



Academy of Beauty and Esthetics

Catalog of Courses

Mission & Objectives

The Academy of Beauty and Esthetics' mission is to provide student's access to Cosmetology and Massage Therapy programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This approach, driven by a structured course curriculum and hands on training, ensures that our students are well equipped to enter into a career in the Cosmetology or Massage Therapy industries. Part of our mission is to convey to students the importance of continuing education.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept indefinitely. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE _____
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____
3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT _____

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance. All fees are subject to change.

STRF Disclosure

§ 76215. Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

"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, 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 students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.
Reference: Section 94923, Education Code.

Library Resources

No physical library is maintained by this institution.

The text materials and classroom activities are sufficient to support the instruction required.

School Location

Academy of Beauty and Esthetics

14455 Roscoe Blvd, Panorama City, CA 91402

Phone: (818) 894-8183, (818) 894-4126

www.aboutABE.com

Academy of Beauty and Esthetics is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE)

(A) 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, (916) 431-6959 (888) 370-7589 Fax (916) 263-1897

(B) 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.

(C) 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.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to 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 money's not paid from federal student financial aid program funds.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

"A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or

less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that has 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 95798-0818. www.bppe.ca.gov (phone): (916) 431-6959 (fax): (916) 263-1897.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at The Academy of Beauty and Esthetics is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in The Academy of Beauty and Esthetics' programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Academy of Beauty and Esthetics to determine if your certificate(s) will transfer.”

This institution has not entered into an articulation or transfer agreement with any other college or university.

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. 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 endeavoring 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 Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principles by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution

proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, 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 Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Transcripts

Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Academic Probation

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours. For each of the programs offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It 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

Placement Services

This institution does not provide placement assistance.

Ability to Benefit Students

No Ability to Benefit Students will be admitted. High school graduation or its equivalent is required.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, B, C,...F system. The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

ACADEMIC GRADING	POINT GRADING:
100% - 95% = A – EXCELENT	4 PTS = EXCELENT
94% - 85% = B – GOOD	3 PTS = GOOD
84% - 75% = C – AVERAGE	2 PTS = FAIR
74% - 65% = D – UNSATISFACTORY	1 PTS = POOR
64% - BELOW – FAIL	0 PTS = FAIL

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Student Housing

This institution does not operate dormitories or other housing facilities.

Nondiscrimination 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. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Description of Facilities

The school is located in the plaza building built in 1991 with ample parking for students and visitors. This location is only 10 minutes from 101 and 405 freeway. It's fully equipped and accommodate a reception area , two theory classrooms, three manicure and pedicure stations, an admission office, break room as well as two restrooms. The skin care program has four private bay with facial machines. The massage class includes six private massage bays. The salon class includes four salon station and three shampoo stations.

Academic Freedom

Academy of Beauty and Esthetics is committed to assuring full academic freedom to faculty. 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, methods for which the college has received oversight approval.

Academy of Beauty and Esthetics encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Admissions Policy – All Programs

For each of the programs offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with 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 any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Acceptance of Transfer Credit Policy / Transfer of Experiential Credit

No transfer of credit is available. This institution does not grant service for any prior experiential learning, including assessment policies and procedures, or provisions for appeal.

Instructional Programs

(No externships are required.)

Program Name : Cosmetology

Name of Program	Cosmetology
Program Length in Hours	1,600
Description of Program	A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and

nails. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.

<p>Name of Course(s) Within this Program of Study</p>	<p>1 Hair Care 2 Facial 3 Nail Care 4 Make Up</p>	<p>Equipment Used by Instructors and Students</p>	<ul style="list-style-type: none"> ▪ Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials (at least one red, blue and white light). ▪ Mannequins, with full head of hair. ▪ time clock ▪ Shampoo bowls. ▪ dryers ▪ facial chairs or facial couches ▪ manicure stations ▪ electrical cap ▪ Wet Hair Styling ▪ Thermal Hair Styling ▪ Permanent Waving ▪ Chemical Straightening ▪ Haircutting ▪ Hair coloring ▪ Bleaching ▪ Scalp and Hair Treatments 	<ul style="list-style-type: none"> ▪ THERMAL HAIR STRAIGHTENERS ▪ electric comb ▪ non electric combs ▪ electric curling iron ▪ non electric curling irons ▪ stove ▪ TEXT AND REFERENCE BOOKS ▪ Textbook approved by the board ▪ Performance Criteria ▪ Facials Manual ▪ Electric ▪ Make-up 15 ▪ Manicuring and Pedicuring ▪ Liquid and Powder Brush-on ▪ Artificial Nail Tips ▪ Nail Wraps and Repairs
<p>List the skills or competencies to be acquired by the student.</p>				
<p>Does Training Lead to Licensing or Certification</p>	<p>Yes</p>			
<p>List of Requirements for Eligibility for Licensure:</p>	<p>Completion of a Board approval course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.</p>			
<p>Which Agency certifies or licenses graduates? Is an Externship or Internship Required?</p>	<p>California Board of Barbering and Cosmetology No</p>			

Requirements for Completion

Students shall complete the minimum required number of theory hours and practical operations as specified by the State of California, with a final evaluation score for practical and written test of 75% or better. In addition to the state's requirements, students at must also complete the following course work: To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, and pass an instructor monitored practical exam demonstrating competence in the practice of all aspects of the beautification and care of the hair, skin and nails

1. Complete all assignments from the standard theory and practical workbooks.
2. View videos from required viewing video list.
3. Prepare a photo portfolio of your finished work. (Minimum of 15 photos.)
4. Prepare an organized notebook with subject headings and procedure sheets.
5. Complete a typed functional resume and cover letter (class given for creating a resume.) Upon satisfactory completion of 1600 hours, the State requirements, and the Course Work listed above, The student shall receive V.V.B.C'S certified diploma which certifies completion.

Program Name : Esthetician

Name of Program	Esthetician
Program Length in Hours	600
Description of Program	The Esthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics
Name of Course(s) Within this Program of Study	1 Skin Care Therapy 2 Hair Removal 3 Make Up
Equipment Used by Instructors and	▪ Container and Supplies for Preparation of Wet and Dry ▪ 1 oz portion cups

Students

- Sanitary Maintenance Area
 - Hand soap
 - Container for Disinfection of Implements
 - Disinfectant solution
 - Terry towels
 - Paper towels
 - Appropriate draping for all services
 - Pencil type makup sharpener
 - Cleansing cream
 - Massage cream
 - Astringent or witch hazel
 - Abrasive cleansing scrub
 - Waste receptacle (plastic bags)
 - Tweezers
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

List the skills or competencies to be acquired by the student.

The learning outcomes include:

- Ability to analyze customer's skin care needs.
- Able to discuss treatments and products with clients.
- Perform facials to cleanse pores and improve skin tone.
- Apply chemical peels to reduce fine lines and age spots.
- Perform simple extractions to remove blackheads.
- Remove unwanted facial hair using depilatory wax.
- Tint eyebrows.
- Instruct customers on skin care and makeup techniques.
- Sterilize equipment and clean work area.
- Massage the face.
- Select and apply cosmetic products such as creams, lotions, and tonics.

Does Training Lead to Licensing or Certification Yes

List of Requirements for Eligibility for Licensure: Completion of a Board approval course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

Which Agency certifies California Board of Barbering and Cosmetology

or licenses graduates?
 Is an Externship or Internship Required? No

Requirements for Completion

Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic esthetic care.

Program Name : Manicurist

Name of Program Manicurist
 Program Length in Hours 400

Description of Program This course is the study of the basic principles of Nail Technology that will prepare students to meet all the requirements necessary to pass state licensure examination and obtain gainful employment in the field of Nail Technician. Upon successful completion of this course, students are able to demonstrate professional conduct, recognize nail disorders and diseases, and identify and perform procedures for sanitation and nail care services.

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| Equipment Used by Instructors and Students | <ul style="list-style-type: none"> ▪ Cotton ▪ Hand Soap ▪ Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area ▪ Container for Disinfection of Implements ▪ Disinfectant Solution that Meets Requirements of Board Regulation ▪ Polish Remover ▪ Manicure Bowl and Brush | <ul style="list-style-type: none"> ▪ Hand Lotion ▪ Liquid Polish (medium to dark shade) ▪ Cuticle Nippers and Scissors ▪ Metal Cuticle Pusher ▪ Plastic/Orangewood Stick ▪ Sufficient Terry Towels for Manicuring Examination ▪ Paper Towels ▪ Portion Cups ▪ First-Aid Supplies for Cuts ▪ Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps |
|--|--|---|

List the skills or competencies to be acquired by the student.

- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Clean and sanitize tools and work environment.
- Schedule client appointments and accept payments.
- Remove previously applied nail polish, using liquid remover and swabs.
- Clean customers' nails in soapy water, using swabs, files, and orange sticks.
- Shape and smooth ends of nails, using scissors, files, and emery boards.
- Apply undercoat and clear or colored polish onto nails with brush.
- Advise clients on nail care and use of products and colors.
- Assess the condition of clients' hands, remove dead skin from the hands and massage them.
- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.

Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

Does Training Lead to Licensing or Certification	Yes
List of Requirements for Eligibility for Licensure:	Completion of a Board approval course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

Which Agency certifies or licenses graduates? California Board of Barbering and Cosmetology

Is an Externship or Internship Required? No

Requirements for Completion

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on

quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

Program Name : Massage Therapy

Name of Program	Massage Therapy program
Program Length in Hours	600
Description of Program	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center.
Equipment Used by Instructors and Students List the skills or competencies to be acquired by the student.	Anatomical charts, Essential oils, Body wrap materials, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Heat lamps, Cold packs; Hot packs; Massage stone sets <ul style="list-style-type: none">▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.▪ Apply finger and hand pressure to specific points of the body.▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.▪ Maintain treatment records.▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.▪ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.▪ Develop and propose client treatment plans that specify which types of massage are to be used.▪ Refer clients to other types of therapists when necessary.▪ Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being. Treat clients in professional settings or travel to clients' offices and homes
Does Training Lead to Licensing or Certification Which Agency certifies or licenses graduates?	Yes, Certification Certification is granted to those individuals who successfully complete at 500 hours of instruction, pass a background check and meet the other requirements of CAMTC. City of Los Angeles Board of Police Commissioners (city) or California Massage Therapy Council [CAMTC] (state)
Is an Externship or Internship	No

Required?

Requirements for Completion

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques.