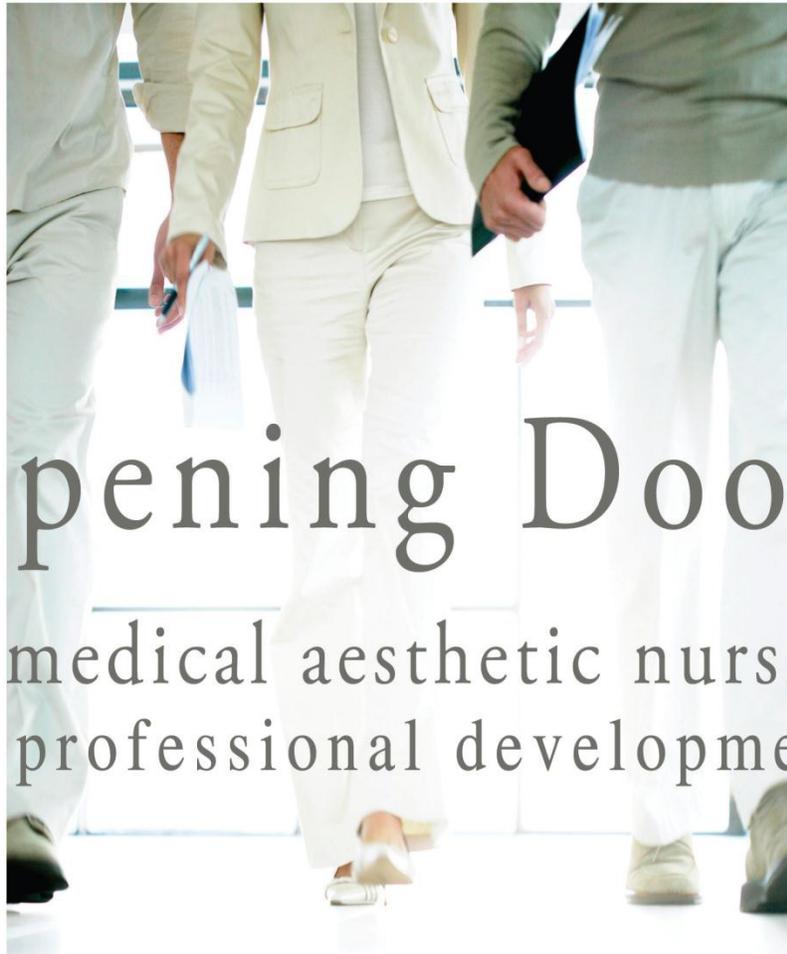


THE COLLEGE OF MEDICAL AESTHETICS



Opening Doors

to medical aesthetic nursing
& professional development

CATALOG

2012-2013

College Of Medical Aesthetics

CATALOG

1600 Dove St. suite 112

Newport Beach, Ca 92660

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2012- 2013

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Student,

On behalf of my staff and faculty, I would like to thank you for your interest in the College of Medical Aesthetics. The decision to join the College of Medical Aesthetics could lead to a rewarding and fulfilling career in the medical health care field. This catalog describes our programs, our admission and graduation requirements, our policies, and other information to help you decide on your course of study.

The College of Medical Aesthetics is a private institution of higher education offering quality medical and nursing and pharmacy programs that integrate professional skills, career-focused education and hands-on practice, that assist students to develop and achieve their personal and career potentials. The unique design of our programs provides students with in-depth knowledge and hands-on experience in the medical health care industry.

We, at the College of Medical Aesthetics consider the clinical portion of our students' training one of the most important parts of the education program offerings. All of our aesthetics students are required to have hand-on experience performing all of the therapeutic procedures, proper use of the equipment, and pharmacological knowledge of the products used in the care of clients receiving non-invasive, non-surgical medical aesthetic procedures. The number of theory and clinical hours varies with each program. In addition, the College offers programs to assist registered nurses, physicians, and other health care providers with the management of their medical aesthetic businesses, such as medical spas, clinics, offices, and hospitals.

The College of Medical Aesthetics started its first Certificate Program in Medical Aesthetic Health Care for registered nurses in 2005. The newest location is in Newport Beach, California and anticipates a two cohort classes of 8 students each. The College is constantly improving its operations, expanding the program offerings, and remains committed to teaching the state of the art knowledge, skills, and competencies in the field of medical aesthetic health care. In 2008, the graduates of the Certificate Program in Medical Aesthetic Nursing organized the American Aesthetic Nurses Association. Currently, the alumni are working closely with Louise Timmer, EdD, RN, past president of American Nurses Association of California, and Carol Bickford, PhD, RN, Executive Director, American Nurses Association, Nurse Practice Council to become recognized as a specialty area in Aesthetic Nursing. The Scope of Practice and Standards of Aesthetic Nursing are in the process of development. In 2010, the College of Medical Aesthetics authored the first nursing textbook of Medical Aesthetic Nursing in the country.

We are proud of what has been accomplished in the past several years and we look forward to sharing our future progress with you as we continue to address the needs of our students through a myriad of innovative instruction and learning techniques and additional programs in medical aesthetic health care.

Julia Pettis, B.S.H.S.
President, CEO

Mission Statement

The mission of the College of Medical Aesthetics is to offer quality medical and nursing programs that integrate professional skills, career-focused education, and hands-on practical experience to prepare students to develop and achieve their personal and career potentials in the area of medical aesthetic health care.

The College of Medical Aesthetics believes education promotes the development of positive self-esteem. Therefore, the institution provides services that support the efforts of students to succeed academically, professionally and personally. The Institute provides academically rigorous programs to registered nurses and physicians who desire a professional career in medical aesthetic health care. This is accomplished through educational programs using beginning and advanced training for the latest equipment and procedures and didactic lectures and hands-on experience provided by highly trained instructors, nurses, and physicians.

Executive Officers And Management Team

- ✓ Julia Pettis, President and Owner
- ✓ Julia Pettis, Chief Executive Officer/ College Director
- ✓ Barry Klazura, Chief Financial Officer
- ✓ Louise Timmer, Ed., D.,R.N. Chief Academic Officer
- ✓ Beth Ulbrich, RN, Director, Medical Aesthetic Nursing Program
- ✓ Donn Hickman, M.D.,F.A.C.S.
- ✓ Stacey Ross, RN, ANP

Facilities

1600 Dove St. Suite 112
Newport Beach, Ca 92660
Telephone: 949-752-2002
Email address: dean@camedtraining.com
Website: www.camedtraining.com

The campus is located in a modern professional plaza. The campus houses 6 classrooms, 1 imaging lab, 1 patient-care lab, 1 computer lab, and 1 library. There are administrative and educational offices, as well as a reception area, and separate student and faculty lounges. The skills labs are equipped with: lasers, microdermabrasion machines, laser safety glasses, ANZI required signage, Botox@Cosmetic, Dermal fillers, appropriate storage containers for syringes, needles, gloves and injectables, chemical peels, derm lamps, bio hazard waste containers, sharps containers, and charting area, capable of providing hands on experience for students with manikins, models, and clientele. Standard equipment includes a library of case studies, a library of text and reference books, video monitors, computers, TV sets and VCRs, journals, and audio and video aides. The patient-care lab is equipped with clinic beds, mannequins, and other patient-care equipment.

- The Medical Aesthetic Nursing Certificate Program is approved by the California Board of Registered Nursing (BRN) for 320 contact hours
- The College of Medical Aesthetics is associated with the American Aesthetic Nurses Association and is a contributor to the newsletter and national conferences.
- Student housing is available at \$1800.00 per month.

DISCLOSURE STATEMENTS

- ✓ College of Medical Aesthetics is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ College of Medical Aesthetics does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ College of Medical Aesthetics students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. College of Medical Aesthetics does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ College of Medical Aesthetics does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ College of Medical Aesthetics has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ College of Medical Aesthetics does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ College of Medical Aesthetics does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ Graduates from the institution's programs may wish to obtain additional certificates in addition to the educational credential obtained as a result of successfully completing their program of study. Certifications are available for all of the institution's programs. The institution's programs do possess appropriate programmatic accreditations that meet certifying agency educational requirements. Please refer to the individual program listings in this catalog and to the appropriate program application package to determine the programmatic accreditation standing of a specific program.

ADMISSION REQUIREMENTS

Medical Aesthetic Nursing Certificate Program

To be considered for admission into the Medical Aesthetic Nursing Certificate program, the applicant must meet the following criteria:

Admission Criteria:

The Medical Aesthetic Nursing Certificate Program is intended for registered nurses who hold an active nursing license. The registered nurses must have at least 2 years experience working in a hospital or a community health agency. The students should possess a desire to work with clients to preserve, enhance or correct common skin conditions and signs of aging. Students must have excellent communication skills, physical assessment skills, ability to work with equipment, chemicals, and light phototherapy, and have an artistic ability to work with the contours of the face and body.

International Student Admissions:

All applicants must meet the same admission requirements as U.S. citizens, as outlined above. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through our Admissions office. The school is authorized under Federal law to enroll non-immigrant students. All applicants must possess an active license to practice in California, another U. S state or territory. The applicant must show proof of an approved active license by a state or U.S. territory Board of Registered Nursing.

Immunization Requirements:

For protection and compliance with state regulations, the College of Medical Aesthetics requires all students to be properly immunized. You must show proof of the following immunizations before you begin the program:

- ✓ Tuberculin test in the past six months
- ✓ Varicella, rubella and MMR immunity
- ✓ Up-to-date diphtheria and tetanus shots
- ✓ Hepatitis B vaccination or signed declaration
- ✓ Documentation of vaccinations must be provided to the admissions office prior to the start of the programs. The cost of immunizations will be paid by the student

Health Screening Requirements:

Before starting any program, each student must provide written evidence from his or her family physician certifying of the absence of mental and /or contagious diseases. Drug- Screening test results are required. Positive results on drug testing could impact the student's ability to attend the clinical skills laboratory or work with clients, to complete the program's graduation requirements, or to obtain certification after completion of the program. The cost of examinations, screenings and drug tests will be paid by the student.

Background Check:

All students must complete his/her background check prior to the start of the programs. The cost of the background check will be paid by the student. The College of Medical Aesthetics will facilitate Background Checking procedures. Background check results could impact the student's ability to

attend the clinical skills laboratories, to complete the program's graduation requirements, or to obtain certification after completion of the program.

CPR Policy:

Prior to the start of any program or its internship component students must submit proof of completion and current certification in American Heart Association CPR.

Program Delivery:

Instructional delivery at the College of Medical Aesthetics is conducted by direct classroom instruction. The lectures and labs are held at the College and clinical laboratory experiences are provided at the College.

Licensure Requirements for Medical Aesthetic Nursing:

There is no certification exam required or provided by the State of California for the Medical Aesthetic Nursing Certificate program graduates before the registered nurse is permitted to practice medical aesthetic nursing.

Non-Discrimination Policy:

The college is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The College Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution:

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

Graduation Requirements:

To be eligible for graduation from any of the programs, the student must meet all of the following criteria:

- The students must complete and pass all didactic courses, exams, as well as, successfully meeting all competency evaluations.
- The program exit examination or competency examination must be passed.

ACADEMIC POLICIES

Grading and Evaluation Procedures

All the students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in this catalog. Additional elements of essays, problems, projects and case studies will receive letter grades from the faculty based on the grading rubric. Each course is based on a total of 100 maximum percentage points.

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	90 to 100%	Excellent
B	3.0	80 to 89%	Good
C	2.0	70 to 79%	Average
D	1.0	60 to 69%	Below
F	0.0	Below 59 %	Failing
W			Withdrawn

Residential Attendance Policy

All students must complete all required theory and clinical hours to graduate. All absences must be approved by the instructor, in advance, whenever possible and approval will be at the instructor's discretion.

Students must schedule to make-up time of missed hours with the instructor for all instructor approved absences. In order to meet criteria for attendance and the specific course objectives students may arrange make-up time for excused absences only. Make-up theory hours can include: case studies, independent study, written examination, attendance at seminars or workshops, auto tutorial laboratory, and research reports. Make-up clinical hours can include performance evaluation in skills laboratory or additional time in the clinical area with clients.

Students are expected to attend all classes as scheduled. Students must attend 80 percent of the scheduled class hours or grades may be reduced, at the discretion of the instructor, accordingly. Students who are tardy more than 15 minutes are considered absent for that class hour. A student may drop any course at any time. A pro-rated refund will be issued within 30 days of the date of your drop or within 30 days that you are administratively dropped.

Online Attendance Policy

Regular attendance/participation is an essential ingredient for academic success. The importance of attendance is stressed repeatedly to all students. Attendance for online classes is measured by the participation in each module and passing the quiz test at the end of each learning session. Students are expected to log into the course and post (respond) in the threaded discussion topics on a minimum of three separate days per week, beginning no later than Wednesday.

Monitoring of Student Progress

As a student, you are hereby advised that instructors will monitor your progress through your chosen program of study. You will receive feedback at the end of each course. At any time, you

may request and meet with your instructor, or with the College's Director privately to discuss any concern you may have regarding your academic progress or other topic related to your study.

Remedial Policy

All students who receive a non-passing grade in any course will be referred for remediation. In addition, instructors may request that a student attend remediation for reasons other than failing a test. The purpose of the remedial plan is to improve the student's chance for successful completion of the Medical Aesthetic Nursing Certificate Program and to strengthen areas of concern/weakness.

Students will be required to attend remediation sessions with the instructor and/or complete remediation assignments. Failure to attend or complete remediation by the requested date will result in dismissal from the program. It is the responsibility of the student to adhere to and complete the plan of action in order to remain in the Medical Aesthetic Nurse Certificate program.

Students may be placed on remediation only for a maximum of two (2) courses as necessary, and are not to exceed two (2) times throughout the entire duration of the program. Students will be dismissed from the program if a student has completed a total of 2 remediation's and still obtains a non- passing grade in the course, or if the number of remediation's exceeds two (2) per course.

The remediation coursework is graded individually. The remediation grade is not calculated into the overall course grade, nor is it considered, "extra credit." For this purpose, students who pass the remediation are considered to receive a passing grade in the course in which remediation was given.

Leaves of Absence

Should a student's circumstances be such that a leave of absence (LOA) is needed, the student must submit an application for a leave of absence to the College Director or designated official. At the Director's discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the College Director or designated official, at his/her sole discretion, may dismiss a student from the program and issue the appropriate refunds as may be required.

Students may request an additional LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period. There will be no charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.

The College awards the grade of "W" for courses from which the student has withdrawn due to an approved leave of absence. This grade does not affect the course completion rate, and therefore does not impact the measurement of the student's satisfactory progress.

Appeals

A student who has been withdrawn from the College may appeal the decision if special or mitigating circumstances exist. Any appeal must be provided in writing after any Plan of Remediation previous assigned is completed with a minimum grade of a “C.” The written appeal must be submitted to the College Director (or Designee) within 10 days of receiving notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Academic Review Committee, which is appointed by the College Director, is final and may not be further appealed.

Student Conduct

Students shall conduct themselves in a professional and ethical manner at all times. No profanity in the client care areas or classroom environments is tolerated. Insubordination to faculty and clinical instructors, or dishonesty, could be a reason for immediate expulsion from the program.

In addition to being expected to follow the rules and regulations established by the program, students are expected to follow the American Nurses Association Code of Ethics (2008) and act in accordance with the American Hospital Association’s Patient’s Bill of Rights. All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the College Of Medical Aesthetics and of the student body.

The College of Medical Aesthetics reserves the right to dismiss a student for any of the following reasons:

- Failure to maintain satisfactory academic progress,
- Failure to pay school fees and/or tuition by applicable deadlines,
- Disruptive behavior, posing a danger to the health or welfare of students or other members of the College’s community, or
- Failure to comply with the policies and procedures of the College.
- Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the College.

Probation

Student disciplinary action is designed to enforce the policies and guidelines of the College of Medical Aesthetics and its programs. Acceptable conduct and behavior must be adhered to at all times. Disciplinary action is enforced as a consequence when a student disregards the boundaries of acceptable behavior as outlined in the Course Catalog and/or Program Application Package. Students who violate any of the various policies may be placed on Probation.

A written disciplinary probation is an official notice for a specified period of time during which a student must demonstrate conduct that conforms to the College of Medical Aesthetics’ professional code of conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of dismissal. When a student is found in violation of the College of Medical Aesthetics’ policies or program regulations/guidelines, any of the following types of student disciplinary action may be imposed:

Disciplinary Probation:

A status imposed for a specific period of time during which a student must demonstrate conduct that conforms to College of Medical Aesthetics' standards and conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of dismissal.

Dismissal:

Dismissal is the termination of student status for an indefinite period. Readmission to the College shall require the specific approval of the Program Director and/or College Director. Readmission after dismissal may be granted only under exceptional circumstances.

Re-Enrollment Policy:

Students who have been withdrawn by the College can be re-enrolled based on the admission requirements once. Students who withdrawal voluntarily or have been withdrawn by the College for a second time are not permitted to re-enroll.

Student Grievance Procedures

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

- 1) An effort to define the problem;
- 2) An effort to identify acceptable options for resolution; and
- 3) An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's Director who will work to resolve the matter. The Director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director will notify the student of the decision reached.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833 www.bppe.ca.gov

Mailing address is:

P. O. Box 980818 W. Sacramento, CA 95798-0818
Toll Free Number: 1 (888) 370-7589
Telephone Number: (916) 431-6959 Fax: (916) 263-1897

STUDENT SERVICES

Academic Advisement

All entering and enrolled students may discuss program and course selection with the Program Assistant Director or an admission advisor. An appointment is required.

Orientation of New Students:

Orientation is conducted prior to the beginning of each program as a means of introducing new students to the College of Medical Aesthetics. During this orientation, the administrators familiarize students with the College's facilities and explain academic policies and regulations.

Tutor Locator Service:

Students who experience difficulty or who have learning challenges will be provided assistance in locating qualified tutors. The College does not provide a tutoring program. Interested students should contact the program Assistant Director. Individual tutoring can be arranged by the program Assistant Director to help students to catch up with the program and to improve academic progress.

Library Resources

Library resources including but not limited to latest video tapes, CDs and DVDs as well as current journal publications and medical books are available for the student use. In addition, CINAHL service is available to students for research purposes.

Computer and Internet Resources:

Computer and Internet Resources are available for students. Students have access to equipment and programs that are essential for their educational and work-related experiences. The computer lab is also equipped with the printer and copier to help students in education and research projects.

Online Website:

Internet website is available to students for the communication between faculty and students by email communication.

Employment Assistance

Job search assistance to graduates in good standing is available for as long as the graduate continues to cooperate with the College of Medical Aesthetics. The company cannot and does not promise or guarantee employment upon graduation. Embarking on a course of education typically enhances one's thinking and potential job enhancement. The programs offered at the College of Medical Aesthetics require a significant commitment of time and effort. There is also the risk that, due to market fluctuations, personal issues or other factors, some graduates are unable to find employment in their field of training within a timeframe that is acceptable to them. Job search assistance will be in the form of some or all of the following:

- Interviewing skills seminars
- Resume preparation seminars
- Job search techniques seminars
- Referrals to potential employers

In the medical aesthetic nursing field, many jobs start part-time, averaging 20 to 25 hours per week, with an opportunity to progress to or change employment to a job that is full-time.

Finding employment is a joint effort between the student and the College. The student must agree to cooperate with College staff in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews and completing all required assignments.

Furthermore, it should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In order to maximize chances for success, students must commit to a reasonable timeframe to complete the job search process, which typically takes several months beyond graduation. During this time, the student should maintain regular weekly contact with the College. It should also be understood that a potential employer may consider a job applicant's attitude, grades, attendance, and personal performance on an interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

College of Medical Aesthetics programs are comprehensive in nature and are designed to prepare students for entry-level positions in medical aesthetic nursing. An entry-level position usually entails additional training to learn further skills and protocols specific to that position. An applicant for an entry-level position, in order to secure employment, must adopt a "get your foot in the door" approach by maintaining flexibility with regard to salary, hours, location and potential relocation.

Academic Freedom

This institution is committed to assuring academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the College encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of viewpoints and opinions on the subject matter, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

Sexual Harassment:

This institution is committed to providing a work environment that is free of discrimination, Intimidation, and harassment. It is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an

individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Academic Integrity

All students enrolled in classes at College of Medical Aesthetics are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records and other details relative to the assessment of student performance. Integrity and honesty is a quality essential of all medical workers. The faculty does not want students who are dishonest since that attitude and perspective will put patient's health and lives at risk. Any dishonesty with regard to these matters is subject to censure or penalty (including but not limited to expulsion) in proportion to the seriousness of the action.

Dishonesty would include things such as:

- Copying answers of another person or persons during an examination,
- Secreting (hiding) of unauthorized materials to assist in an examination,
- Plagiarism, taking as one's own statements those of another without giving due credit to the author, even though such material may have been restated in one's own words,
- Fraudulently obtaining test information, falsifying records, transcripts, recommendations or
- Other documents indicative of student qualifications.

College of Medical Aesthetics also considers the following to be serious breaches of integrity:

- Falsification of patient records.
- Breach of patient confidentiality.
- Taking property or supplies from the College.
- Felony convictions.
- Endangering patients due to psychological impairment or by being under the influence of alcohol or drugs.
- Falsification of assignments that are to be conducted on patients or members of the community.
- Having someone else complete your written assignments and submitting them as your work.

In proportion to the seriousness of the action, censure, and penalty may extend from a failing grade in the coursework in question to dismissal from the program. Ordinarily the responsibility for resolving the issues lies between the faculty member and the student.

Statement on Cheating and Plagiarism

Cheating includes all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one's own work.

Plagiarism includes using materials from such sources as books, articles, class notes, and web sources & audio video resources. Copying a direct quotation without using quotation marks or crediting the source is considered plagiarism. Another form of plagiarism consists of paraphrasing an idea or use of an original idea without properly introducing or documenting the paraphrase or borrowed idea. Penalties for cheating and plagiarism may result in a failure on a particular assignment, an F for the course, or expulsion from the College.

Statement on Disruptive Classroom Behavior:

In the classroom or laboratory environment, the student must respect the rights of others seeking to learn, respect the professionalism of the instructor, and honor the differences of viewpoints. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

Syllabus is Subject to Change:

Course syllabi and schedules are subject to change in the event of extenuating circumstances. If you are absent from class, it is the student's responsibility to check on announcements made while you were absent."

Classroom Policies

Cellular phones, pagers, etc. are to be turned off during class.

Professional Behavior Objectives:

The following professional behaviors are expected of every student. Penalty for failure to comply with these objectives may result in either a failing grade in the work in question or dismissal from the program.

1. Demonstrates Professional Behavior.

- Appears for clinical experiences with clients, appropriately dressed and attired (name pin and College badge) in a lab coat.
- Always has a professional appearance in regard to neatness and personal hygiene.
- Attends class and clinical on time and notifies staff and/or faculty when leaving clinical.
- Contacts the faculty in a timely manner when unable to report for the clinical assignment.
- Informs faculty if there are any physical or psychological conditions that would limit
- The ability to perform safe, effective nursing care.
- Never reports for clinical under the influence of alcohol and/or mind altering drugs.
- Is not discriminatory against the clients on the basis of race, creed, national origin, physical disability, sexual preference, or disease entity.
- Is courteous to staff, interdisciplinary team members and faculty.
- Does not use profane language with clients, faculty, and staff.

2. Provides Safe Care Based on Scientific Principles

- Prepares a written nursing care plan prior to initiating nursing care.

- Prepares for client care by acquiring theory and knowledge essential to specific nursing care of assigned clients (e.g., prepare drug cards, calculate drug dosages, describe treatment, look up procedures, etc.).
- Implements safe care based on scientific principles (e.g., asepsis, protection from physical and psychological injury, correct medicine and administration).

3. Demonstrates Ethical Behavior

- Maintains confidentiality of all client, family, and agency information.
- Informs faculty and/or staff of any unsafe practices observed in the clinical setting.
- Abides by the American Nurses Association Code of Ethics (2008)

Catalog Policies

This catalog is current as of time of publication. Rules governing student conduct, admissions policies, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Please check with the Director or Program Director if you have questions regarding the content of this catalog. We reserve the right to adopt, amend, or repeal rules and policies that apply to students and School operations. Changes in the content of this catalog will be posted on bulletin boards or emailed or mailed to the students and shown as a supplement to this catalog. The updates will also be posted on the College's website. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and School policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog will be initially added by means of an addendum and will appear at the end of the catalog.

Program policies

All policies governing the program are published in the School Catalog and specific program application package. Students who do not comply with the established guidelines are advised as needed and disciplinary action taken when appropriate.

Note: Programs' rules and regulations are subject to change without notice.

Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

Non-Discrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a

person from consideration as an individual. Any inquiries regarding this policy should be directed to the College Director, the person responsible for assuring that this policy is followed.

Student Records

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. A backup disc that is removed from the computer network each day and is taken off-site. Student transcripts are kept permanently.

College of Medical Aesthetics is required to maintain student records for a minimum of 5 years while student transcripts will be maintained permanently and made immediately available during normal business hours and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's.

Transcripts of Records

The College of Medical Aesthetics will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

College of Medical Aesthetics will maintain a student database with records of all students' information. This database will be backed up regularly and stored on computer disk at a separate location from the College of Medical Aesthetics. These records will be stored without loss of information or legibility permanently.

College of Medical Aesthetics will maintain functioning printers that can immediately reproduce exact, legible printed copies of stored records. The printers shall be maintained at Columbia International College of Medical Aesthetics' primary administrative location in California;

THE SCHEDULE OF PROGRAM FEES

Program Name	Registration	Lab Fee	STRF	Tuition	Total Cost
Aesthetic Dermatology Nursing Certificate Program	\$250.00	\$1,800.00	\$7.00	\$ 11,450.00	\$ 13,532.50

All fee and tuition are subject to change without notice. The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, in advance, prior to the first day of class of other deadline date as may be posted from time to time in the admissions office or on our website. Affordable monthly payments are available. The student must contact an admission advisor to discuss the payments in further detail. The school does not offer federal grants or loans.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

CANCELLATION AND REFUND POLICY

Medical Aesthetic Nursing Certificate Program

Students Right to Cancel:

1. College of Medical Aesthetics makes every effort to teach scheduled classes, but occasionally unforeseen circumstances arise such as instructor emergencies, location issues or low enrollment. If College of Medical Aesthetics postpones your class, we will provide you with as much advance notice as reasonably possible under the circumstances, in most cases 10 business days. Once you are notified of a class cancellation, you have the right reschedule or request credit. Please keep this policy in mind as you make travel arrangements, as College of Medical Aesthetics shall not be liable for non-refundable travel cost, pre arranged housing cost, loss of employment, or loss of income
2. Cancellation may occur when the student provides a written notice of cancellation to the Admissions Dept. at the following address: 1600 Dove St. suite 112 Newport Beach, CA. 92660. Please note this must be done by mail, hand delivery, or telegram. Effective of cancellation will be the post marked date on the envelope providing that it is properly addressed, has proper postage and meets withdrawal deadlines.
3. The written of cancellation need not take any particular form, however expressed it is effective if it shows you no longer wish to be bound by your enrollment agreement and must include students name, student ID/registration number, home address and valid phone number where the student can be contacted.
4. **Online Course refund policy:** Due to the nature of the Aesthetic nursing program, the following explains the class cancellation charge policy: Refund request are not accepted once you log-on after the class begins. Unless otherwise stated in the course description.

Withdrawal from the program:

- If you withdraw 14 business days or more prior to class date no charges incurred.
- If you withdraw 10 business days or less prior to class start date: You will be charged 100% of the class fee.
- If you register during the 1st semester, the policy is in effect immediately.
- If you need to cancel your on-site lab: Please provide College Of Medical Aesthetics with as much advance notice to help us meet our class and site schedules.

Withdrawal from the program:

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$100.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

AESTHETIC AND DERMATOLOGY NURSING

A Diploma Program (Hybrid Program)

320 Clock Hours
10.7 Semester Credit
Hours

PROGRAM DESCRIPTION

COURSE OUTLINE

Course Number	Course Name/Title	Online Hours	Lab Hours (On-site)	Total Clock Hours	Semester Credit Hours
ADN-01	Fundamental Science of the Integumentary System, Segment I	12	0	12	0.4
ADN-02	Fundamental Science of the Integumentary System, Segment II	12	0	12	0.4
ADN-03	Introduction to Common Skin Disorders, Segment I	12	0	12	0.4
ADN-04	Applications of Cosmeceuticals	12	0	12	0.4
ADN-05	Dynamics of Aging Skin	12	0	12	0.4
ADN-06	Nutrition and Wellness: Nutraceuticals and Age Management Medicine	12	0	12	0.4
ADN-07	Introduction to Lasers and Photo Medicine	12	0	12	0.4
ADN-08	Wavelength and Chromophore Therapies, Parts I, II & III	12	0	12	0.4
ADN-09	Wavelength and Chromophore Therapies, Parts IV, V, VI & VII	12	0	12	0.4
ADN-10	Photo Therapies, Parts I & II	12	0	12	0.4
ADN-11	Introduction to Non-Invasive Body Sculpting	12	0	12	0.4
ADN-12	Dermal Needling	12	0	12	0.4
ADN-13	Botulinum Toxins, Parts I & II	12	0	12	0.4
ADN-14	Dermal Fillers	12	0	12	0.4
ADN-12	Chemical Peels I & II	12	0	12	0.4
ADN-16	Policies and Protocols; Evidence-Based Practice	12	0	12	0.4
ADN-17	Business Development	12	0	12	0.4
ADN-18	Professional Practical Experience I	0	48	48	1.6
ADN-19	Professional Practical Experience II	0	48	48	1.6
ADN-20	Professional Practical Experience III/Seminar	0	20	20	0.7
TOTALS		204	116	320	10.7

Note: Total Clock Hours does not include Hours Outside of Classroom, which is 0.25 of total clock hours.