist Program the tasks, duties, laws and practices associated with the esthetics and nail technology areas. The teaching methods used are theories and lecture, a supervised laboratory and services.

### **Requirements**

Must be 16 years of age and have a high school diploma, or GED.

## **PROGRAM INFORMATION**

**Completion Time:** 25 hours a week = 28.8 weeks. Maximum Time Frame = 54 weeks

### **Tuition and fees:**

Tuition	\$ 6.900.00
Registration Fee	100.00
Books/Supplies	Included
<b>Total</b>	<b>\$ 7000.00</b>

## **PROGRAM DESCRIPTION**

### **FS001: Career Opportunities; Anatomy, Physiology, Histology and Disorders of the Skin (90 clock hours total, 30 lectures, 45 services)**

Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from early cultures

Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell; the four types of tissue found in the body; Identify the five functions of the skeletal system; Recognize the muscles involved in esthetic massage; Describe the three nerve branches of the head, neck essential for performing facial treatments; List how hormonal changes in the reproductive system can affect the skin; Explain the five steps in digestion and list the five organs that comprise the excretory system.

Distinguish the six primary functions of the skin; Identify a hair follicle and nails as an appendage of the skin; Describe the functions of the two types of nerves and distinguish the factors influencing skin health.

Explain why knowledge of diseases and disorders is valuable for an esthetician; Identify the differences between primary, secondary, and tertiary skin lesions; Recognize skin changes that could indicate a type of skin cancer; List common vascular conditions or disorders; Define nine contagious skin diseases; Identify two mental health conditions that may manifest as skin conditions and recognize common skin conditions related to skin diseases and disorders.

**FS002: Skin Care Products; The Treatment Room**  
**(90 clock hours total, 20 services, 10 Work-base hours)**

Explain the process of skin analysis; Distinguish the characteristics of sensitive skin; Illustrate and explain the causes of skin conditions and Perform a skin analysis. Explain how skin care products and ingredients are significant to estheticians; Describe the main types of ingredients in cosmetic chemistry; Identify beneficial ingredients for various skin types and conditions and Summarize the points to consider when choosing a professional skin care line.

Explain why treatment room preparation is an integral part of providing treatments; Review the elements of an esthetician's professional appearance; Outline essential room and station structural features; Describe the ideal ambience, furniture, and equipment for facials; Properly manage treatment room supplies and products; Be able to set up a facial treatment area, such as a facial bar or station and Prepare the treatment room for services; Properly clean and disinfect the treatment room and Perform pre- and post-service procedures to meet safety and health requirements

**FS003 Facial Treatments and Massage**  
**(90 clock hours total, 55 services, 30 Work-base hours)**

Describe the benefits of a facial treatment; Explain the key steps of the basic facial treatment; Describe acne facials; Discuss men's skin care treatment options and Perform the facial treatment procedures.

Explain the importance of facial massage as an esthetics service; Describe the benefits of massage; Discuss facial massage contraindications; Describe the five types of massage movements used by estheticians; Explain how to incorporate massage during the facial treatment and Perform a basic facial massage.

**FS004 Facial Devices and Technology; Hair Removal**  
**(90 clock hours total, 60 services, 30 Work-base hours)**

Identify the basic concepts of electrotherapy; Discuss the magnifying lamp, the Wood's lamp and its uses; Demonstrate how to safely and effectively use the rotary brush, the steamer, the vacuum machine, galvanic current, the high-frequency machine and spray machines; State the benefits and use of paraffin wax and Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.

Describe the structure of hair; Explain the hair growth cycle; Compare temporary and permanent hair removal and reduction methods; Provide a thorough client consultation for hair removal services; Demonstrate waxing head to toe with soft and hard waxes.

**FS005 Infection Control; Makeup and Advanced Topics and Treatments**  
**(90 clock hours, 20 services, 10 Work-base hours)**

Explain infection control; recognize the principles of infection; identify the types of pathogens; follow standard precautions; Describe the principles of cosmetic color theory; Identify face shapes and proportions for makeup applications; Follow infection control requirements for makeup services; Demonstrate the application of artificial lashes and Explain the benefits of permanent makeup application.

Identify how to safely and effectively use chemical exfoliation and peels; Discuss the benefits of microdermabrasion by type of device; Explain the benefits of laser technology and types of light therapy ; Discuss microcurrent treatments, ultrasound, microneedling and nano infusion; Describe spa body treatments; discuss common treatments used to address cellulite; Explain the benefits of manual lymphatic drainage and Describe the field of medical esthetics.

### **FS006 Nail Structure; Chemistry; Manicuring and Pedicuring (90 clock hours, 35 services, 15 Work-base hours)**

Define the natural nail unit, label the structure of the nail, describe the factors that affect nail growth. Describe the function of adhesion, adhesives, and primers in nail products, define the chemistry behind the adhesion of nail enhancements.

Describe the materials used during nail services, demonstrate the basic manicure technique, compare the process of a spa manicure and a basic manicure. Describe the equipment needed to perform pedicuring services, explain the uses of professional pedicure products, identify the benefits of a pedicure massage and discuss the importance of following disinfection practices after each pedicure service.

### **FS007 Electric Filing & Nail Tips and Forms (90 clock hours, 55 services, 30 Work-base hours)**

Describe electric files; choose the proper bit for each service; demonstrate electric filing for pedicures; and list safety tips for electric filing. Identify the difference between a nail enhancement and a nail extension; explain how to prepare for the nail for extensions; describe the different types of nail tips; and name the most common nail shapes. Define nail resin and nail resin systems; describe the importance of nail wraps and the advantages of applying dip system.

### **FS08 Nail Enhancements (90 clock hours, 40 services, 20 Work-base hours)**

Describe the chemistry of liquid and powder nail enhancements; identify the supplies for liquid and powder nail enhancements services; outline the process of maintenance, repair and removal of liquid and powder nail enhancements. Explain the importance of learning about light cured gels and to describe the chemistry of gels and discover the difference between LED and UV light used to cure gels. Classify the types of gels, understand when to perform gel services and demonstrate the basic techniques used in hand-painted nail art, how to create 3D nail art and to explain the dip system.

### **Books**

Milady's Standard Esthetics Fundamentals 11<sup>th</sup> Edition

Milady's Standard Cosmetology Workbook for Theory and Milady's Standard Cosmetology Workbook for Practical.

### **Requirements for Graduation**

Students must complete 720 hours of theory, and lab/shop training with a minimum cumulative grade point average of a 2.0.

### **Diploma**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **Requirements for Licensing**

Submit to the State Board of Cosmetology the following:

1. Application form (duly completed and signed)
2. Money order or check in the proper amount depending on odd or even years payable to DBPR. The school office will help determine your total amount.
3. Certificate of completion of H.I.V. /A.I.D.S. Seminar (4 hours).

### **Method of Payment**

Full payment may be made in advance, at the beginning of the program, mid-point of the program, paid on a monthly basis arranged with the School office.

## **AIR CONDITIONING/REFRIGERATION TECHNICIAN**

**720 HOURS/45 Credits**

**(Include 180 course prep hours)**

### **Objective**

To give the student the basic skills, knowledge and experience necessary to become employable in the air conditioning and refrigeration trade at an entry level position. The training experience of students together with after graduation experience will allow the student to grow and expand in his/her prospective position.

### **Course Description**

The school covers in the Air Conditioning and Refrigeration Program a variety of tasks and duties associated with the field of Air Conditioning and Refrigeration. The teaching methods, theories and lecture, and a supervised laboratory. Graduates of this program would qualify for the following entry level positions: Cooling Mechanic, Heating Mechanic, Refrigeration Mechanic, Energy Consultant, Heating and Cooling Service and New System Sales and Installation. The school also administers EPA Certificate Exams for Type I, II, III and universal certification.

### **Requirements**

Must be 16 years of age and have a high school diploma, or GED.

### **PROGRAM INFORMATION**

#### **Completion Time**

20 hours a week = 36 week. Maximum Time Frame = 54 week

#### **Tuition and Fees:**

Tuition	\$ 8600.00
Registration Fee	100.00
Books/Supplies	Included
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<b>Total</b>	<b>\$ 8700.00</b>

### **PROGRAM DESCRIPTION**

#### **AC001 Basic Principles of Refrigeration, Freon and Temperature-Pressure Relationships (2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned: Law I (Cold), Law II(Heat), Law III (Heat in vapor), basic refrigeration cycle, flow of heat, compressors, evaporators, condensers, the capillary tube, temperature pressure Chart, and using service gauges. The student will have also learned about balanced system, the thermostatic expansion valve, different types of units, commercial refrigeration (Open Type Case; Service Valves), converting refrigerant temperature to pressure, and operating pressures of various types of equipment.

#### **AC002 Charging Window Units and Refrigerators, Servicing Commercial Equipment (2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned condenser pressures, super heat, external equalizer line, understanding different temperatures of a system, charging the capillary tube system, making a pig tail, charging the home refrigerator/freezer, and charging the window the window unit. The student will also have learned about commercial refrigeration diagnosis, mounting service gauges,

checking for leaks, amount of charge, the receiver tank, pumping the system down, charging rules for all systems, setting pressure controls for temperature, commercial units operating pressure chart, and troubleshooting guide.

### **AC003 Basic Principles of Electricity**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about electrical knowledge, servicing home electrical (single phase), the high leg circuit, the 208-volt circuit, service voltage to homes and buildings, and electrical trouble shooting.

### **AC004 Electric Motors, Motor Starting Devices**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about motor classification, motor problems, single phase motors, shaded pole motors, washing machine type motors, capacitor start motors, and the hermetic compressor. The student will have also learned about run capacitors, permanent split capacitors (PSC), start capacitor, capacitor check, substituting capacitors, line starters, start devices, and service diagnosis chart.

### **AC005 Electrical Troubleshooting of Hermetic Compressors**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about the simplicity of hermetic compressors, manual starting of hermetic, types of relays, and homing of compressor terminals.

### **AC006 Air Distribution and Balance**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about the air distribution after leaving the handle, how to obtain a good air flow through a conduction system as achieving a good air return and the configuration of an air duct system.

### **AC007 Central System**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about condensing unit (Air cooled), charging the central system, low- and high-pressure controls, and starting devices.

### **AC008 Gas and Electric Heating, Heat Pumps**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about furnace ratings, thermocouples, gas valve, the thermostat, the anticipator, pilot generator, the hearing cycle, central heating service check list and service pointers, electrical trouble shooting guide, high efficiency furnaces, the pulse furnace, induced combustion gas-fired furnace, and electric heat. The student will have also learned about computing EER and COP, the refrigeration circuit, charging with refrigerants, electrical, defrost termination by temperature and time, troubleshooting guide for the heat pump, defrost trouble shooting, two speed compressors, and electrical trouble shooting guide.

### **AC009 Ice Machines, Refrigerants Recovery and New Refrigerants**

**(2 credit lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned about types of ice, how cubes and flakes are formed, the refrigeration cycle, metering devices, leak checking and charging, system pressure, system trouble shooting, refrigeration trouble shooting guide, electrical, brand specific wiring diagrams, and electrical trouble shooting guide. The student will have also learned about categories of refrigerants, alternative refrigerants, refrigerant management options, alternate refrigerant blends, pressure temperature chart, lubricants, system components, procedures in making the retrofit, recovery units, removing liquid refrigerant, draining compressor, and cylinder types and sizes.

### **Books**

La Biblia Dooling para el Técnico Reparador DOOLCO, INC., 4th Edición  
Tecnología de Refrigeración y Aire Acondicionado 6th Edición

### **Requirements for Graduation**

Students must complete 720 hours of theory, and lab/shop training with a minimum cumulative grade point average of a 2.0.

### **Requirements for Licensing**

Passing test administrated by the Institution.

### **Diploma**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **Method of Payment**

Full payment may be made in advance, at the beginning of the program, by mid-point of the program, or paid on a monthly basis arranged with the School office.

## **ELECTRIAL TECHNICIAN** **720 HOURS/51 CREDITS**

**(Include 180 course prep hours)**

### **Objective**

This Electrician Technician program is designed to provide students with the basic skills and knowledge necessary to obtain entry-level employment in the electrical field for residential and commercial projects. The program includes theoretical and hands-on courses for the installation of residential and commercial projects.

### **Course Description**

The school covers in the Electrical Technician Program a variety of tasks and duties associated with the field of electricity. The teaching methods used are theories and lecture, and a supervised laboratory.

### **Requirements**

Must be 17 years of age and have a high school diploma, or GED.

### **PROGRAM INFORMATION**

**Completion Time:** 20 hours a week = 36 weeks. Maximum Time Frame = 54 weeks

#### **Tuition and Fees**

Tuition	\$ 8600.00
Registration Fee	100.00
Books/Supplies	Included

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<b>Total</b>	<b>\$ 8700.00</b>
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### **PROGRAM DESCRIPTION**

#### **ET001 Principles and Applications of Electricity** **(6credits lecture, 1 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned the principles and application of electrical circuits such as electrical symbols, following schematics on real circuits, parts of an electrical installation, motors, transformers, control circuits, light fixtures types and uses. The course also includes a review in electrical basic concepts, OHM's law application, rules of safety, and code requirements. Students practice troubleshooting burned equipment grounded or with wrong resistance, as well as the use of electrical instruments.

#### **ET002 Electrical Motors and Transformers** **(4 credits lecture, 2 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned the general principles and operation of electrical motors and transformers. Electrical motors competencies include induction motors and the hermetic motor, applications, starting methods (single phase), permanent split capacitor, capacitor start (capacitor and induction start run), split phase, fan motors types with variable speed, overcurrent protection, determining the Common (C), Run (R), and Star (S ) in motors. Transformers competencies include uses, grounding, calculations, overcurrent protection and NEC requirements. The course also includes a review in electrical basic concepts, OHM's law application, rules of safety, and code requirements.

### **ET003 Basic Calculations for Electricians**

**(2 credits lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned basic electrical calculations and installation. Calculations competencies include box fill, conduit fill, voltage drop, Ampacity, types of rating, box size, grounding and bonding, equipment grounding conductors, and conduits. Installation competencies include box and conduit types, uses and fittings, NEC requirements, materials and uses, space clearance requirements for live parts and equipment, special equipment NEC Requirements, wire types and uses, ground wire sizing, wire protections, ground fault circuit interrupted for equipment, arc fault protections, equipment and requirements. Students learn wire size selection and calculation, electrical protection, fuses, breakers, internal overload, and the use of instruments such as Ohmmeter, AC clamp-on ammeter and capacitance meter. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **ET004 Residential Wiring**

**(4 credits lecture, 2 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned the installation and requirements in the dwelling unit for receptacles, switches, fans, and lighting. The student will be able to understand the code requirements governing the receptacles' outlet for laundry areas, the National Fire Protection Association Standard (NEC) #74, and the general National Electrical Code requirements for the installation of residential smoke, heat, and security systems. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **ET005 Dwelling Units Calculations**

**(2 credits lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned the requirements of small appliances and laundry loads, household electrical range calculation, the optional calculation method, calculations of multi family dwelling unit circuits, branch circuits rating, feeders, ground and neutral calculations. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **ET006 Commercial Wiring**

**(4 credits lecture, 2 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned the commercial installation procedures, will be able to read plans, as well as understand and interpret specifications when the construction and repair is required. Competencies include branch circuit calculations and feeder motor loads, conductor's selection procedure, voltage drop, and the aluminum conductor's selection. The student will practice troubleshooting systems according with the NEC. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **ET007 Commercial Installations, Procedures and Requirements**

**(4 credits lecture, 2credit lab= 80 clock hours)**

At the end of this chapter the student will have learned commercial installation procedures, equipment and materials as well as understand and be able to interpret specifications when the construction and repair is required. Competencies include NEMA configuration receptacles, motor overload protection, motor feeder and branch circuit calculations, special systems and equipment, lamps and luminaries used in commercial projects. The student will practice troubleshooting systems, and general configuration of fire alarm systems. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **ET008 Special Locations. Electrical Controls and Applications**

**(2 credits lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned to recognize hazardous locations, establish NEC requirements and safety rules. The course covers the review of commercial garages, gas stations, places of assembly, mobile homes, signs, elevators, information technology equipment, pools, emergency equipment, fire alarms circuits, and communications systems. Electrical controls competencies include circuits, equipment, and applications. Students learn how to follow a wiring diagram, NEC Requirements. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.



### **ET009 Reading Blue Prints**

**(2 credits lecture, 3 credit lab= 80 clock hours)**

At the end of this chapter the student will have learned to read a blue print. Competencies acquired by the student include the understanding of the different types of electrical drawings, electrical working drawings, layout of electrical drawings, electrical symbols, electrical specifications, building drawings such as plans, elevations, sections, and details. In addition, the student will be able to understand the different electrical wiring diagrams such as diagrammatic plan views showing individual building-circuit layouts, complete schematic diagrams showing all detail of connections and every wire in the circuit, one-line diagrams, and power-riser diagrams. The course also includes a review in electrical basic concepts, OHM's law application, and rules of safety.

### **Books**

Residential Construction Academy Electrical Principles 2<sup>nd</sup> Edition  
Electrical Wiring Commercial 15<sup>th</sup> Edition  
National Electrical Code 2014 Edition  
Residential Construction Academy House Wiring 3<sup>rd</sup> Edition

### **Requirements for Graduation**

Students must complete 720 hours of theory, and lab/shop training with a minimum cumulative grade point average of a 2.0.

### **Requirements for Licensing**

Passing test administrated by the Institution.

### **Diploma**

After the completion of the program, the student receives a diploma providing that the final examination is approved and all requisites and financial obligations with the institution have been met.

### **Method of Payment**

Full payment may be made in advance, at the beginning of the program, by mid-point of the program, or paid on a monthly basis arranged with the School office.



**School Calendar for Cosmetology & Hair Design/Barber 2023-2024**

<b><u>Start Date</u></b>	<b><u>Graduation Date</u></b>
12-19-2023	11-19-2024
01-24-2024	12-25-2024
02-20-2024	01-21-2025
03-15-2024	02-14-2025
04-15-2024	03-17-2025
05-13-2024	04-14-2025
06-07-2024	05-09-2025
07-05-2024	06-06-2025
08-01-2024	07-03-2025
09-04-2024	08-06-2025
09-30-2024	09-01-2025
10-24-2024	09-25-2025
11-20-2024	10-22-2025
12-18-2024	11-19-2025

**School Calendar for Air Conditioning/Refrigeration Technician & Electrical  
Technician 2023-2024**

<b><u>Start Date</u></b>	<b><u>Graduation Date</u></b>
12-04-2023	08-15-2024
01-08-2024	09-12-2024
02-05-2024	10-10-2024
03-04-2024	11-07-2024
04-01-2024	12-05-2024
04-29-2024	01-16-2025
05-28-2024	12-13-2025
06-24-2024	03-13-2025
07-22-2024	04-10-2025
08-19-2024	05-08-2025
09-16-2024	06-05-2025
10-14-2024	07-03-2025
11-12-2024	07-31-2025
12-09-2024	08-28-2025

**School Calendar for Full Specialist 2023-2024**

<b><u>Start Date</u></b>	<b><u>Graduation Date</u></b>
12-19-2023	07-02-2024
01-24-2024	08-07-2024
02-20-2024	09-03-2024
03-15-2024	09-27-2024
04-15-2024	10-28-2024
05-13-2024	11-25-2024
06-07-2024	12-20-2024
07-05-2024	01-17-2025
08-01-2024	02-13-2025
09-04-2024	03-19-2025
09-30-2024	04-14-2025
10-24-2024	05-08-2025
11-20-2024	06-04-2025
12-18-2024	07-02-2025