



# School Catalog 2022

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# Welcome Letter

Dear student:

When you decide to join an active and diverse student body, it is an important step on your journey to advancing your education and improving your career opportunities. Our programs, quality education, hands-on training and dedicated faculty and staff create a caring, friendly atmosphere for learning.

All information in this college catalog is current and is certified as true by American Empire College's CEO.

American Empire College is proud to offer its outstanding beauty programs (consisting of Cosmetology, Skin Care (Esthetician), and Nail Care (Manicure and Pedicure), and Massage Therapy program, all of which will help you fulfill your career goals and aspirations.

This catalog applies to all American Empire College programs. The policies and procedures described herein apply equally to all enrolled students and are intended to serve as a guide to American Empire College programs and its official policies and procedures. It also includes information about available courses of study, services, regulations and requirements.

California statute requires that a student who successfully completes a course of study be awarded an appropriate Diploma/Certificate of Completion verifying this fact. Prospective enrollees are encouraged to discuss personal educational and occupational plans with College personnel prior to enrolling or signing enrollment agreements.

Remember, everyone here at American Empire College wants you to succeed.

We look forward to seeing you on campus and thank you for becoming a part of the American Empire College family!

Sincerely,

Nancy Piao

CEO / School Administrator

# 1. GENERAL INFORMATION

## **Disclaimer Information**

This catalog is published for informational purposes only. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and American Empire College (*hereinafter referred to as AEC*).

AEC reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships towards students enrolled. Students should consult the current schedule of classes for supplementary information.

Any question 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

### **Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: (888) 370-7589 or by fax (916) 263-1897

American Empire College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had a petition in bankruptcy filed against American Empire College within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **BPPE Approval Disclosures**

American Empire College is a private institution and a nonprofit corporation approved to operate by the Bureau for Private postsecondary Education (BPPE) under section 94909(a)(2). Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (5, CCR).

American Empire College is not currently accredited by an accreditation agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the state of California.

## **Crime Statistics Report**

No criminal offenses or arrests have occurred in the following categories on the College premises from 2016 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

## **Review Documents Before Signing**

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.



### **College Website**

American Empire College maintains a website with the most current information about our College including: college catalog, College Performance Fact Sheets, student brochures, annual reports, and link to the BPPE website. The website can be accessed at <http://www.americanempirecollege.org>

### **Educational Objectives/Mission Statement**

American Empire College's goal is to graduate students who will be highly employable and capable of demonstrating the knowledge and skills necessary to pass licensing exams and perform their jobs competently. In the process, our objective is to maximize the development and personal growth of each student as a complete person, to help each student discover his or her potential and hopefully function as skilled professionals who are contributing members of society. We strive to maintain programs of education that are constantly updated so students will have the knowledge and skills they need to be competitive and secure employment in their chosen fields, and to insure the constant educational growth of the faculty, students, teaching methods and techniques. The successful student should be able to function effectively in one of the many specializations available at AEC. We are constantly striving to prepare our students to acquire the knowledge and skills necessary to compete in today's job market and industry at large.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant practical training helps develop skills to their fullest capacities. Our trainers come with proven expertise to provide students with an all-encompassing and well-rounded education. There are exciting activities which are carried out in an environment that is characterized by spacious, well-lit facilities, remodeled to meet functional school needs and state-of-the-art equipment especially designed to properly enhance student training. American Empire College welcomes all persons interested in a vocation program we offer. We are happy to have you visit the school at any time during school hours. Come in and see our facilities and the teaching staff for yourself and consider the many advantages we offer for serious students who are looking to succeed. We will be pleased to answer all of your questions.

### **Academic Freedom**

American Empire College stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of American Empire College. Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

- Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
- Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

### **Educational Philosophy and Objectives**

American Empire College is committed to provide an educational environment that enhances students' ability to fulfill their career goals and encourages the development of the complete person. AEC also provides direction for students seeking further education. American Empire College aims to provide the highest caliber education to those who have the desire and discipline to improve their lives through learning new skills and acquiring knowledge in their chosen field of study.

## **Admission Policy**

Applicants are advised to schedule an appointment with College's CEO to discuss admission requirements and procedures. It is the institution's policy that prior to enrollment (signing an enrollment agreement) the College will provide prospective student with a school catalog and school performance fact sheet. The institution provides and encourages prospective students to review the institutional Catalog. Each applicant will be interviewed individually, so that the College may better understand the career goals of the applicant.

Enrollees are admitted as regular students once all of the following criteria have been met:

- High School graduates with a valid diploma, official transcripts stating High School Transcript showing High School Completion (or 10<sup>th</sup> grade completion for beauty program enrollees). If diploma is issued by a non-U.S. school and not in English, then it must be translated and certified by a Public Notary.
- Current California ID
- Authorization permit / Working Permit (if non-U.S. citizen)
- Social Security Card or Tax Identification
- Applicant must be least 18 years old

## **English Proficiency Requirement**

Meeting the minimum score (303 out of 500) of the Verbal Skills portion of the Wonderlic Basic Skills Test will serve as an indication of English proficiency needed (same level as a high school graduate or GED) to benefit from the education programs offered, as all courses offered by American Empire College will be instructed in English. Prospective students without a U.S. high school diploma or GED are required to take the Wonderlic Basic Skills Test and meet or exceed the minimum Verbal Skills score (303 out of 500) and Quantitative Skills score (294 out of 500) in order to be admitted to one of AEC's programs.

American Empire College does not provide English language services, including instruction such as ESL, for prospective students whose English proficiency level does not meet the admissions requirement.

## **2. PROGRAMS AMERICAN EMPIRE COLLEGE OFFERS**

### **Certificate Programs**

- Cosmetology Course (1000 Clock Hours)
- Esthetics Course (600 Clock hours)
- Manicuring / Nail Care Course (400 Clock hours)
- Massage therapy Course (750 Clock hours)

## **3. PROFESSIONAL POSITION REQUIREMENTS**

Unless otherwise stated, American Empire College's Educational programs are designed to lead to positions in professional occupations that may require licensure in California. If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in such a profession, occupation, trade, or career field, please be careful to read thoroughly the requirements and expectations for graduation for that program. Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, or by an agency including any applicable course requirements for licensure.

## 4. ACADEMIC PROGRESS STANDARD

### Academic Progress Requirements

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the college. All students are considered to be making satisfactory progress when they begin College and not during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

### Articulation and Transfer Agreement Disclosure Statement

American Empire College has not entered into an articulation or transfer agreement with any other college or university.

### Grading Policy

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 2.0. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to retake an examination, or complete a reassignment of sufficient quality to raise the grade to passing score. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA. If the student repeats a course after having received an 'F' grade initially, the previous 'F' grade remains factored in the GPA, as does the new grade.

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of corresponding hours taken.

#### Grading system and Grade Points

Academic Grading	Letter Grade	Description	Grade Points awarded
100%-91%	A	Excellent	4.0
90%-81%	B	Good	3.0
80%-71%	C	Average	2.0
70%-61%	D	Unsatisfactory	1.0
60-0%	F	Fail	0

#### Additional Codes

Academic Grading	Letter Grade	Description	Grade Points awarded
N/A	CR	Credit	N/A
N/A	NC	No Credit	N/A
N/A	I	Incomplete	N/A
N/A	W	Withdrawal	N/A
N/A	RP	Repeat a Course	N/A
N/A	AU	Audit	N/A
N/A	R	Remediation	N/A

## **Graduation Requirements**

When a student has completed the required theory hours and practical operations in the course of study with a GPA (Grade Point Average) of "C" (71%) or better, a Certificate of Completion is awarded certifying his or her completion of the program. AEC will assist students with the completion of necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Students must show satisfactory academic progress. In order for students to maintain satisfactory academic progress, the minimum cumulative grade point average attempted at American Empire College is 2.0 for all programs.

## **Audit to Credit**

Once registered as an auditing student, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

## **5. COLLEGE FACULTY**

### **Cosmetology, Skin Care (Esthetician), and Nail Care (Manicure and Pedicure) Programs:**

#### **Cosmetology Program**

##### **Lan Jenkins (also serves as instructor for Massage Therapy Program)**

Ms. Jenkins graduated and obtained her Cosmetologist license in 2012. She went on and obtained her Massage Therapist license the following year. She has been a working professional and an instructor since, having taught at David's Academy of Beauty since 2015 and joining American Empire College's faculty since 2016. Besides teaching, Ms. Jenkins has also worked as cosmetologist and massage therapist at Arcadia Spa between 2014 and 2015, later joining Hair Habit in Diamond Bar, CA as a hair stylist in September 2017.

##### **Kiammy Parker**

Ms. Parker has been a licensed cosmetologist for 7 years. She graduated top of her class from Marinello Schools of Beauty, passed her state board exam on the first try and has been working in the beauty industry ever since. She is currently one of the leading stylists at Savvy Expressions Salon, a multicultural Salon in Glendora, CA. She is a stylist that is able to serve all ethnicities, because she can work with all grades of hair. She specializes in coloring, cutting, weaving, and making custom wigs. She is also the exclusive wig maker for Kaiser Permanente's Educational Theatre program. Her passion for making people feel and look their best makes Ms. Parker a valuable addition to our faculty.

##### **Lie Fan Teh (also serves as instructor for Nail Care Program)**

Ms. Teh received her Cosmetologist license in 2010 and has been working steadily in salons. Her areas of expertise include: permanent waving and chemical straightening, thermal hair styling, hair cutting, hair coloring and bleaching, artificial nails and wraps, and make-up.

##### **Luong "Vicky" Quan (also serves as instructor for Nail Care Program)**

Ms. Quan is an industry veteran with over 3 decades' worth of experience under her belt. She was the co-founder and co-owner of the Myers Salon in San Francisco (1986-2000) and K.S Salon in Rosemead, CA (2000-present), having worked as the main cosmetologist in both establishments and responsible for supervising several employees. Ms. Quan is a very respected figure in the local salon scene, as she has

been working as a consultant to help numerous new businesses establish themselves and training hundreds of new hires.

### **Nail Care (Manicure and Pedicure) Program**

#### **Ivy Weifen Wang (also serves as instructor for Skin Care and Massage Therapy Programs)**

Ms. Wang attended Rosemead Beauty College. She earned her Manicurist Certificate in 2010 and Esthetician Certificate in 2012. She began working at the Butterfly Beauty & Wellness Center at Rosemead in 2013 and was soon promoted to Manager due to her exceptional skills and ability to work with people. During peak hours or when the establishment is understaffed, Ms. Wang would join her fellow technicians and perform manicure, pedicure, and skin care services, especially the ones that are technically very demanding.

#### **Lan Ngoc Ly (also serves as instructor for Skin Care Program)**

Ms. Ly obtained her Manicurist license in 2015 and her Esthetician license in 2016. She started to work in the beauty industry as a Manicurist/nail technician since then for many high quality nail salons in the Los Angeles County area, including Bellacures in Studio City. She also worked at Lin's Skincare in Rosemead as a professional Esthetician after obtaining her Esthetician license. Having worked for over 5 years in these positions, she brings with her valuable experience and vast knowledge in the beauty field to our students. Ms. Ly's specialties include dynamic application of skin care methods to treat various conditions including dry skin and other cosmetic concerns, proficiency in the use of Microdermabrasion to perform minimally invasive cosmetic procedures, and in-depth knowledge of the safe application of skin care products.

### **Skin Care (Esthetician) Program**

#### **Renee Chin**

Upon graduating from Pasadena City College, Ms. Chin worked as an employee for other people for some years before she decided to apply what she learned and become her own boss. In early 2016 she co-founded and became co-owner of FaBeauLash Spa Inc., a beauty salon located in El Monte, CA. Shortly thereafter, she obtained her Esthetician license and became certified as a Micro Pigmentation PMU (Permanent Makeup) artist & instructor in the same year. The following year, she earned her certificate as a Bella Lash Master Lash Extension Educator. Ms. Chin's desire to never stop expanding her knowledge and technique will be a positive influence on our students.

### **Massage Therapy Program:**

#### **Lan Jenkins (also serves as instructor for Cosmetology Program)**

Ms. Jenkins graduated and obtained her Cosmetologist license in 2012. She went on and obtained her Massage Therapist license the following year. She has been a working professional and an instructor since, having taught at David's Academy of Beauty since 2015 and joining American Empire College's faculty since 2016. Besides teaching, Ms. Jenkins has also worked as cosmetologist and massage therapist at Arcadia Spa between 2014 and 2015, later joining Hair Habit in Diamond Bar, CA as a hair stylist in September 2017.

#### **Ivy Weifen Wang (also serves as instructor for Skin Care and Nail Care Programs)**

Ms. Wang attended Rosemead Beauty College. She earned her Manicurist Certificate in 2010 and Esthetician Certificate in 2012. She began working at the Butterfly Beauty & Wellness Center at Rosemead in 2013 and was soon promoted to Manager due to her exceptional skills and ability to work with people. During peak hours or when the establishment is understaffed, Ms. Wang would join her fellow technicians and perform manicure, pedicure, and skin care services, especially the ones that are technically very demanding.

Massage Therapy Program is currently suspended pending approval by CAMTC at a future date.

All Faculty members meet the qualification determined by Ed. Code Section 94909(a)(7).

## 6. ACADEMIC POLICIES

### Articulation Agreements

American Empire College does not currently have articulation or transfer agreements with other institutions.

### Policy and Program Modification

In keeping with the College philosophy of an immediate response to the needs of students and future employers, the College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part the catalog. The College reserves the right to amend the catalog or programs as needed.

### Hours of Campus Operation

Administrative Office Hours:

Monday through Friday 8:30AM to 5:00PM

Instruction Days and Hours:

Full Time: Any student scheduled to attend over 25 hours per week are considered to be full-time students. Part Time enrollment is defined as at least 16 but no more than 25 hours per week.

Monday through Friday, to complete all programs in the normal time frame:

Program	Full Time	Part Time
Cosmetology (1000 clock hours)	40 hours/week, 25 weeks	20 hours/week, 50 weeks
Nail Care (Pedi & Mani) (400 clock hours)	40 hours/week, 10 weeks	20 hours/week, 20 weeks
Skin Care (Esthetician) (600 clock hours)	40 hours/week, 15 weeks	20 hours /week, 30 weeks
Massage Therapy (750 clock hours)	40 hours/week, 19 weeks	20 hours/week, 37.5 weeks

### Books and Supplies

An itemized cost of books, supplies, used in instruction included in the total cost of the program is located towards the end of this catalog. The student is responsible for personal supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers, etc.

### Holidays

The College provides special consideration for holidays of all religious beliefs. Student should contact a member of College administration if you wish to make other arrangements. The following legal holidays are observed:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day

- Labor Day
- Veterans Day
- Thanksgiving Day, and the day after
- Christmas Day

**COVID-19 UPDATE:** During COVID-19 lockdown, in-person classes at higher education institutions were not permitted by the State of California. We have been authorized by the BPPE and the BBC to offer our beauty programs through distance education during lockdown and our schedule is temporarily changed to 8:30AM-12:30PM for Technical classes and 1PM-5PM for Practical classes. As the state opens back up, Practical classes are offered on campus and in-person on a limited basis in observance of all applicable state and county mandated health and safety protocols. Please refer to the County of Los Angeles Public Health Department website at <http://www.publichealth.lacounty.gov/media/Coronavirus/> for most up-to-date information. Beginning November 2022, all Cosmetology, Nail Care and Skin Care practical classes will be held on campus (in person attendance will be required), and students have the option to attend technical classes on campus or online. Distance education students who fail the test for a module will be contacted by the school prior to the end of the following module, or graduation if last module.

### **Health and Physical Considerations**

Generally, professionals in the beauty and massage fields must be in good physical health for he/she will be working in direct contact with clients. In most aspects of the beauty and massage practices there is a great deal of strenuous activities involved, and sometimes for an extended period of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical and technical training. We promote the acceptance of students with physical limitations or disabilities if these students (and their parents or physician) believe they can fulfill training demands.

### **Career Counseling**

The career counseling services provide students to review the progress and adjustment. Successful Salon Owners and Stylists are scheduled to appear in-class regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention and assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for licensing examination for Board of Barbering & Cosmetology .

**American Empire College does not offer guarantees of job placement, advancement, or continued employment.**

### **Class Scheduling**

The College publishes the class schedule prior to the beginning of each module. The class schedule lists every section of each class to be offered for the impending module, including the class name and number, days, time, instructor, meeting dates, and units.

Code	Program	Hours/ days	Weeks/Length **
COS	Cosmetology	Full Time: 40 hours 8:30am - 5:00pm * Mon - Fri	25 weeks 6 months
EST	Skin Care (Esthetician)	Full Time 40 hours 8:30pm - 5:00pm * Mon - Fri	20 weeks 5 months

MAN	Nail Care (Manicure and Pedicure)	Full Time: 40 hours 8:30am - 5:00pm * Mon - Fri	10 weeks 2.5 months
MT	Massage Therapy	Full Time: 40 hours 8:30am - 5:00pm * Mon -Fri	16.5 weeks 4.7 months

\* Lunch break between 12:30pm and 1pm

\*\* Estimated weeks/length do not include holidays

### **Length of Programs/Courses**

Each curriculum's description indicates a standard program and/or course length. Hours are devoted to lecture and acquiring theoretical knowledge dependent upon the educational requirements of the program. Emphasis is placed on the practical application skills for the given profession. All programs require that a student attend full time either during days or evenings. Approved programs and courses utilize clock hour credits

### **New Students Orientation**

All new students and re-enrollment students are required to attend an orientation session conducted by the AEC Admissions.

### **Repetitions**

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the college CEO, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

Students may petition for approval to repeat courses up in which substandard grades( less than 'D') were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

### **Leave of Absence**

Students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of Absence(LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leave of absence may be granted for up to 180 days. Do not request a leave of Absence unless you absolutely need one. Leaves are limited to a total of 180 days or leave within a 12-month period, these 12 begin from the first day the student goes on the first leave. Students will not be assessed additional tuition charges while on their leave of absence. and will return to the academic progress status they held. In addition, students returning from LOA will have his / her maximum time frame and the contract period to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Students must be reasonably certain of their intent to return. The College must document the reason for each subsequent leave of absence.



### **Effects of a Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program completion time.

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they return.
- Students may have to wait for the appropriate course to be offered.
- Students may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

The satisfactory academic progress policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

## **7. STUDENT'S RIGHTS**

### **Non-Discrimination Statement**

American Empire College, in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (which includes sexual harassment), Section 503/504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures. All inquiries regarding this policy may be addressed to the CEO who serves as the Affirmative Action Officer.

American Empire College makes its programs and services accessible to and usable by individuals defined as handicapped in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the school administration.

### **Appeals Process**

Re-admission to the College following withdrawal for any reason will be at the discretion of the College's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

### **Withdrawal & Refund Policy**

The Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After this cancellation period is when a student can withdraw and the pro rata refund policy is in effect.

To cancel enrollment, the Student must send, via email or letter, or deliver in person, a written Notice of Cancellation postmarked NO LATER THAN the end of the day of: (a) the first class session or (b) the seventh day after enrollment, whichever is later. To withdraw from a program the student is enrolled in, the Student must send, via email or letter, or deliver in person, a written Letter of Withdrawal

postmarked NO LATER THAN the end of the day when the student would have completed 60% of the program the Student is enrolled in. Compliance with the above will result in a full refund for cancellation of enrollment agreement, or a pro rata refund for students who have completed 60% or less of the program and wish to withdraw.

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the School Administrator  
American Empire College  
1168 San Gabriel Blvd. Suites Q  
Rosemead, CA 91770-4236

In order to obtain a refund, the Student must follow the procedures outlined in the STUDENT'S RIGHT TO CANCEL section above. If a Notice of Cancellation is sent during the cancellation period then the Student will receive a full refund. After the cancellation period, if the Student has completed 60% or less of the program and the Letter of Withdrawal is sent before the student has completed more than 60% of the program, then the Student will receive a pro rata refund.

For the purpose of pro rata refunds, the tuition divided by the total number of hours is the hourly charge for instruction. The School will pay a refund in the amount of the hourly charge for instruction by the total hours of instructions left at the time of the submission of the Letter of Withdrawal. A pro rata refund will only apply to students who have completed 60% or less of the program.

The amount of the Books and Equipment issued, as provided in the Registration Form, will not be refunded when the Notice of Cancellation or Letter of Withdrawal is sent or delivered after the day of the first class session or the seventh day after enrollment, whichever is later. The refund will be given within 30 days after the submission of the Notice of Cancellation or Letter of Withdrawal.

However, if the Student owes the School books and equipment, the Student must return the books and equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the books and equipment will be deducted from the amount of the refund.

The institution shall provide a pro rata refund of nonfederal student program moneys paid for institutional charges to student who have completed less of the period of attendance. Institution shall refund 100 percent of the amount paid for institutional charges less the registration fee of \$125.00, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the hours by the hourly charges for instruction, plus the registration fee less the amount received for tuition. It is policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.

### **Determination of the Withdrawal Date**

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

### **Tuition Refund Calculation Model**

Assume that a student, upon enrollment in a 1000-hour program, pays \$8,054.50 (\$7575.00 for tuition, \$350.00 for books and equipment, \$125.00 for registration fee, and \$20.00 for Student Tuition Recovery Fund fee). Student decides to withdraw after only 320 clock hours of instruction. He/she would receive a refund of \$5,151.00. This is calculated by dividing the amount of clock hours left in the course for which he/she had paid (680 Clock Hours), by the amount instruction he/she paid for (1000 Clock Hours) and multiplying that fraction times the amount of money paid for tuition (\$7,575.00). This computes out to 0.68 (Value from 680/1000) x \$7,575.00 for a refund of \$5,151.00, as shown below:

$$\frac{\text{Unused Clock Hours}}{\text{Total Clock Hours}} \times \text{Total Tuition} = \text{Refund to Student}$$

All refunds due will be paid by this institution within 30 days of the withdrawal date. The effective date of cancellation is the last day the student was in physical attendance. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: a) You notify the school of your withdrawal or the actual date of withdrawal; b) The institution terminates your enrollment; c) You fail to attend classes for (14-consecutive days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. The College refund policy is as follows:

Amount paid in advance	\$8,054.50
Registration Fee	-\$125.00 ( <i>non-refundable</i> )
Student Tuition Recovery Fund Fee	-\$20.00 ( <i>non-refundable</i> )
Books & Equipment	-\$350.00 ( <i>to be determined</i> )
Clock hours earned	-\$2,424.00 (320 hours)
Refund of tuition	\$5,151.00 (1000-320=680 hours)

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Within 10 days of the date on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

### **Cancellation of Agreement**

You have 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 for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement.

Cancellation shall occur when you have given written Notice of Cancellation at the address of the College shown on the top of the front page of the Agreement. You can do this by mail, hand delivery, or email. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You will be provided two Notice of Cancellation forms on the first day of class to use as you deem necessary, but you can use any written notice that you wish. However expressed, it is effective if it shows that you no longer wish to be bound by the Agreement.

To cancel the contract with American Empire College, Mail or deliver a signed and dated copy of this Notice of cancellation, or any other written notice, or send an email to :

**American Empire College**  
**1168 San Gabriel Blvd Suite Q & R**  
**Rosemead, CA 91770**  
**Tel: 626-872-1659**  
**[enroll@americanempirecollege.org](mailto:enroll@americanempirecollege.org)**

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. 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 at <http://www.bppe.ca.gov>.

If you cancel this agreement the College will refund you any money that you paid, less any deduction for the part of the course not taken and equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Students who have not visited the College facility prior to enrollment will have the opportunity to cancel without penalty, if notice of cancellation is given before midnight of the seventh business day following the first class you attend.

If the College has given you any equipment, including books or other materials, you shall return them to the College within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the College may deduct its document cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

**Remember that you must cancel in writing.** You do not have the right to cancel by telephone message to the College, or by not attending class.

## 8. STUDENT RESPONSIBILITIES

### Academic and Progress Requirement

Students who fail a course, or whose grade point average falls below 2.0, will be placed on academic probation. In these circumstances, students will receive written correspondence from the academic committee outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

### Probationary Status

The following provisions describe Academic probation:

- Any student whose Cumulative GPA falls below 2.0 will be placed on academic probation.
- Students on academic probation will be required to meet with the academic committee before the beginning of the following quarter or it will result in dismissal.

### Student Code of Conduct

Please observe the following expectations of behavior and those described elsewhere in the Catalog. Acceptable professional conduct for American Empire College students include:

1. Be honest. Dishonesty is the most serious violation of student conduct.
2. Accept assigned duties and responsibilities.
3. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
4. Demonstrate a well-rounded personality and professional competence while completing graduation requirements.
5. Demonstrate initiative and productivity.
6. Demonstrate sensitivity, compassion and a caring attitude towards your peers and clients.
7. Demonstrate strong ethical character.
8. Never lie. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the college Rules of Conduct which are based on the California Administrative Code.
10. Food and drinks are NOT permitted in the classrooms, unless designated by the College Director, the instructor or the Registrar.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people as you would like to be treated.

Violation of this Code of Conduct may lead to dismissal from the college and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and determine what, if any, action needs to be taken. Possible results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from American Empire College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

## **Sexual Harassment**

American Empire College intends to provide a work and learning environment that is pleasant, healthy, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal or physical – **will not be tolerated**.

## **General Definition of Sexual Harassment**

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following.:

- Demands for sexual favors, accompanied by threats concerning an individual's professional or employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's professional or employment status.
- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another person's body.

All employees/students, and particularly supervisors/instructors, have a responsibility for keeping the work/academic environment free of harassment. Anyone who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to an instructor, or any administrative representative with whom they feel comfortable. When the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the College to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of school administration.

## **Substance Abuse Prevention Policy**

It is the policy of American Empire College (AEC) to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. AEC requires that every student be free of alcohol, illegal drugs, and controlled substances. New applicants may be referred to an outside service for a physical exam and drug testing.

Any possession of controlled substances which could constitute a violation of California Health and Safety Code section 11350, any use of controlled substances, the possession of which is prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the College. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

As a matter of policy, American Empire College has adopted zero tolerance stance that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any College activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of

illicit drugs or alcohol could face local, state and federal legal penalties which include fines, imprisonment and the seizure of drug related assets.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

L.A. Center for Alcohol and Drug  
612 E. 4th St., Los Angeles  
(213) 626-6411

So. CA Alcohol & Drug Program  
11500 Paramount Blvd., Downey  
(562) 923-4545

Say No to Drugs  
10153½ Riverside Dr. #353, Toluca Lake  
(323) 960-8860

Drug Abuse Resistance Education (D.A.R.E.)  
9800 La Cienega Blvd. #401, Inglewood  
(800) 223-DARE

National Council on Alcoholism & Drug Dependence , Inc. (NCADD)  
ncadd.org  
(800) NCACALL (622-2255)

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact these organizations.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession, or distribution of drugs and alcohol.

### **Unsatisfactory Financial Progress Requirement**

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the College and/or probation. Failure to meet all financial obligations to the College may also lead to dismissal from College and/or probation.

### **Attendance Policy**

Consistent attendance is essential to the overall effectiveness of the training a student receives at American Empire College. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. Students are required to attend all scheduled classes regularly and punctually. Certain licensing Boards also require that students maintain their attendance records on specific time-card style sheets (the school will provide such recording forms when required), as part of the condition to earn their required hours of training. These are part of the factors prospective students must consider when making vocational decisions.

### **Attendance Probation**

American Empire College recognizes that there are times when a student is unable to attend class, need to arrive late or leave early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 80% attendance in any give class. Frequent tardiness and/or unexcused absences are also cause for placing a student on probationary status.

### **Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 2.0 and 85% cumulative attendance.

### **Re-entry Policy**

Students who have been terminated for violating the attendance policy may re-enter through the appeal process, if successful.

### **Housing**

American Empire College does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, there are numerous types of housing options available located reasonably near American Empire College's facilities, ranging from renting out a single room from a family home (about \$800 per month, some of which even include meals) to apartment or condo in an exclusive neighborhood or gated community, where the total can cost \$1,800 or more per month).

### **Summary of Termination/Reinstatement Policies**

Those who fail to maintain the require conditions described under the section related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the College.

### **Expulsion**

The following practices are causes for expulsion:

- **Cheating**-The unauthorized use of study aids, examination files, and other related materials. And receiving unauthorized assistance during any academic exercise
- **Fabrication**-The falsification or invention of any information in an academic exercise
- **Facilitating Academic Dishonesty**- The intestinal helping or attempting to help another student to commit an act of academic dishonesty.



## 9. SCHOOL RULES AND REGULATIONS

### **Student Clock Hour Policy**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A Thirty(30) minute lunch break shall be taken when a student attends a six (6) hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock out/in on your time card for the lunch break. Instructors may not sign a student in or out. Once theory classes have been started no one will be allowed to enter the theory classroom. If an error is made on the student's time card, the instructor must draw a line through the error and make the correction and the student and instructor must initial the change.

You must clock in and out for the lunch break and you must leave your time card in the appropriate designated area. If you fail to clock in and out for lunch, you will be subject to disciplinary action. If you are unable to take your lunch at the designated time, you must report to your immediate instructor and he/she will resign your lunchtime for that day only. Only your immediate instructor may reassign your lunch break. At the completion of the day, the weekly time card must be filled out with all daily activities and signed by the student and instructor.

The time card is to be signed by the student and the instructor daily. Instructors may not sign a student in or out unless so authorized by the administrative office. The Administrative office will only authorize this action due to an emergency or unforeseen situation.

Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operation are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in, you are required to maintain applied effort. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

### **School Rules and Regulation for Cosmetology, Nail Care, Skin Care, and Massage Students**

1. Students are not allowed to clock in or out for each other, there will be no warning for offenders and they will be suspended immediately. Both students will be expelled after the third offense. You can only clock yourself in and out. Time cards must be complete with both the student and instructor's signatures. Time cards must be turned in at the end of each week. If students are caught forging time cards, they will be suspended for the day and written up, with the incident being part of the student's record.

2. Time cards:

- All time cards must stay on school premises at all times. Time cards are legal documents and should be treated as such. Make sure all time cards are legible and neat. Student must have instructor's signature and student signature on the time card in order to earn all hours given for the day.

- Time Clock Terminal: Time clock terminal is the system that records all the time in an out of students. No student is allowed to clock in or clock out for another student. If a student is caught doing so they will be suspended. All students are assigned a student ID number. Do not share your student ID number with anybody else that is not a school official or instructor. No student is allowed to clock out during class hours without permission from their supervisor. This rule is strictly enforced. Any time a student leaves the school premises during the day his/her time card must be left with the instructor.

3. Students will take lunch between noon and 12:30pm. Lunch time is 30 minutes.

4. Students must notify an instructor if leaving the school premises during normal school hours, the student must also clock out anytime if leaving school premises. All instructions in the school will be done by instructors only.

5. Visitors and friends are not allowed in the working areas or the clinic floor unless approved by the supervisor. Students are required to notify the school if they are going to be absent from school.

6. Smoking is NOT allowed anywhere on or near school premises. Be sure to observe no smoking signs you may find in such areas or risk heavy fines.

7. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must keep their work station, in class or on the floor, clean and sanitary at all times.

8. Students are not allowed to use campus phones, except for an emergency. Messages from incoming calls will be taken for students to return the call.

9. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep their work station, in class or on the floor, clean and sanitary at all times.

10. Disrespect to an instructor or fellow student is inexcusable. The school reserves right to suspend or expel any student who gossips, fights with student or instructor, damages school properties, or causes discord. Keep a cooperative attitude towards fellow students, staff and patrons at all times.

11. Students may consult with management or administrative staffs at any time regarding problems of personal, financial, emotional or educational nature.

12. Students are required to clean, sanitize, and put away their equipment in an organized manner before leaving at the end of the day. Kits are allowed to be stored at school's lockers during the students training. However, the school will not be responsible for loss of equipment, personal belongings, or other items.

13. The school does not assume any responsibility for any negligence, carelessness or lack of skill by any student while practicing any part of the course on one another.

14. Personal work can only be done with authorization from the instructor.

15. Students will pay in advance for supplies on personal services such as perms, highlights, bleaches, etc.

16. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by students.

17. The school reserves the right to check student's locker at any time. Lockers are school property and subject to periodic inspection. The school will make periodic spot check of the sanitary conditions maintenance of kits and equipment. Additionally, any illegal substances found will be reported to the proper authorities.

18. Students must keep a record of hours and number of operations performed each day as required in the student daily record of applied effort. Weekly time cards will be audited by the college office.

19. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. Any student found using drugs, smoking marijuana, or taking alcohol while class is in session will be expelled immediately.

20. Students are requested to speak in moderate tones when calling another student or instructor.

21. Each student must perform clean up and sanitation tasks as assigned, stations must be kept clean, neat, and sanitary at all times.

22. Students must comply with all instructions, directions, orders, etc. given by personnel relative to school activities. Insubordination will not be tolerated.

23. Lockers: lockers are given within the second week of school; there is no deposit fee for a locker; You must obtain you own lock and keys; No food is allowed in lockers; College has the right to open lockers at any time for random inspections; students who will be on a LOA(Leave of Absence) must take their supplies out of their locker and will be assigned a new locker when the student returns from LOA; College is not responsible for lost or stolen items; do not leave your personal belongings unattended.

24. Any student in violation of these rules will receive a warning. After 3 warnings, the student will be expelled.

These rules are designed to form excellent work habits and attendance, and to assist you in completing the program as soon as possible, so you can begin your chosen profession on the right foot.

### **Hygiene & Dress Code Policy for Cosmetology, Nail Care, Skin Care, and Massage Students**

American Empire College is committed to providing a professional training environment at all times.

Students are expected to follow these dress codes as follows:

1. Wear the school issued uniform every day for both the Theory and Practicum classes at American Empire College.
2. Uniform must be solid black or solid white, with badge, and kept in neat and clean condition at the beginning of each class.
3. Rigid adherence to the rules of sanitation, sterilization and personal hygiene is strictly enforced at all times. Students not in compliance may be sent home or receive a first verbal warning. After first warning, an advising report will be given. By the third advising report, student may be subject to dismissal.
4. If the weather is cool, a shirt may be worn under or a sweater over the uniform.

5. Wear white or light-colored, comfortable, and clean shoes. Shoes must be closed toe, closed heels, closed sides, and flat. No high heels are allowed. Students not in compliance may be sent home or receive a first verbal warning. After first warning, an advising report will be given. By the third advising report, student may be subject to dismissal.
6. Finger nails must be kept short (no longer than the finger tip) and clean. Absolutely no artificial nails are allowed. Any student who arrives at a practical class with artificial nails will be sent home immediately and will be marked absent for that day.
7. The school ID badge on lanyard around neck or pinned to uniform left chest.
8. No hats/beanies.
9. Each student must do clean up and sanitation as assigned, stations must be kept clean, neat, and sanitary at all times.

### **Make-up Work**

All missed work must be made up within a specified schedule. Coordinate with your instructor for make-up schedule. The student is held responsible for all materials presented during the absence.

## **10. FINANCIAL POLICIES**

### **Student Budget**

In addition to the direct cost of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending College. These expenses may include transportations, childcare, personal expenses, etc.

### **Tuition and Other Fees**

Program	Tuition	Registration Fee	STRF Fee (nonrefundable)	Books and Supplies	Estimated Total Charges for Entire Educational Program	Total Charges Required Upon Enrollment
Cosmetology	\$7,575	\$125.00	\$20.00*	\$369.85	\$8,089.85	\$4,302.35
Skin Care (Esthetician)	\$4,125	\$125.00	\$10.00*	\$412.90	\$4,672.90	\$4,122.90
Nail Care (Manicure and Pedicure)	\$3,125	\$125.00	\$7.50*	\$300	\$3,557.50	\$3,557.50
Massage Therapy	\$5,500	\$125.00	\$15.00*	\$300	\$5,940.00	\$4,253.00

\* The amount of STRF Fees listed above are only applicable to students enrolled on or after Apr 1, 2022

### **Optional Fees**

Returned Check Fee	\$35
Transcript Fee-Regular	\$100
Transcript Fee-Rush (less than 7 days)	\$200

## **11. EXPLANATION OF FEES**

### **Tuition and Fees**

The Enrollment Agreement binds the student and the College for the entire program of instruction. The student's financial obligations will be calculated in accordance with the College's refund policy in the contract and this College catalog. Registration, tuition and books/equipment/supply costs for each program are listed above. The college catalog is available at no charge and will be provided to each enrollee prior to enrollment. Fees and a portion of the tuition are due upon enrollment, and must be paid by the first day of classes, unless advance arrangements are made. For programs lasting for less than 4 months,

tuition and fees are due in full upon enrollment. For programs that last four months or longer, fees and four months' worth of tuition are due upon enrollment, with full payment becoming due when a student completes 50% of the program he or she is enrolled in.

Students must pay the required registration fee, other fees, and tuition before the beginning of the program. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks, some courses require more than one textbook. Please refer to each program's own section within the Catalog for details on required textbooks.

### **Payment Methods**

American Empire College accepts payment the form of cash, Personal Checks, Money Orders, Traveler's Checks and Cashier's Checks.

### **Tuition**

This is the base amount the student will pay for the program of study.

### **Registration Fee**

This is a non-refundable fee as it covers administrative and office costs.

### **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

### **Students Tuition Recovery Fund Disclosures**

It is important that you keep copies of the enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Textbooks, Equipment & Supplies**

Textbooks & Kit will be issued by the 7<sup>th</sup> business day following the day of the first class. All needed supplies and equipment will be maintained in the classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The College is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Note: once used, kits are not returnable or refundable due to sanitary considerations. All kits prices include 9.75% sales tax.

### **Returned Check**

A \$35 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

### **Transcript Fee**

American Empire College will provide a transcript of the student's academic record upon written request by the student. Students are allowed **one transcript at no charge**. There will be a \$100.00 fee for each additional transcript. Processing will be within seven (7) business days of receipt of request (and payment, if applicable). If a student needs a transcript on a rush basis (less than 7 days), a rush fee of \$200 will be charged, and the transcript will be produced and mailed within two (2) business days of written request and payment receipt.

## **12. BANKRUPTCY**

American Empire College has NOT pending petition in bankruptcy, is NOT operation as a debtor in possession, has Not filed a petition within the preceding five years, or had a petition of bankruptcy filed against them under Federal law.

## **13. PLACEMENT ASSISTANCE**

AEC offers placement assistance for students and graduates by referring them to local establishments that are open to hiring trainees and/or new employees. However, the outcome of these referrals will depend on the interview skills and other relevant factors of individual students / graduates and no specific results are guaranteed.

## **14. FACILITIES AND EQUIPMENT**

American Empire College's campus is located at 1168 San Gabriel Blvd, Suites K, L, P, Q & R, Rosemead, California 91770, where all classes are held.

The facilities and equipment at American Empire College fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and health. Campus is located within easy reach of public transportation.

### **Facilities**

Campus facilities include classrooms, labs, restrooms, student lounge (including a water cooler, microwave, table and chairs, and a sink), admissions office/counseling room, and library/testing room.

### **Equipment**

Specific equipment details can be found at the end of the catalog. American Empire College asks students attending classes to show courtesy and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

- Smoking is prohibited in the classrooms and restrooms
- Smoking will not be permitted outside of the building before classes are over, due to the lingering smell that can bother clients
- Students must maintain a clean, organized, work area at all times.
- When leaving the area, all electrical devices must be turned off.
- Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
- Accidents and/or breakdowns must be reported immediately to the student's instructor.

### **Parking**

Street parking is widely available in addition to the campus parking lot.

## **15. LIBRARIES**

American Empire College has a physical library to access books and periodicals of all programs. Students may do research and use textbooks, books, magazines, professional journals and periodicals to

stay abreast of current developments and industry trends. Students also have access to school-provided laptops to use digital learning resources, both online and offline. Resource availability is on a first-come, first served basis. A driver's license or photo ID will be required to check out any item and be kept by the school administrator or a member of the administrative staff on duty and returned to the student when the checked out item is returned. Loss or damage to the checked out item will result in a fee assessed in the amount needed to replace the item.

Besides our own library, students also have access to the following public libraries located near school campus (within 3 to 4 miles):

Monterey Park Bruggemeyer Library  
318 S Ramona Ave Monterey Park CA 91754

Open Hours:

Sat	10AM-5PM
Sun-Mon	Closed
Tue/Thur/Sat	10AM-5PM
Wed/Fri	1PM-5PM

Rosemead Public Library  
8800 Valley Blvd, Rosemead, CA 91770

Open Hours:

Tue - Wed	12PM - 8PM
Sat	10AM-6PM
Sun-Mon	Closed

## 16. STUDENT SERVICES POLICIES

### **Student Orientation**

During orientation, a College administrator will familiarize the student with the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. American Empire College welcomes any suggestions as to ways in which any aspect of the College can be improved. Suggestions should be directed to the college's CEO.

### **Academic Advisement**

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

American Empire College welcomes any suggestions as to ways in which any aspect of the College can be improved. Suggestions should be directed to the College's president.

### **Current Student Information**

It is important that students notify the College of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.



### **Telephone**

Emergency calls will be relayed to the student as we receive them at the administrative office.

### **Student Activities and Programs**

American Empire College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the College encourages students to include their families, friends, and significant others in the educational process. In addition, the College sponsors activities and organizations to foster integration of personal and professional development.

### **Pregnancy**

Upon confirmation of pregnancy, the student must provide the CEO with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

### **Child Care**

American Empire College is not equipped or properly staffed to provide childcare services for students. Students with young children must arrange for child care while they attend classes.

### **Visitors**

Parents, spouses, prospective employers, etc. are cordially invited to visit the College at any time, with appropriate notice to the College. Special arrangements will be made for groups. Anyone who disrupts with the operation of the College and its classes may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

## **17. EXPERIENTIAL CREDIT**

Unless stated otherwise under a specific program, American Empire College does not award credit for student's prior experiential learning from other institutions or through challenge examinations and achievement tests.

## **18. FINANCIAL AID**

At the present time, American Empire College is unable to offer federal and state financial aid to students. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid.

## **19. STUDENT GRIEVANCE PROCEDURES**

American Empire College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American Empire College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

While it is suggested that students use American Empire College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way they see fit. 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](http://www.bppe.ca.gov).

### **Definition of Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff member, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to American Empire College in petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Procedures for Official Hearings**

The CEO will assemble a Student Grievance Committee and schedule a meeting. The voting members of this committee shall be comprised of the CEO and at least one faculty member who is not involved or named in the grievance complaint.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a finding in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Recourse After Grievance Hearing**

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. They may contact the Bureau at any time in any way they see fit. In contacting the Bureau with a grievance, students can use the following guidelines:

1. Contact the Bureau for Private Postsecondary Education office by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any students who were involved)
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
  - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
  - f. The complaint should be signed

**Send the complaint to: Bureau for private Postsecondary Education (BPPE), 2535 Capital Oaks Drive, Suite 400, Sacramento, California 95833 (916) 431-6959**

## 20. STUDENT RECORDS AND TRANSCRIPTS

### Student Records

Student records are kept on College premises for a period of not less than five(5) years. For the purposes of student records retention, anyone enrolled at American Empire College is considered a student regardless of whether the educational program was completed. American Empire College is required by law (California Education Code Section 94900 and Title 5, California Codes and Regulations section 71810(b)(15) and section 71920) to collect and retain the following information (where applicable) in its student records file:

- Name of student
- Contact information (address, e-mail address, and telephone number)
- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including:
  - Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits towards the student's completion of an education program
  - Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes
  - All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
- Records of the dates of enrollment and, if applicable, withdrawal from AEC, leaves of absence, and graduation
- A transcript showing:
  - The course or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
  - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit
  - Credit for courses earned at other institutions
  - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes
  - The name, address, website address, and telephone number of the institution
- For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course
- The dissertations, theses, and other student projects submitted by graduate students
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent
- Copies of any official advisory notices or warnings regarding the student's progress

- Complaints received from the student

### **Transcripts**

The College retains academic transcripts indefinitely.

American Empire College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to the student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "**Issued to student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

## **21. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

American empire College complies with the Family Educational Rights and Privacy Act (FERPA) , which provide students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the College's CEO written requests that identify the record(s) they wish to inspect. The College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person or serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his

or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

- Directory information is information that may be unconditionally released to third parties by the college without the consent of the student unless the student specifically requests that the information not be released. The College requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, addresses, telephone numbers, birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is **Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605**

## 22. TRANSFER OF CREDITS

### Credits Evaluation

#### **For students enrolled in the Cosmetology, Nail Care (Manicure and Pedicure), and Skin Care (Esthetician) programs:**

Appropriate credit may be granted for prior training or experience upon review and verification by college officials of its validity according to the Cosmetology Act and the Board of Barbering and Cosmetology Rules and Regulations. AEC reserves the right to grant or withhold such credits. AEC has not entered into an articulation or transfer agreement with any other college or university. All out of state applicants must furnish the BBC letter of credit hours from the California Board of Barbering and Cosmetology.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Empire College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 American Empire College to determine if your credits or certificate will transfer.

Below is a breakdown of transfer of credits within American Empire College for students wishing to change their program of study after having already accumulated a certain number of credit hours:

### Transfer of Credits Course Breakdown

(The breakdown of hours below is only for students who are either licensed or have completed all the required hours in a course)

#### Business and Professions Code Section 7367

For students who change from one program of instruction to another, the board shall grant credit for training obtained in one course that is identical to training required in another course.

Program Subject	Transfer Hours	Additional Hours Required
Cosmetology to Esthetician	<b>250 Hours Total</b> 50 hours in Hair Removal, Lash and Brow Beautification, 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>350 Total Additional Hours</b> 350 additional hours in Skin Care are required to qualify for the Esthetician examination.
Esthetician to Cosmetology	<b>250 Hours Total</b> 50 hours in Hair Removal, Lash and Brow Beautification, 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>750 Total Additional Hours</b> 150 hours in Skin Care, 200 hours in Chemical Hair Services, 200 hours in Hairstyling Services, 100 hours in Manicure and Pedicure, and 100 hours in Review All Section Practical are required to qualify for the Cosmetology examination.
Cosmetology to Manicuring	<b>200 Hours Total</b> 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>200 Total Additional Hours</b> 200 additional hours in Manicure and Pedicure are required to qualify for the Manicuring examination.
Manicuring to Cosmetology	<b>200 Hours Total</b> 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>800 Total Additional Hours</b> 200 hours in Chemical Hair Services, 200 hours in Hairstyling Services, 150 hours in Skin Care, 50 hours in Hair Removal and Lash and Brow Beautification, 100 hours in Manicure and Pedicure, and 100 hours in Review All Section Practical are required to qualify for the Cosmetology examination.
Esthetician to Manicuring	<b>200 Hours Total</b> 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>200 Total Additional Hours</b> 200 hours in Manicuring and Pedicuring are required to qualify for the Manicuring examination.
Manicuring to Esthetician	<b>200 Hours Total</b> 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>400 Total Additional Hours</b> 350 Hours in Skin Care, and 50 hours in Hair Removal, Lash and Brow Beautification are required to qualify for the Esthetician examination.
Esthetician and Manicuring to Cosmetology	<b>250 Hours Total</b> 50 hours in Hair Removal, Lash and Brow Beautification, 100 hours in Disinfection and Sanitation, and 100 hours in Health and Safety	<b>750 Total Additional Hours</b> 200 hours in Chemical Hair Services, 200 hours in Hairstyling Services, 150 hours in Skin Care, 100 hours in Manicure and Pedicure, and 100 hours in Review All Section Practical are required to qualify for the Cosmetology examination.

## 23. PROGRAM DESCRIPTIONS

### Cosmetology

**1,000 Clock Hours**

#### Educational Objectives

In this program, we provide a well-rounded education in an engaging environment for students who wish to embark on a career as a cosmetologist or in related fields. The program will teach and enhance the cosmetologist's broad range of skills and techniques needed to pass the licensing examination and meet clients' demands. During the program, students will be able to accumulate the required hours of technical instructions while learning and improving their techniques and skills before they are allowed to take the licensing examinations.

After completion of the program, one becomes qualified for the Board of Barbering and Cosmetology (BBC) licensing examinations and can begin practicing upon passing the examinations. Our goal is to provide the highest quality education and training so that we may meet the following objectives: to instruct, enhance and assist the student in learning all components of the Cosmetology curriculum, and ensure that each student gains a comprehensive understanding of and acquire the relevant skills in hair dressing, health and safety concerns, esthetics, and nail care.

The curriculum for students enrolled in a Cosmetology Program shall consist of 1,000 clock hours of technical instruction and practical operations training covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction given by demonstration, lecture, classroom participation or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Technical instruction and practical training shall include the following hours: **1,000 Clock hours**

- (1) 100 Hours of Technical Instruction in Health and Safety, plus Board Approved Health & Safety Course (B&P 7389(a))
- (2) 100 Hours of Technical Instruction and Practical Training in Disinfection and Sanitation
- (3) 200 Hours of Technical Instruction and Practical Training in Chemical Hair Services
- (4) 200 Hours of Technical Instruction and Practical Training in Hairstyling Services
- (5) 150 Hours of Technical Instruction and Practical Training in Skin Care
- (6) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification
- (7) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring
- (8) 100 Hours of Practical Training in Review All Sections Practical

The detailed breakdown of the 8 areas above are as follows:

<b>SUBJECT</b> <b>Cosmetology Program: Curriculum &amp; Course Description</b>	Theory Subject (Hours)	Practical Training Operations / Hours	Total Clock Hours
<b>HEALTH AND SAFETY (172 total hours required)</b>	100		100
<b>Laws and Regulations</b>  This class will cover The Barbering and Cosmetology Act and the Board's Rules and Regulations.	24		24
<b>Health and Safety Considerations</b>  This course offers training in the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, staph, COVID-19 and Material Safety Data Sheets.	32		32
<b>Board Approved Health &amp; Safety Course</b>  Students will learn about the following topics as part of the Board approved health and safety course required by the California Board of Barbering and Cosmetology: the CA Board of Barbering and Cosmetology, chemicals and your health, safety data sheets and what you need to know about them, protecting yourself from hazardous chemicals, ergonomics, communicable diseases, health and safety laws and agencies, solving health and safety problems, and workers' rights.	32		32
<b>Anatomy and Physiology</b>  The importance of human anatomy and human physiology to the cosmetology profession will be highlighted as students learn about topics including cells, tissues, main body systems, muscular tissue, nerves, and the lymphatic system.	12		12



<b>DISINFECTION AND SANITATION (100 total hours required)</b>	68	32/32	100
<b>Disinfection and Sanitation:</b> Training in the following techniques and procedures will be covered: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	68	32/32	100
<b>CHEMICAL HAIR SERVICES (208 total hours required)</b>	56	144/144	200
<b>Thermal Hair Styling</b> Topics covered include techniques and procedures in hair analysis, straightening, , waving, curling with hot combs and hot curling irons and blower styling.	24	40/40	64
<b>Permanent Waving and Chemical Straightening:</b> Students will learn about the following techniques and procedures in this class: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	16	52/52	68
<b>Hair Coloring and Bleaching:</b> After completing this course students will be familiar with the following techniques and procedures: the use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	16	52/52	68
<b>HAIRSTYLING SERVICES (200 total hours required)</b>	48	152/152	200
<b>Scalp Care, Hair Treatments:</b> Topics covered in this course includes the following: scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	8	24/24	32
<b>Wet Hair Styling</b> Techniques and procedures taught in this course include hair analysis, shampooing, finger waving, pin curling and comb outs.	24	40/40	64

<b>Hair Cutting:</b> Hair cutting students will learn about the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	16	88/88	104
<b>SKIN CARE (150 total hours required)</b>	72	78/78	150
<b>Esthetics Facials:</b> <b>a. Manual</b> Shall include cleansing, scientific manipulations, packs and masks. <b>b. Electrical</b> Shall include the use of all electrical modalities, including derma lights and electrical apparatus, for facials and skin care purposes. However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. <b>c. Chemical</b> Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, upper most layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	72	78/78	150
<b>HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION (50 total hours required)</b>	24	52/26	50
<b>Eyebrow Beautification</b> After completing this course, students will become familiar with the following techniques and procedures: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	24	52/26	50
<b>MANICURE AND PEDICURE (100 total hours required)</b>	24	52+80 Nails/76	100
<b>Manicuring and Pedicuring</b> <b>a. Water and oil manicure</b> Including nail analysis, relaxing hand and arm massage. <b>b. Pedicure</b> Including nail analysis, relaxing foot and ankle massage	16	52/52	68

<b>Artificial Nails and Wraps</b> Artificial nails including acrylic: 1. Liquid and powder brush-on (min. 60 nails) 2. Artificial nail tips (min. 50 nails) Nail wraps and repairs (min. 10 nails)	8	80 Nails /24	32
<b>REVIEW ALL SECTIONS PRACTICAL (100 total hours required)</b>		100/100	100
<b>Total Clock Hours</b>	392	610 Prac.Ops+80 Nails/608	1,000

### **ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTERS**

The following topics and professional skills may also be discussed and developed throughout the program whenever relevant to specific courses listed above: salon management, communication skills, professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

### **COSMETOLOGY PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California's cosmological establishment practices
2. Acquire knowledge and skill of sanitation and sterilization as related to all phases of hair, skin, and nail treatment
3. Acquire knowledge of general theories related to cosmetology including anatomy, physiology, chemistry and aesthetics

### **SKILLS TO BE DEVELOPED:**

- Learn the proper use of implements relative to all cosmetology services
- Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders
- Learn the procedures and terminology used in performing all cosmetology services
- Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes
- Learn the proper procedure of manicuring to include water and oil manicure and pedicure
- Learn the application of brush-on nails, nail wraps, and nail tips

### **ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

## **REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Satisfactory completion of the course requires the student to have completed the minimum hours in Technical Instruction and amount of Practical Operations required by the Board of Barbering and Cosmetology (currently 1,000 hours) with a grade average of “C” (75%) or better, including final exams.

### **Career Opportunities**

A graduate of the Cosmetology Program may launch his /her own business; find employment as a Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist (SOC Code 39-5012.00) or may be employed in the educational field as an instructor (SOC Code 25-1194.00) in a non-degree granting institution. The coverage of the program and the associated license also gives graduates access to employment in the fields of makeup artists (theatrical and performance), manicurists and pedicurists, and skincare specialist.

## **GRADUATION REQUIREMENTS:**

When a student has completed the minimum hours in Technical Instruction and Practical Operations required in the Cosmetology Program with a GPA of “C” (75%) or better and satisfied all financial obligations, a Certificate of Completion is awarded certifying his or her completion of the program.

The College assists students with completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

## **LICENSING REQUIREMENTS:**

Applicants must be 18 years of age or older and have completed the 10<sup>th</sup> grade.

A Cosmetologist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

## **Skin Care (Esthetician)**

**600 Clock Hours**

### **Educational Objectives**

In this program, we provide a well-rounded education in an engaging environment for students who wish to embark on a career as an esthetician or in skin care related fields. The program will teach and enhance the esthetician’s broad range of skills and techniques needed to pass the licensing examination and meet clients’ demands. During the program, students will be able to accumulate the required hours

of technical instructions while learning and improving their techniques and skills before they are allowed to take the licensing examinations.

After completion of the program, one becomes qualified for the Board of Barbering and Cosmetology (BBC) licensing examinations and can begin practicing upon passing the examinations. Our goal is to provide the highest quality education and training so that we may meet the following objectives: to instruct, enhance and assist the student in learning all components of the Skin Care (Esthetician) curriculum, and ensure that each student gains a comprehensive understanding of and acquire the relevant skills in health and safety concerns, facials, hair removal, and make-up.

The curriculum for students enrolled in a Skin Care (Esthetician) Program shall consist of 600 clock hours of technical instruction and practical operations covering all practices of an Esthetician pursuant to section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Technical instruction and practical operations shall include the following hours:

- (1) 100 Hours of Technical Instruction in Health and Safety
- (2) 100 Hours of Technical Instruction and Practical Training in Disinfection and Sanitation
- (3) 350 Hours of Technical Instruction and Practical Training in Skincare
- (4) 50 Hours of Technical Instruction and Practical Training in Hair Removal, Lash and Brow Beautification

The detailed breakdown of the 4 areas listed above are as follows:

<b>SUBJECT</b>	Technical Instruction (Hours)	Practical Training Operations / Hours	Total Clock Hours
<b>Esthetics Program: Curriculum &amp; Course Description</b>			
<b>HEALTH AND SAFETY (100 total hours required)</b>	100		100
<b>Laws and Regulations</b>			
This class will cover the Barbering and Cosmetology Act and the Board’s Rules and Regulations.	24		24
<b>Health and Safety Considerations</b>			
This course offers training in the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	32		32

Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, staph, COVID-19 and Material Safety Data Sheets.			
<b>Board Approved Health and Safety Course</b>  Students will learn about the following topics as part of the Board approved health and safety course required by the California Board of Barbering and Cosmetology: the CA Board of Barbering and Cosmetology, chemicals and your health, safety data sheets and what you need to know about them, protecting yourself from hazardous chemicals, ergonomics, communicable diseases, health and safety laws and agencies, solving health and safety problems, and workers' rights	32		32
<b>Anatomy and Physiology</b>  The importance of human anatomy and human physiology to the cosmetology profession will be highlighted as students learn about topics including cells, tissues, main body systems, muscular tissue, nerves, and the lymphatic system.	12		12
<b>DISINFECTION AND SANITATION (100 total hours required)</b>	68	32/32	100
<b>Disinfection and Sanitation</b>  Training in the following techniques and procedures will be covered: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	68	32/32	100
<b>SKIN CARE (350 total hours required)</b>	92	258/258	350
<b>Preparation:</b>  Topics to be addressed in this course include: Client consultation, intake procedures, contraindications,	20		20

professionalism, client record keeping, pre and postoperative care, CPR/AED, salon & spa skills.			
<b>Esthetics Facials:</b>  <b>a. Manual</b> Shall include cleansing, scientific manipulations, packs and masks.  <b>b. Electrical</b> Shall include the use of all electrical modalities, including derma lights and electrical apparatus, for facials and skin care purposes. However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.  <b>c. Chemical</b> Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, upper most layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	72	258/258	330
<b>HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION (50 total hours required)</b>	24	52/26	50
<b>Hair Removal, Lash and Brow Beautification:</b>  After completing this course, students will become familiar with the following techniques and procedures: tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind of description, except by the use of lasers or light waves, which are commonly known as rays.	24	52/26	50
<b>Total Clock Hours</b>	284	316	600

### ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTERS

The following topics and professional skills may also be discussed and developed throughout the program whenever relevant to specific courses listed above: salon management, communication skills,

professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

### **ESTHETICIAN PERFORMANCE OBJECTIVE**

- Acquire knowledge of laws and rules regulating California cosmetology establishing practices.
- Acquire the knowledge of sanitations and sterilization as related to all phases of skin.
- Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to Esthetics.

### **SKILLS TO BE DEVELOPED:**

1. The proper use of implements relative to all Esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Esthetician services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedure of plain and electrical facials.

### **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to Esthetics.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Satisfactory completion of the course requires the student to have completed the minimum hours in technical and practical instruction required by the Board of Barbering and Cosmetology (currently 600 hours) and the amount of practical operations required by the program with a grade average of "C" (75%) or better, including final exams.

### **Career Opportunities**

A graduate of the Esthetician Program may launch his /her own business; find employment as a Commercial Makeup Artist, Hair and Makeup Designer, Makeup Artist, Prosthetic Makeup Designer, Special Effects Makeup Artist, Special Makeup Effects Artist (SOC Code 39-5091), Aesthetician, Esthetician, Clinical Esthetician, Esthetician, Medical Esthetician, , Facialist, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician (SOC Code 39-5094.00) or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.



## **GRADUATION REQUIREMENTS**

When a student has completed the minimum hours in technical and practical instruction, plus the amount of practical operations required in the Skin Care (Esthetician) Program with a GPA of "C" (75%) or better and satisfied all financial obligations, a Certificate of Completion is awarded certifying his or her completion of the program.

The College assists students with completing the necessary documents to file for the appropriate California state Board of Barbering and Cosmetology licensing examination.

## **LICENSING REQUIREMENTS:**

Applicant must be 18 years of age or older and have completed the 10<sup>th</sup> grade, an esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

## **Nail Care (Manicure and Pedicure)      400 Clock Hours**

### **Educational Objectives**

In this program, we provide a well-rounded education in an engaging environment for students who wish to embark on a career as a nail care technician or in manicure and pedicure related fields. The program will teach and enhance the broad range of skills and techniques needed to pass the licensing examination and meet clients' demands. During the program, students will be able to accumulate the required hours of technical instructions and the amount of practical operations while learning and improving their techniques and skills before they are allowed to take the licensing examinations.

After completion of the program, one becomes qualified for the Board of Barbering and Cosmetology (BBC) licensing examinations and can begin practicing upon passing the examinations. Our goal is to provide the highest quality education and training so that we may meet the following objectives: to instruct, enhance and assist the student in learning all components of the Nail Care (Manicure and Pedicure) curriculum, and ensure that each student gains a comprehensive understanding of and acquires the relevant skills in health and safety concerns and nail care.

The curriculum for students enrolled in a Nail Care (Manicure and Pedicure) Program shall consist of 400 clock hours of technical instruction and practical operations training covering all practices constituting the art of nail care (manicure and pedicure) pursuant to section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction given by demonstration, lecture, classroom participation or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Technical instruction and practical training shall include the following hours:

- (1) 100 Hours of Technical Instruction in Health and Safety
- (2) 100 Hours of Technical Instruction and Practical Training in Disinfection and Sanitation
- (3) 200 Hours of Technical Instruction and Practical Training in Manicure and Pedicure

The detailed breakdown of the 3 areas listed above are as follows:

<b>SUBJECT</b>	Technical Instruction (Hours)	Practical Training Operations/ Hours	Total Clock Hours
<b>Nail Care Program: Curriculum &amp; Course Description</b>			
<b>HEALTH AND SAFETY (100 total hours required)</b>	100		100
<p><b>Laws and Regulations</b></p> <p>This class will cover the Barbering and Cosmetology Act and the Board’s Rules and Regulations.</p>	24		24
<p><b>Health and Safety Considerations</b></p> <p>This course offers training in the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/ AIDS, Hepatitis B, staph, COVID-19 and Material Safety Data Sheets.</p>	32		32
<p><b>Board Approved Health &amp; Safety Course</b></p> <p>Students will learn about the following topics as part of the Board approved health and safety course required by the California Board of Barbering and Cosmetology: the CA Board of Barbering and Cosmetology, chemicals and your health, safety data sheets and what you need to know about them, protecting yourself from hazardous chemicals, ergonomics, communicable diseases, health and safety laws and agencies, solving health and safety problems, and workers’ rights.</p>	32		32
<p><b>Anatomy and Physiology</b></p> <p>The importance of human anatomy and human physiology to the cosmetology profession will be highlighted as students learn</p>	12		12

about topics including cells, tissues, main body systems, muscular tissue, nerves, and the lymphatic system.			
<b>DISINFECTION AND SANITATION (100 total hours required)</b>	68	32/32	100
<b>Disinfection and Sanitation:</b>  Training in the following techniques and procedures will be covered: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	68	32/32	100
<b>MANICURE AND PEDICURE (100 total hours required)</b>	72	64+120 Nails/128	200
<b>Manicure and Pedicure:</b>  Instructions in nail analysis, water and oil manicures, hand and arm massage, complete pedicures, plus foot and ankle massage.	40	64/64	104
<b>Artificial Nails and Wraps:</b>  Training in techniques and procedures including nail repair, the application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	32	120 Nails/64	96
<b>Total Clock Hours</b>	240	96 Prac.Ops+120 Nails/160	400

### **ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTERS**

The following topics and professional skills may also be discussed and developed throughout the program whenever relevant to specific courses listed above: salon management, communication skills, professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

### **MANICURIST PERFORMANCE OBJECTIVE**

- Acquire knowledge of laws and rules regulating California Cosmetology establishment practices, understand sterilization procedures.
- Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry and theory relative to practical procedures, perform, and acquire business management technique common to manicurist.

## **SKILLS TO BE DEVELOPED**

1. Use of proper implements related to all manicure, pedicure, and artificial nails.
2. Develop the knowledge to recognize the various nail conditions and disorders.
3. Acquire knowledge needed to provide manicuring, pedicuring, and nail care services.
4. Develop the knowledge of safety precautions required to render services related to manicuring, pedicure and artificial nails.

## **ATTITUDES AND APPRECIATIONS TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

## **REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Satisfactory completion of the course requires the student to have completed the minimum hours in technical and practical instruction required by the Board of Barbering and Cosmetology (currently 400 hours) and the amount of practical operations required by the program with a grade average of "C" (75%) or better, including final exams.

### **Career Opportunities**

A graduate of the Nail Care Program may launch his /her own business; find employment as a Manicurist, Nail Technician, Pedicurist (SOC Code 39-5092.00) or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

## **GRADUATION REQUIREMENTS**

When a student has completed the minimum hours in technical and practical instruction, plus the amount of practical operations required in the Nail Care (Manicure and Pedicure) Program with a GPA of "C" (75%) or better and satisfied all financial obligations, a Certificate of Completion is awarded certifying his or her completion of the program.

The college assists students with completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology licensing examination.

## **LICENSING REQUIREMENTS**

Applicants must be 18 years of age or older and have completed the 10<sup>th</sup> grade.

A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology program as described above and passed the licensing exam with an overall average of 75%.

## Massage Therapy Program

## 750 Clock Hours

**\* Due to policy change by California Massage Therapy Council (CAMTC), starting July 1, 2016, CAMTC will only accept applications from the CAMTC approved schools. Currently, American Empire College's Massage Therapy program is pending approval by CAMTC.**

### Educational Objectives

In this program, we provide a well-rounded education in an enriching environment with an integrated approach to health and wellness. The program will teach and enhance the therapist's diverse range of massage techniques. The Massage Therapist course provides extensive practical and theoretical training in Deep Tissue Massage, Swedish Massage, Chair Massage, Prenatal Massage, Anatomy and Physiology, Business and Ethics, Contraindications, and Health and Hygiene, thoroughly preparing the student for work in professional spa and massage therapy environments upon graduation.

Our goal is to provide the highest quality of education and training so that we may meet the following objectives: To instruct, enhance and assist the student in learning all components of the Massage Therapy curriculum. And ensure that each student gains a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics. Help the student understand and recognize the indications and contraindications of massage therapy. To guide students in developing and applying knowledge of how diseases are spread and their prevention, as well as maintaining sanitary working environment and good personal hygiene.

### Graduation Requirements

Attend a minimum of 750 clock hours and pass all modules, courses, and terms demonstrating knowledge of the class material and mastery of the techniques learned satisfactorily. When a student has completed the course of study with a grade average of "C" (75%) or better, including final exams. Student's financial obligations has to be fully met and cleared before a Certificate of Completion certifying completion of program is awarded.

**CAMTC CERTIFICATION NOTICE:** Applicant for CAMTC Certification shall have attended 500 hours of instruction required to apply for Certification, American Empire College Massage Therapy program provides an additional 250 hours of internship to give the student added experience in the practice of Massage Therapy. \*

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for Certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

## **CAMTC Disclosures**

The California Massage Therapy Council (CAMTC) is charged with oversight of California 's massage businesses, including the certification of massage therapists and massage practitioners. The following disclosure statements are made available pursuant to CAMTC requirements.

### **CAMTC's Law Related to Unfair Business Practices as Related to Massage**

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other terms, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certification issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

### **Attendance Policy Notice**

Applicants for CAMTC certification shall have attended 500 supervised hours total with more than 100 of those hours satisfying CAMTC specified subjects:

- A minimum of 64 hours of Anatomy & Physiology
- A minimum of 13 hours of Contraindications
- A minimum of 5 hours of Health & Hygiene
- A minimum of 18 hours of Business & Ethics

As mentioned under the Attendance Probation section of this Catalog, a student will be placed on attendance probation if he or she is below 85% attendance in any given class. Students can make up for missed hours by scheduling and attending make up sessions held on Saturdays.

### **Leave of Absence Policy Notice**

Please refer to the "Leave of Absence" and "Effects of a Leave of Absence on Satisfactory Academic Progress" sections of this Catalog.

### **Regarding Guarantee of Certification by CAMTC**

Attendance and /or graduation from a California Massage Therapy Council approved College does not guarantee certification by CAMTC.\* Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. Seq.

## Unanswered Questions and Filing a Complaint to CAMTC

A student or any member of the public with questions that have not been satisfactorily answered by the College or who would like to file a complaint about this College may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), Phone: 916-669-5336, Fax 916-669-5337

## Skills to be developed

Learn the proper use of implements relative to all massage therapy services, learn the procedures, anatomy terminology, and all basic massage techniques.

## Career Opportunities

A graduate of the Massage Therapy Program may launch his /her own business; find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

## Graduation Requirements

- Attend a minimum of 750 clock hours and pass all modules, courses, and terms demonstrating knowledge of the class material and mastery of the techniques learned
- Satisfy all financial obligations
- Complete the programs
- Pass the programs final tests

<b>SUBJECT</b>	<b>Req. Hours</b>
<b>Massage Therapy Program: Curriculum &amp; Course Description</b>	
<b>HISTORY OF MASSAGE</b> This course will give the student a historical overview of massage as well as its development and decline over the past two centuries.	10
<b>HISTORY OF MASSAGE</b> This course will give the student a historical overview of massage as well as its development and decline over the past two centuries.	10
<b>ANATOMY &amp; PHYSIOLOGY</b> This course teaches basic human anatomy & physiology, including: the anatomical planes, regions, cavities & parts of the body; the 10 most important body systems as well as explain the structures & functions of the various body systems.	80

<p><b>KINESIOLOGY</b></p> <p>Students will study of muscular activity and the anatomy, physiology, and mechanics of body movement. Subject matters will include: knowledge of anatomy by learning the origins, insertions and actions of the major muscles of the body. This course is designed to provide the student with an overall understanding and orientation of the therapeutic procedure. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. Demonstrate a basic body massage (supine and prone), with and without being time, and be able to describe the parts of the therapeutic procedure in the field of massage therapy. The student will also learn charting/ documentation, various orthopedic tests and client intake procedures included in the therapeutic procedure. Additional topics will cove muscle palpation and body mechanics as well as body reading and postural analysis.</p>	45
<p><b>PATHOLOGY CONTRAINDICATIONS, AREA OF CAUTION</b></p> <p>Included in this course is an overview of the physiological and psychological effects and benefits of massage therapy. The student will also learn the various effects that massage therapy has on systems of the body and the basic indications and contraindications of massage therapy. Additional topics will cover disease-awareness, treatment planning, medications, dermatologic pathology, musculoskeletal pathology, neurological pathology, endocrine pathology and cardiovascular pathology, pathology of the lymphatic commune system, respiratory pathology, gastrointestinal pathology, urinary pathology, reproductive pathology, cancer and mental disorders.</p>	60
<p><b>SPECIAL POPULATION CONSIDERATIONS</b></p> <p>This module will learn contraindications for prenatal massage, demonstrate proper positioning when massaging a pregnant woman during each trimester. The student will know the benefits of infant massage. The special considerations for providing massage services to children. differentiate considerations of working with older clients who are frail and those who are robust. The considerations for providing massage to people with various disabilities. The major considerations when providing massage to people with critical illnesses such as HIV/AIDS or cancer.</p>	15
<p><b>BENEFITS OF MASSAGE</b></p> <p>The student will be introduced to basic physiologic effects and benefits of massage. Know the effects of massage on the skin. The benefits of massage on the circulatory, muscular, and nervous systems of the body. The main contraindications for massage.</p>	20
<p><b>PHYSIOLOGICAL EFFECTS OF TECHNIQUES</b></p> <p>The student will be introduced to the psychological effects and benefits of massage. Students will know that massage was one of the earliest remedial practices for relief of pain and for the restoration of healthy body functions. Explain the physiological effects of massage on the circulatory, muscular, and nervous systems of the body.</p>	60
<p><b>HEALTH &amp; HYGIENE</b></p> <p>The student will be introduced to basic health and wellness concepts and maintaining sanitary conditions within the massage field. Additional topics include various safety practices and procedures for massage therapist to include in their practice.</p>	20
<p><b>BUSINESS ETHICS &amp; PROFESSIONALISM</b></p>	30



Students will learn professional ethics in building a successful massage practice. They will differentiate between personal & professional boundaries, the 8 areas to consider, therapeutic relationship vs client centered relationship, effects of transference, countertransference & dual relationship, & the importance of good health habits & professional projection in order to build a sound business reputation.	
<b>CLINICAL MASSAGE TECHNIQUES</b> Students will learn the techniques used in neuromuscular therapy, trigger point & how to differentiate central trigger from attachment trigger points. Student will also learn muscle energy techniques & post isometric isolation vs reciprocal inhibition. Finally, students will learn to incorporate passive positioning, position-release techniques, superficial fascia vs deep fascia, learn the 3 myofascial techniques & the craniosacral system.	20
<b>CLIENT ASSESSMENT</b> Students will deepen their knowledge of importance of the consultation before a massage. Demonstrate how to screen clients while making appointments, how to determine the needs and expectations of the client. Students will define a treatment plan.	20
<b>CLASSES OF MEDICATION</b> Student will receive additional understanding of historical significance that massage has had in medicine. Student will be able to explain how massage reemerged in the United States as alternative medicine. Students will learn the differentiate among the terms alternative, complementary, and integrative medicine. Students will know the role of massage in integrative medicine, the role of the patient in integrative medicine, how massage might fit into a hospital setting, medical massage.	20
<b>CAREER DEVELOPMENT</b> This course will cover a variety of relationships among attitude, self-image, career success. The students will be able to describe the development of the career, the current state of the massage therapy industry, including customer demographics and the various types of career in which therapist work. List and describe the most important attributers of an effective career.	20
<b>DISINFECTION / SANITATION</b> This course is designed to provide the student with an overall understanding and orientation of the laws that enforce the strict practice of sanitation, sanitize implements and other items used in massage procedures, the difference between pathogenic and nonpathogenic bacteria. The students will know the importance of cleanliness of person and of surroundings as protection against the spread of disease, know how various disinfectants, antiseptics, and other products are used most effectively.	10
<b>SWEDISH MASSAGE</b> This course will combine use of lecture notes, audiovisual aids and hand-outs. The students will learn the six major categories of massage movements, explain Swedish massage techniques. Demonstrate mastery of basic massage movements. Demonstrate passive and active joint movements. Demonstrate rhythm and pressure as applied to therapeutic body massage.	10
<b>LYMPH MASSAGE</b> This course will describe lymph circulation & differentiate from blood circulation; the function & location of lymph nodes; major contraindications to lymph massage, primary technique & sequence of movements	10

<p><b>SPORTS MASSAGE</b></p> <p>This course covers the definition, purpose, major benefits, contraindications &amp; 3 basic applications of sports massage. Students will learn causes of muscle fatigue, therapeutic modalities used in restorative &amp; rehabilitative massage, how to locate stress points &amp; differentiate between acute, subacute &amp; chronic injuries &amp; their treatment. Demonstrate how to locate the stress points of the body.</p>	10
<p><b>BASIC SHIATSU</b></p> <p>This course will combine use of lecture notes, and audiovisual aids and hand-outs. The students will know the major massage movements of Shiatsu. Demonstrate mastery of basic Shiatsu massage movements. Demonstrate mastery of basic Shiatsu massage movements.</p>	10
<p><b>REFLEXOLOGY</b></p> <p>This course will combine use of lecture notes, audiovisual aids and hand-outs. The students will learn reflexology and be able to locate reflexology points on feet and hand maps and demonstrate a basic foot reflexology sequence. Practice the related to pressure points of the foot.</p>	10
<p><b>BUSINESS PRACTICE/MASSAGE BUSINESS</b></p> <p>The students will learn differentiate between being employed and self-employed. The major expenses related to starting a massage business. Explain the difference between a partnership, a corporation, and a sole proprietorship. Explain the advantages and disadvantages of operating your own business. The students will learn the various permits and licenses required to operate a massage business and where to obtain them.</p>	10
<p><b>ANATOMY &amp; PHYSIOLOGY (TRAIL GUIDE TO THE BODY)</b></p> <p>This course will explain “Trail Guide to the Body” focus on different regions of the body. These trails are designed to help you understand the connections between structures. The students will develop strong palpatory anatomy skills for hands-on modality. This course will help students build their skill so they will be able to palpate the surface anatomy of the body. This course will help students develop the knowledge so they will be able to describe the relationships between the musculoskeletal structures and bony landmarks, name and locate the major nerves, blood vessels and lymph nodes that student must be cautious of when palpating each body region.</p>	110
<p><b>INTEGUMENTARY &amp; CIRCULATORY SYSTEM CONDITIONS</b></p> <p>This course illustrates the importance of Function and construction of the skin. The general function of the circulatory system. Student will learn why broken skin contraindicates massage. Differences between acne and boils. Types of fungal infections of the skin. The dangers associated with the long-term use of corticosteroid creams. They will also be able to identify the destination for loose blood clots in the venous system. The risk factors for the development of atherosclerosis. Two factors that determine the severity of a heart attack. Identify the most common causative factor for right-sided heart failure</p>	24
<p><b>MUSCULOSKELETAL &amp; NERVOUS SYSTEM CONDITIONS</b></p> <p>In this class, we will target musculoskeletal system conditions. Students will learn the role of dystrophin in normal muscle function. Describe the feature that Paget’s disease and osteoporosis have in common. Describe the early signs of Lyme disease. Know the differences between osteoarthritis and rheumatoid arthritis. Identify three structures that can be injured in whiplash. know the muscles and bones that can help to pin or trap the structures damaged with thoracic outlet syndrome. The class also teaches students state the causative agent of herpes zoster. Know three types of anxiety disorders. And three types of depression. Two types of stroke. Identify the nerve that is involved in Bell’s palsy.</p>	24

<p><b>LYMPH AND IMMUNE SYSTEM CONDITIONS</b></p> <p>In this class, students will learn about the two types of lymphoma. Know why lymphoma cause anemia. Learn one risk of working with clients who have mononucleosis. Know the benefits of not interfering with fever. State most common symptom or complication associated with lupus. Know the four cardinal signs of inflammation.</p>	24
<p><b>RESPIRATORY &amp; DIGESTIVE SYSTEM CONDITIONS</b></p> <p>After learning this course, student should be able to describe three muscles involved in respiration. Identify the difference in causative factors between acute and chronic bronchitis. Know two differences between influenza and common cold. Students will be able to explain why the flu vaccine does not impart lifelong immunity. Know the name of the most dangerous complication of gastroenteritis. Identify the parts of the alimentary canal that can be affected by Crohn disease. The relationship between stress and peptic ulcers. The risk factor for colorectal cancer.</p>	24
<p><b>ENDOCRINE &amp; URINARY SYSTEM</b></p> <p>In this class, students will be learning of two hormones secreted by the pituitary gland and the tissues they affect. Name two hormones associated with changing levels of bone density. Identify two risks for working with clients who have acromegaly. Know the differences between type 1 and type 2 diabetes. List the five factors that contribute to metabolic syndrome. Students will also learn the name a hormone produced by the kidneys and describe its function. Name two contributing factors for acute renal failure. Explain why females get urging tract infections more often than males. Explain why a urinary tract infection in a male can indicate a serious problem.</p>	24
<p><b>HYGIENIC METHODS FOR MASSAGE THERAPISTS</b></p> <p>This course will focus on three aspects of keeping therapists and clients healthy: the infectious agents to guard against, methods by which to keep free of infection, and practical implications for massage therapists.</p>	20

## 24. COURSE TEXT BOOKS

### Cosmetology

Cosmetology				
Name of Book	Author	Publisher	ISBN	Cost
Milady Standard Cosmetology	Jason Backe, Carlos Cintron, C.Jeanine Fulton,.....	United States Copyright Act	978-285-76941-7	\$127.00
Milady Standard Cosmetology Theory Workbook	Jason Backe, Carlos Cintron, C.Jeanine Fulton,.....	United States Copyright Act	978-1-2857-6945-5	\$59.00
Milady Standard Cosmetology Practical Workbook	Jason Backe, Carlos Cintron, C.Jeanine Fulton,.....	United States Copyright Act	978-1-2857-6947-9	\$59.00

### Skin Care (Esthetician)

Esthetics				
Name of Book	Author	Publisher	ISBN	Cost
Milady Standard Fundamentals	Dawn Gerrain, Martine Edwards Philip Mandi.....	United States Copyright Act	978-1-111-30689-2	\$125.00
Milady Standard Esthetics Student Workbook	Dawn Gerrain, Martine Edwards Philip Mandi.....	United States Copyright Act	978-1-111-30691-5	\$85.00

### Nail Care (Manicure and Pedicure)

Nail Care				
Name of Book	Author	Publisher	ISBN	Cost
Milady Standard Nail Technology	Dawn Gerrain Sandra Bruce Corina Santoro....	United States Copyright Act	978-1-285-08407	\$125.00
Milady Standard Technology Student Workbook	Dawn Gerrain Sandra Bruce Corina Santoro....	United States Copyright Act	978-12-85080512	\$70.00

### Massage Therapy

Massage Therapy				
Name of Book	Author	Publisher	ISBN	Cost
Essential Sciences for Therapeutic Massage	Linda Duncan Kellie White	United States Copyright Act	978-0323-07743-9	\$57.00
A Massage Therapist's guide to Pathology	Werner Ruth	United States Copyright Act	978-14963-1082	\$83.00
Trail Guide to the Body	Andrew Biel	United States Copyright Act	978-0-9829786-5-8	\$50.00

## 25. EQUIPMENT LIST

All equipment listed below meet the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program, as they have been inspected and approved by their corresponding licensing agencies during site visits and all necessary corrective actions (if any) have been taken to meet the requirements of the respective licensing agencies.

### Cosmetology:

Item	Description	Used	Rented	Leased	Owned
PC	Each classroom is equipped with a PC				Yes
Monitor	Each classroom is equipped with a large monitor or projection equipment				Yes

Keyboard	Each Classroom equipped with PC, software and accessories				Yes
Mouse	Each Classroom equipped with PC, software and accessories				Yes
Copier	Sharp M356				Yes
Projector	Projection and Presentation Software				Yes
Television	Large Flat Screen TV				Yes
Mannequins	(with full head of hair)				Yes
Time clock	General Service Instructions				Yes
Shampoo	Shampoo bowls				Yes
Dryers	Dry hair				Yes
Facial couches	standard basic "no frills" manually operated reclining facial bed.				Yes
Facial stemmer	Facial Steamers with Aromatherapy, Magnifying Lamp, and Portable Mini facial stammers with Ozone				Yes
Manicure stations	Manicure stations are a must for every professional nail technician				Yes
Stove	Gold N' Hot 15 pc Piece Marcel Curling Flat Iron Jumbo Stove Kit Set Stand Pouch by BELSON				Yes
Non-electric combs	Specially designed for coarse and natural hair textures, this straightening comb is gold-plated for long-lasting, polished.				Yes
Electric curling iron	Ceramic curling iron improves heat distribution and minimizes damage to the hair.				Yes
Stove (for non - electric combs)	Golden supreme rainbow stove set				Yes
Electric curling iron	Ceramic curling iron improves heat distribution and minimizes damage to the hair cuticle.				Yes
Hairstyling chairs	Supportive and inviting styling chair that strikes the perfect balance between form and function.				Yes
Water machine	Free-Standing bottle water dispenser for cold, hot, room temperature water				Yes
Tray	Removable stainless steel tray adjustable height for comfortable use				Yes

**Skin Care (Esthetician):**

Item	Description	Used	Rented	Leased	Owned
Facial couches	standard basic "no frills" manually operated reclining facial bed.				Yes
Facial stemmer	Facial Steamers with Aromatherapy, Magnifying Lamp, and Portable Mini facial stammers with Ozone				Yes
Mannequins	with full head of hair				Yes
Tray	Removable stainless steel tray adjustable height for comfortable use				Yes
Hot towel cabinet	This hot cabinet serves as a great towel warmer				Yes
Towels, wash cloths	Cotton washcloths				Yes
Make-up kit	For Practical make-up				Yes
Facial Masks	For Practical Skin Care				Yes

**Nail Care (Manicure and Pedicure):**

Item	Description	Used	Rented	Leased	Owned
Manicure Stations	Manicure nail table station				Yes
Pedicure Chair	Pedicure chair is to provide the person receiving a pedicure with a more comfortable place to sit				Yes
Disposable Gloves	Powder free, single use				Yes
Tray	Removable stainless steel tray adjustable height for comfortable use				Yes
Towels, Wash Cloths	Cotton Wash Cloths				Yes
Nail Care kit	For Practical Nail Care				Yes

**Massage Therapy:**

Item	Description	Used	Rented	Leased	Owned
Massage table	Ironman Astoria Massage Table				Yes
Massage chair	Strong Lite Ergo-Pro Massage Chair				Yes
UV Towel Warmer	Provide Safe and Reassuring Sterilization				Yes
Skeleton System Model	Giantex Life Size Human Anatomical Anatomy Skeleton Medical Model + Stand				Yes
Towels, wash cloths	Cotton washcloths				Yes