

Issue 17
August 2023 - Jan 2026



**ELITE PERMANENT MAKEUP
& TRAINING CENTER**

COURSE CATALOG

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11961 Santa Monica Blvd, Los Angeles, CA, 90025

www.elitepmu.com

LETTER FROM THE PRESIDENT

Dear Prospective Student,

Congratulations on taking your first step towards a rewarding career in the Beauty Industry and welcome to Elite Permanent Makeup & Training Center. Thank you for choosing us as your permanent makeup and cosmetology school! By selecting us, you have entered into an educational path that is highly likely to provide you with the skills and opportunities for a successful future in the beauty industry. The instructors at Elite Permanent Makeup & Training Center strive to give our students the skills and knowledge that they will need to have a successful career.

At Elite Permanent Makeup & Training Center, we offer comprehensive training that prepares you to pass the State Board examination and become a licensed operator in the state of California. We place great emphasis on equipping you with the knowledge and skills necessary to thrive in the marketplace and excel in your chosen career path. Throughout your training, you will learn fundamental methodologies, principles of hair design or skincare, technical requirements, salon management, business concepts, and effective human relations.

After coming from Iran, I began my business by working on clients in my apartment. By word of mouth I became more popular and started renting booths at various salons. I came to realize the incredible opportunity to share my passion and knowledge with eager new students. In 2012, I took a leap of faith and decided to open Elite Permanent Makeup and Training Center. Elite is now one of the most well-regarded permanent makeup schools, with students traveling from a variety of cities, states and countries to study at our institution. With a large social media following, dozens of 5 star reviews on yelp, an A+ rating on the BBB, the approval to operate by the California Bureau for Private Postsecondary Education, and the launch of our permanent makeup product line, it is needless to say... Elite has grown beyond my hopes and I can't wait to see what's in store for the future! The courses are demanding but very enjoyable. We also offer a post-graduation mentorship/chair rental program and lifetime support for all students - we're always here for you.

It is my pleasure to have you join us at Elite Permanent Makeup & Training Center, and my goal is to assist you in discovering your potential to maximize your training and achieve success in the beauty field. Your level of success will depend on the effort you dedicate during your training here at Elite Permanent Makeup & Training Center.

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future. 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.

I can't wait to share my passion with you and help you to take the first steps into your new and exciting career!

Sincerely,



Mahnaz Bahaelou
President

MISSION STATEMENT

The mission of Elite Permanent Makeup & Training Center is to provide an excellent educational experience which prepares students to succeed in selected professions within the permanent makeup and beauty industries. Elite Permanent Makeup strives to maintain the highest standards in curricula, fees, student services and teacher preparation. Elite Permanent Makeup & Training Center was founded on the principle of providing a quality education to any and all students regardless of race, religious creed, color, national origin, age, ancestry, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status.

OBJECTIVE

At Elite Permanent Makeup & Training Center, our primary objective is to offer comprehensive training that prepares students to successfully pass the California State Board exams and obtain practical licenses in various fields, including cosmetology, permanent makeup, body cavitation, permanent makeup instruction, and cosmetology instruction. Our aim is to equip students with the necessary knowledge and skills to excel as entrepreneurs in the cosmetology industry, accomplished permanent makeup artists, body cavitation experts, skincare specialists, and future educators. We also strive to foster personal development and growth in each student, guiding them to unlock their potential and thrive in their chosen careers.

PROGRAMS OF STUDY

Elite Permanent Makeup & Training Center offers a variety of exciting Body Art Practitioner and associated Permanent Makeup & Beauty Programs.

The Body Art Practitioner Program curriculum in particular is designed to prepare the student to:

- Provide guidance on how to register as a Body Art Practitioner with the Los Angeles County Board of Health so he/she may become a student;
- Be employed or self-employed and;
- Be sufficiently proficient in the skill to gain self-esteem and financial reward.

Students interested in the Permanent Makeup and Beauty Industries are creative, colorful, and skilled with their hands and love to work with people. They find satisfaction in servicing others. These students are interested in performing safe and healthy body art under the training of the program. Each course includes didactic lectures on sanitation, safety and health practices, simulated practice, and live model practice.

COURSES AND CURRICULUM

CAMPUS LOCATION

Courses are held at: Elite Permanent Makeup and Training Center in our classroom on site.

Address:

11961 Santa Monica Blvd.

Los Angeles, California 90025

HEALTH DEPARTMENT AND BLOOD BORNE PATHOGEN

All our permanent make up courses will require registration with Los Angeles County Health Department. You will need to renew the Health Department registration annually if you plan to practice in Los Angeles County. Every state and county has their own rules, regulations and laws. We recommend contacting your local health department for a deeper understanding of their laws. You will also need to send in the certificate of completion of your Blood Borne Pathogen training. Please be sure to complete training for Los Angeles County. You can take our BBP course available on our website, or come in person for the course.

The Permanent Makeup & Beauty programs include:

- Microblading & Shading
- Advanced Microblading & Shading
- Powder/Ombre Brows
- Nanobrows
- Lip Blushing
- Advanced Lip Blushing
- Eyeliner
- Paramedical
- Scalp Micropigmentation
- Tattoo Removal
- Threading
- Mapping
- Fibroblast
- Collagen Rejuvenation Therapy
- Non-Invasive Body Contouring
- Eyelash Extensions
- Tiny Tattoo Course

Elite also offers two different Barbering & Cosmetology programs:

- 1000 hour Cosmetology program
- 600 hour Esthetics program

MENTORSHIP PROGRAM

In this optional program, students may work towards building their business at Elite Permanent Makeup & Training Center immediately after completing their course. This allows students to bring their own clients into a supportive, professional permanent makeup environment where they will receive support by our highly trained professionals as they begin working on their first clients. We currently only offer this program for selected courses. Upon graduation, your first 3 chair rentals are complimentary. We only offer chair rentals to graduates of any of our courses. After the first three chair rentals, they are \$95. For more information, please contact us.

Microblading Course Syllabus

Schedule:	Monday -Friday, night classes available
Cost/Tuition:	\$4,200 (\$3,000 *Supplies \$1,200**)
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful work on model, and completion of coursework.
Total Clock Hours:	30 hours / 5 Days in Person
Model:	1 Guaranteed

Also referred to as the Microblading and Shading Course, this class is designed to introduce students to microblading and manual shading. Didactic lessons in core theoretical concepts like color theory and skin theory are taught by qualified instructors. We have the combined knowledge to bestow upon you insightful tips and tricks in this 5-day course. You will learn the art of manual hair strokes as well as the capacity to add depth and shading within the brow using both the handheld tool.

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

Elite does not provide ESL services, but this class is offered in both English & Spanish instruction.

Educational Outcomes - You will learn:

- Microblading techniques
- Skin theory
- Shading
- Contraindications
- Manual shadingBlades
- Disposable microblading
- Blade angles
- Pen techniques
- Blade types and styles
- Brow Mapping
- Hand placement
- Brow shaping
- Proper skin depth
- Stretching of the skin
- Skin texture
- Color theory
- Undertone
- Tray Set Up
- Health Department Insurance
- Steps into social media marketing

Microblading Kit (included in the cost of the course): Students enrolled in this course will receive a kit containing an assortment of blades, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment. (**an additional \$1,200.00 worth of supplies is added on the overall program price for WIOA participant(s) to start their own business)

Advanced Microblading & Shading Course Syllabus

Schedule:	Monday - Wednesday
Cost:	\$2,000
Prerequisites:	Microblading & Shading Course
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful completion of coursework.
Total Clock Hours:	15 hours/ 3 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

In order to enroll in this course, students will have already taken Basics of Microblading & Shading as a prerequisite. Students will learn to master the art of Advanced Microblading. We will discuss color selection in depth, the anatomy of the skin, different types of complexions, contraindications that would make the procedure difficult, and proper stroke technique. (Method of instruction is direct)

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Who are the Ideal Clients
- Allergies
- Forms and Documents
- Client Consultations
- Contraindications
- Face Shapes
- Brow Mapping and Shaping
- Stroke techniques
- Color Theory
- Color Correction
- Pigments - Water, Oil, Alcohol
- Skintone
- Undertone
- Skin Types - Dry, Normal, Oily
- Blade Breakdown
- Touch Up
- Procedure Area
- Infection Prevention & Control

Advanced Microblading Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing an assortment of blades, advanced tools, advanced practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Microblading Instructor Course Syllabus

Schedule:	Monday - Monday
Cost:	\$3,500
Prerequisites:	Microblading & Shading Course
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful completion of coursework.
Total Clock Hours:	37 hours/ 6 Days in Person
Model:	Demo performed

In order to enroll in this course, students will have already taken Basics of Microblading & Shading as a prerequisite. Students will learn to master the art of Advanced Microblading. We will discuss color selection in depth, the anatomy of the skin, different types of complexions, contraindications that would make the procedure difficult, and proper stroke technique. (Method of instruction is direct)

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Who are the Ideal Clients
- Allergies
- Forms and Documents
- Client Consultations
- Contraindications
- Face Shapes
- Brow Mapping and Shaping
- Stroke techniques
- Color Theory
- Color Correction
- Pigments - Water, Oil, Alcohol
- Skintone
- Undertone
- Skin Types - Dry, Normal, Oily
- Blade Breakdown
- Touch Up
- Procedure Area
- Infection Prevention & Control

Instructor Microblading Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing an assortment of blades, advanced tools, advanced practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Powder & Ombre Brow Course Syllabus

Schedule:	Monday - Wednesday
Cost:	\$2,500
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful work on model, and completion of coursework.
Total Clock Hours:	20 hours / 3 Days in Person
Model:	1 Guaranteed

This beginner-friendly course will teach you how to create flawless ombre and combo brows using a digital permanent makeup machine. A semi-advanced permanent makeup course catered for those looking to expand their services. You will master powder brows and ombré brows.

In this course you will learn the exact method to create a beautiful powder and ombré brow. You will learn all the fundamentals of permanent makeup including shaping, color theory, skin theory and more as well as business techniques to professionally market this service. This class is welcome to beginners and intermediates in permanent makeup. If you are looking to expand your skill set as an artist, this is the class for you.

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

Elite does not provide ESL services, but this class is offered in both English & Spanish instruction.

Educational Outcomes - You will learn:

- Ombre brows
- Camouflage
- Powder brows
- Shading
- Shape correction
- Digital cosmetic tattoo
- Color correction machine techniques
- Skin theory
- Needles
- Tray setup
- Shaping
- Health department Worksheets and
- Silicone skin sheets/ hands-on practice
- Practice depth
- Practice angles
- Practice pressure

Powder/Ombre Brow Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Nanobrows Course Syllabus

Schedule:	Monday - Wednesday
Cost:	\$2,500
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful completion of coursework.
Total Clock Hours:	15 hours/ 3 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

In this course, students will learn to master the art of Nanobrows. We will discuss color theory, the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. We will explain proper implantation depth, correct hair stroke patterns, & proper mapping/shading for specific face shapes. The course concludes with a dive into marketing, branding, and business practices.

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Basics of Nanobrows
- Needle Breakdown
- Practice
- Hair Stroke Patterns
- Skin Anatomy
- Undertones vs. Skin Tones
- Picking Correct Pigments
- Pigment Composition
- Consultation, Before & Aftercare
- Procedure, Tips, & Tricks
- Face Shapes/Mapping
- Important Forms & Documents
- Infection Prevention & Control Plan
- Work Station Set Up.

Nanobrow Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Lip Blushing Course Syllabus

Schedule:	Wednesday - Friday
Cost:	\$2,500
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful work on model, and completion of coursework.
Total Clock Hours:	20 hours / 3 Days in Person
Model:	1 Guaranteed

This course covers the exact method to create a beautiful full lip blush and lip liner. This class is welcome to beginners and intermediates in permanent makeup. If you are looking to expand your skill set as an artist, this is the class for you. You will learn all the fundamentals of permanent makeup as well as business techniques to help you market lip blushing correctly. Students who participate in this course may elect to participate in our Mentorship Program.

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

Elite does not provide ESL services, but this class is offered in both English & Spanish instruction.

Educational Outcomes - You will learn:

- Lip blushing techniques
- Skin theory
- Skin texture
- Lip liner techniques
- Contraindications
- Color theory
- Disposable needle
- Needle knowledge
- Undertone
- pen techniques
- Needle angles
- Tray Set Up
- Lip Mapping
- Needle types and styles
- Health Department
- Lip shaping
- Hand placement
- Insurance
- Proper skin depth
- Steps into social media
- Stretching of the skinmarketing

Lip Blushing Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, an assortment of needles, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Advanced Lip Blushing Course Syllabus

Schedule:	Thursday - Friday
Cost:	\$2,000
Prerequisites:	Previous experience with a digital permanent makeup machine.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful completion of coursework.
Total Clock Hours:	10 hours / 2 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

In this course, students will learn to master the art of Lip Blushing. We will discuss color theory, the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. We will explain proper implantation depth, correct stroke patterns, & proper mapping/shading for specific lip shapes. The course concludes with a dive into marketing, branding, and business practices.

Students who participate in this course may elect to participate in our Mentorship/Chair Rental Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Who are the Ideal Clients?
- Allergies
- Forms and Documents
- Client Consultation
- Contraindications
- Lip Shapes
- Lip Mapping & Shaping
- Machine Techniques
- Color Theory
- Skin tone vs. Undertone
- Lip Liner with Shading
- Aquarelle Lip Blushing
- Touch Up
- Procedure Area
- Infection Prevention & Control

Advanced Lip Blushing Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing our premium digital permanent makeup machine, an assortment of needles, pigments, pencils, advanced tools, advanced practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Semi-Permanent Eyeliner Course Syllabus

Schedule:	Monday - Tuesday
Cost:	\$2,500
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful work on model, and completion of coursework.
Total Clock Hours:	15 hours / 2 Days in Person
Model:	1 Guaranteed

This course will teach you the exact method to create a perfect eyeliner. You will learn to create beautiful winged liners as well as lash line enhancements. Whether you are a beginner or intermediate in permanent makeup, this course will prepare you to begin offering the service right after completing the course.

If you are looking to expand your skill set as an artist, this is also the class for you. This course will also cover business techniques to help you market the service correctly.

Students who participate in this course may elect to participate in our Mentorship Program.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

Elite does not provide ESL services, but this class is offered in both English & Spanish instruction.

Educational Outcomes - You will learn:

- Eyeliner techniques
- Skin theory
- Lash-line technique
- Contraindications
- Disposable needle and
- Needle knowledge
- Pen techniques
- Needle angles
- Different eye shapes
- Needle types and styles
- Different liner shapes
- Hand placement
- Proper skin depth
- Stretching of the skin
- Skin texture
- Color theory
- Undertone
- Tray Set Up
- Health Department Insurance
- Steps into social media marketing

Eyeliner Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, an assortment of needles, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Paramedical Course Syllabus

Schedule:	Wednesday - Friday
Cost:	\$3,000
Prerequisites:	Previous experience with a digital permanent makeup machine. Verbal lessons and practical training sessions.
Instructional Method:	
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	15 hours / 3 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

This 5-day Certificate Course will teach the professional permanent makeup artist advanced techniques utilizing the digital cosmetic tattoo machine. Oftentimes referred to as “clinical permanent makeup”, these techniques allow you to work with clients who suffer from alopecia, cancer, surgery scarring, vitiligo and areola pigmentation. This is a treatment that can bring enormous relief to clients who have been struggling with confidence due to these unfortunate, very common ailments.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

Elite does not provide ESL services, but this class is offered in both English & Spanish instruction.

Educational Outcomes - You will learn:

- Digital cosmetic
- tattoo machine
- techniques
- Scar softening and camouflage
- Areola measurements
- Shape and sizing
- Color matching
- Color theory
- Skin theory
- Angles and pressure
- Mixing techniques
- Tray setup
- Complexion
- Protocol
- Contraindications
- Health Department
- Machines
- Needles

Paramedical Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

Scalp Micropigmentation Course Syllabus

Schedule:	Wednesday-Friday
Cost:	\$3,500
Prerequisites:	Previous experience with a digital permanent makeup machine. Verbal lessons and practical training sessions. English instruction only.
Instructional Method:	lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	15 hours / 3 Days in Person
Model:	Demo performed by instructor, 1 guaranteed model for students.

Scalp Micropigmentation is done with small dots of pigment implanted into the skin with a very thin needle on a tattoo machine. The dots are the exact same size as the hair follicle making it nearly impossible to tell the difference between the real hair and the SMP. In this course, we will discuss the benefits of this revolutionary procedure, the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Introduction to SMP
- Anatomy of the Skin
- Why Baldness Happens
- Types of Hairlines
- Face Shapes
- Best Methods
- Mapping for SMP
- Dot Patterns
- Dot Practice
- How to use SMP Equipment
- Pigments
- Pigments
- Workstation Set Up
- Infection Prevention
- Practice Using Melon + SMP Machine
- Business Practices
- Marketing
- Branding
- Social Media
- Final Exam

SMP Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a digital SMP machine, 1 bottle of SMP pigment, practice materials, and 5 client set ups. This kit does not include sanitization equipment.

Tattoo Removal Course Syllabus

Schedule:	Friday
Cost:	\$1,000
Prerequisites:	Previous experience with a digital permanent makeup machine.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours / 1 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

This course examines the benefits of PMU pigment removal and instructs students on how to effectively use the PMU pen, needle cartridges, and appropriate serums to remove pigment. We will discuss the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Terms and Definitions
- Who is Our Client?
- Forms and Documents
- Allergies
- Pre-care and Aftercare
- Skin Anatomy
- Numbing
- Tray Set Up and Breakdown
- Machine and Cartridges
- Procedure Videos
- Marketing, Branding, & Business Practices

Tattoo Removal Kit (included with cost of course):

Students enrolled in this course will receive a kit containing one bottle of saline solution & practice materials. This kit does not include a permanent make up machine, numbing cream, or sanitization equipment.

Spanish PMU Course Syllabus

Schedule:	The schedule will be the same as the other course's schedule, except in Spanish.
Cost:	The same price as the other courses.
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions, in Spanish.
Grading Scale:	Pass/Fail
Completion Requirements:	Successful work on model, and completion of coursework.
Total Clock Hours:	Depends on which course is taken, same as the English courses.
Model:	1 Guaranteed (except for Paramedical - demo only)

The permanent makeup industry has been rapidly growing, and many aspiring artists are eager to learn the craft. However, language barriers can often impede progress for some students. That's why Elite Permanent Makeup & Training Center has decided to incorporate Spanish classes for our five (Microblading, Powder/Ombre Brows, Lip Blushing, Eyeliner & Paramedical) most popular courses into our curriculum. By doing so, we hope to provide equal opportunities for Spanish-speaking students who are interested in pursuing a career in the field.

Our plan to phase in the new Spanish courses will likely involve a few key steps. First, our bilingual instructor, Yenifer Jung is already fluent in both English and Spanish. She has already developed the new Spanish language curriculum and is responsible for teaching the classes. We will provide Spanish textbooks, guides, and tutorials to help students understand and communicate effectively.

We have assessed the demand for the Spanish language courses among our current and potential students. We have gathered feedback and insights from students who speak Spanish as their first language or prefer to learn in Spanish. In an environment where formal language proficiency or writing exams are not required, there are alternative methods to evaluate Spanish fluency through verbal assessments. Here are two options we will utilize at Elite:

- **Conversational Assessment:** Students engage in a conversation with an evaluator or instructor who will assess their ability to understand and respond appropriately in Spanish. The evaluator may prompt discussions on various topics, allowing them to gauge the student's vocabulary, grammar, fluency, and overall ability to communicate effectively in Spanish.
- **Informal Conversations:** Students may engage in casual discussions with instructors or native Spanish speaking employees. These conversations can be unstructured and cover various topics, allowing the evaluator to gauge the student's conversational skills, vocabulary range, and overall fluency.

Since we have determined the level of interest and demand for the new courses, we are ready to begin to incorporate them into our schedule gradually or on an as-needed basis. We may start with one or two Spanish courses per semester, and gradually increase the number of classes as interest grows. During this process, we will also need to promote the new Spanish courses to our previous and prospective students. We may advertise the courses through social media, email newsletters, or flyers to raise awareness and generate interest (see attachments). Overall, Elite will need to be thoughtful and strategic in phasing in the new Spanish courses. With these efforts, Elite can ensure to meet the needs of our students & hopes to create a more inclusive and diverse learning environment for all students.

Mapping Course Syllabus

Schedule:	Thursday
Cost:	\$600
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours / 1 Days in Person
Model:	At least 1 guaranteed model for students, potentially more.

In this one day course, students will learn to master the art of eyebrow mapping. We will discuss the basics of mapping, different face shapes, women's vs men's mapping, & how to use specific tools to find the perfect symmetry. We will explain all the different tools and which ones are better for measuring certain points. (Method of instruction is direct)

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Basics of Eyebrow Mapping
- Face Shapes
- Women's Mapping
- Practice
- Men's Mapping
- Practice
- Golden Ratio
- Brow Ruler
- Documents
- Contraindications

Mapping Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a brow ruler, brow caliper, golden ratio ruler, mapping string, brow pencil, & surgical marker. This kit does not include numbing cream, or sanitization equipment.

Threading Course Syllabus

Schedule:	Friday
Cost:	\$900
Prerequisites:	None. Verbal lessons and practical training sessions. English instruction only.
Instructional Method:	only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours/ 1 Day
Model:	Demo performed by instructor, but no guaranteed model for students.

This 1-day Certificate Course will teach threading, which is an alternative to other forms of hair removal. In this course, we will discuss the history of this ancient hair removal technique, different face shapes, contraindications that would make the procedure difficult, and proper technique. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- History of Threading
- Basics of Threading
- Face Shapes
- Pre Care & After Care Instructions
- Advantages & Disadvantages of Threading
- Business Practices
- Marketing
- Branding & Social Media
- Final Exam

Threading Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a roll of cotton thread, tweezers, & brow scissors. This kit does not include sanitization equipment.

Fibroblast Course Syllabus

Schedule:	Wednesday
Cost:	\$3,000
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours / 1 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

This course examines the benefits of Plasma Fibroblast therapy and instructs students on how to effectively use the Plamere Plasma Pen to perform this revolutionary cosmetic procedure. We will discuss the nature of plasma, the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Introduction to Fibroblast
- Anatomy of the Skin
- How Fibroblast Affects Skin Cells
- Utilizing the Plamere Plasma Pen
- Tray/Work Station Set-UP
- Infection Prevention
- Video Demonstrations
- How to Fibroblast using Needle Tip
- Before & Aftercare
- Contraindications
- Practice
- Business Practices
- Marketing
- Branding & Social Media
- Final Exam

Fibroblast Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a plamere plasma pen device, the only device approved by the FDA. This kit does not include numbing cream, or sanitization equipment.

Collagen Rejuvenation Therapy Course Syllabus

Schedule:	Thursday
Cost:	\$1700
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours / 1 Days in Person
Model:	Demo performed by instructor, 1 guaranteed model for students.

This course examines the benefits of Skin Needling and instructs students on how to effectively use the Skin Needling pen, needle cartridges, and appropriate serums to use on their clients' skin. We will discuss the anatomy of the skin, contraindications that would make the procedure difficult, and proper technique. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Terms and Definitions
- Who is Our Client
- Forms and Documents
- Allergies
- Pre-care & Aftercare
- Skin Anatomy
- Numbing
- Tray Set Up and Breakdown
- Machine and Cartridges
- Procedure Videos
- Marketing
- Branding
- Business Practices

Collagen Rejuvenation Therapy Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a Dr Pen Microneedling pen, the only device approved by the FDA. This kit does not include numbing cream, or sanitization equipment.

Non-Invasive Body Contouring Course Syllabus

Schedule:	Monday-Tuesday
Cost:	\$2,900
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	10 hours / 2 Days in Person
Model:	Demo performed by instructor, but no guaranteed model for students.

In this course, students will learn to master the art of non-invasive body contouring. We will discuss different types of non-invasive body contouring, the anatomy of the body and skin, contraindications that would make the procedure difficult, and proper techniques. The course concludes with a dive into marketing, branding, and business practices.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Introduction
- Anatomy of the Body & Skin
- Lymphatic System
- Candidates & Medical Intake
- Contraindications
- Pre-Care & HIPAA
- Business Legalities
- Non-Invasive Body Contouring
- Ultrasonic Cavitation
- Cavitation
- Radio Frequency
- Vacuum Therapy
- Gluteus Anatomy
- Cupping
- Low Level Light Therapy
- Hip Dips
- Performing Treatments
- Equipment
- Laser Lipo
- 2 Zone Sauna
- Wood Therapy
- Hands-On Training

Non-Invasive Body Contouring Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a body contouring machine, the only one approved by the FDA along with ultrasound jelly. This kit does not include sanitization equipment.

Eyelash Extensions Course Syllabus

Schedule:	Friday
Cost:	\$1300
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	5 hours / 1 Days in Person
Model:	1 guaranteed.

In this comprehensive program, you will learn the skills and techniques necessary to become a successful eyelash extension artist. Whether you are just starting out in the beauty industry or looking to expand your skill set, this course will provide you with the knowledge and hands-on experience needed to excel in this exciting field. We will cover everything from the basics of lash anatomy to the art of designing and applying various lash extensions, ensuring that you are fully equipped to provide high-quality services to your clients. Our experienced instructors will guide you through each step of the process, providing personalized feedback and support along the way. By the end of this course, you will have the confidence and expertise to create stunning lash looks and build a successful business.

A certificate is granted on the last day of class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Introduction
- Business Set Up
- Safety
- Shelf Life & Storage
- Cost & Profit Estimates
- Product Knowledge
- Hair Growth Cycles
- Care & Maintenance
- Incident Management & Prevention
- Client Forms & Documents
- Chair Rental Program
- Tools & Preparation
- Application
- Removals & Refills

Eyelash Extension Kit (included with cost of course):

Students enrolled in this course will receive a kit containing individual lash trays, practice materials, and 5 client set ups. This kit does not include sanitization equipment.

Tiny Tattoo Course Syllabus

Schedule:	Wednesday-Friday
Cost:	\$2500
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	18 hours / 3 Days in Person
Model:	1 guaranteed.

Course Description:

Dive into the captivating world of tiny tattoos with our intensive three-day course. Guided by industry expert Ferra Toloue, this hands-on workshop will immerse you in the art and science of crafting petite and precise tattoos. The course spans from foundational theories to the practical application of live models. By the end of the session, you'll not only have a deep understanding of the art but also a certificate and a comprehensive manual to serve as a lifelong guide.

Class Topics:

- Art to creating fine line tattoos
- Inspiration for tattooing
- Machines and Needles
- Tattoo placement
- Average tattoo cost
- Most asked questions

Learning Objectives:

- Master the techniques to craft tiny tattoos that are in high demand.
- Perfect the art of producing small, detailed, and cute designs using black ink and shading.
- Gain confidence in applying tattoos on live models under expert guidance.
- This course is Pass/Fail dependent on quiz/final exam scores and instructor assessment.

Tiny Tattoo Kit (included with cost of course):

Students enrolled in this course will receive a kit containing. Wireless Tattoo Machine - Tiny Tattoo Manual - Practice Skins - Tattoo Ink - Tattoo Caps - Tattoo Stencils - Box of a Variety of Needles

Permanent Makeup Comprehensive 1/2 Course

Schedule:	Monday-Friday
Cost:	\$13,900
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	300 hours / 12 Weeks in Person
Model:	1 guaranteed.

In this extensive program, you will acquire the essential skills and techniques needed to excel as a PMU artist. The comprehensive 300-hour 1/2 course encompasses a wide range of topics. Students will gain a deep understanding of permanent makeup, including its applications, suitable candidates, and skin anatomy. They will become proficient in various eyebrow procedures such as Microblading, Powder Brows, Ombre Brows, and Nanobrows. Furthermore, students will master the techniques for lip blushing procedures, covering Lip Blushing, Lip Liner, Ombre Lip Blushing, Korean Lip Blushing, and Lip Neutralization. The curriculum also includes instruction on eyeliner artistry, encompassing Lash Line Enhancement, Upper Eyeliner, Lower Eyeliner & Waterline Eyeliner. Additionally, students will develop competence in paramedical procedures, such as Areola Repigmentation, Stretch Mark & Scar Removal/Camouflage, and Freckle/Beauty Mark procedures. The program begins with the fundamentals of permanent makeup and progresses to advanced, intricate artistic styles tailored to each client's preferences. Students will receive hands-on, detailed instruction, and they are encouraged to ask questions at any point during the course. Moreover, ongoing support is available, as students can reach out with inquiries even after completing the course, and they have the opportunity to shadow instructors for additional education.

A certificate is granted on the last day of each class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Microblading techniques
- Powder brow techniques
- Ombre brow techniques
- Nanobrow techniques
- Brow neutralization
- Skin theory & texture
- Skintones vs undertones
- Contradictions
- Manual shading with blades
- Shading with a tattoo machine
- Blade & needle angles
- Blade & needle knowledge
- Color theory
- Lip blushing techniques
- Lip liner techniques
- Ombre lip blushing
- Lip neutralization techniques
- Lip mapping
- Scar camouflage techniques
- Stretch mark removal techniques
- Areola repigmentation techniques
- Areola mapping
- Freckles/beauty mark techniques
- Eyeliner techniques
- Eyeliner mapping
- Brow mapping

PMU Full Course Kit (included with cost of course):

Students enrolled in this course will receive a kit containing blades, needles, pigments, Elite case, numbing gel, various practice materials, and 5 client set ups. This kit also contains a tattoo machine. This kit does not include sanitization equipment.

Permanent Makeup Comprehensive Full Course

Schedule:	Monday-Friday
Cost:	\$26,900
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	600 hours / 24 Weeks in Person
Model:	1 guaranteed.

In this extensive program, you will acquire the essential skills and techniques needed to excel as a PMU artist. The comprehensive 600-hour full course encompasses a wide range of topics. Students will gain a deep understanding of permanent makeup, including its applications, suitable candidates, and skin anatomy. They will become proficient in various eyebrow procedures such as Microblading, Powder Brows, Ombre Brows, and Nanobrows. Furthermore, students will master the techniques for lip blushing procedures, covering Lip Blushing, Lip Liner, Ombre Lip Blushing, Korean Lip Blushing, and Lip Neutralization. The curriculum also includes instruction on eyeliner artistry, encompassing Lash Line Enhancement, Upper Eyeliner, Lower Eyeliner & Waterline Eyeliner. Additionally, students will develop competence in paramedical procedures, such as Areola Repigmentation, Stretch Mark & Scar Removal/Camouflage, and Freckle/Beauty Mark procedures. They will learn Fibroblast and Collagen Rejuvenation Therapy techniques to enhance skin tightness and texture. Non-Invasive Body Contouring methods for toning or plumping clients' bodies will also be covered. The program begins with the fundamentals of permanent makeup and progresses to advanced, intricate artistic styles tailored to each client's preferences. Students will receive hands-on, detailed instruction, and they are encouraged to ask questions at any point during the course. Moreover, ongoing support is available, as students can reach out with inquiries even after completing the course, and they have the opportunity to shadow instructors for additional education.

A certificate is granted on the last day of each class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Microblading techniques
- Powder brow techniques
- Ombre brow techniques
- Nanobrow techniques
- Brow neutralization
- Skin theory & texture
- Skintones vs undertones
- Contradictions
- Manual shading with blades
- Shading with a tattoo machine
- Blade & needle angles
- Blade & needle knowledge
- Brow mapping
- Color theory
- Lip blushing techniques
- Lip liner techniques
- Ombre lip blushing
- Lip neutralization techniques
- Lip mapping
- Scar camouflage techniques
- Stretch mark removal techniques
- Areola repigmentation techniques
- Areola mapping
- Freckles/beauty mark techniques
- Eyeliner techniques
- Eyeliner mapping
- Eyelash extension techniques
- Tattoo removal techniques
- Threading techniques
- Scalp micropigmentation techniques
- Fibroblast techniques
- Collagen rejuvenation therapy techniques
- Cupping
- Low Level Light Therapy
- Hip Dips
- Performing Treatments
- Equipment
- Laser Lipo
- 2 Zone Sauna
- Wood Therapy
- Hands-On Training

PMU Full Course Kit (included with cost of course):

Students enrolled in this course will receive a kit containing blades, needles, pigments, Elite case, numbing gel, various practice materials, and 5 client set ups. This kit also contains a tattoo machine, & two body contouring machines. This kit does not include sanitization equipment.

Permanent Makeup Triple Certificate Course

Schedule:	Monday-Friday
Cost:	\$6,900
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	55 hours / 11 Days in Person
Model:	1 guaranteed.

In this comprehensive program, you will learn the skills and techniques necessary to become a successful artist. In the Triple Certificate course students learn the art of microblading and powder/ombre then they get to choose either lip blushing, paramedical or eyeliner as a third course in this triple course bundle. We will cover everything from the basics of permanent makeup to the art of advanced and detailed artistic styles of personalizing client preferences. Students will use a blade to learn the art of microblading. Students will use a machine to create soft, pixelated brows & either lip blushing, eyeliner or our paramedical procedures. Our experienced instructors will guide you through each step of the process, providing personalized feedback and support every step of the way. By the end of this course, you will have the confidence and expertise to create stunning looks in order to build a successful business.

A certificate is granted on the last day of each class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Microblading techniques
- Powder brow techniques
- Ombre brow techniques
- Brow neutralization
- Skin theory & texture
- Skintones vs undertones
- Contradictions
- Manual shading with blades
- Shading with a tattoo machine
- Blade & needle angles
- Blade & needle knowledge
- Brow mapping
- Color theory

Depending on elective course chosen, student will also learn:

- Lip blushing techniques
- Lip liner techniques
- Ombre lip blushing
- Lip neutralization techniques
- Lip mapping
- Scar camouflage techniques
- Stretch mark removal techniques
- Areola repigmentation techniques
- Areola mapping
- Freckles/beauty mark techniques
- Eyeliner techniques
- Eyeliner mapping

PMU Triple Course Kit (included with cost of course):

Students enrolled in this course will receive a kit containing blades, needles, pigments, various practice materials, and 5 client set ups. This kit also contains a tattoo machine. This kit does not include sanitization equipment. (*an additional \$1200 added for supplies for certain programs, eg, EDD, etc. to start their own business)

Permanent Makeup Instructor Course

Schedule:	Monday-Thursday
Cost:	\$6,900
Prerequisites:	None.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	Pass/Fail
Completion Requirements:	Completion of coursework.
Total Clock Hours:	25 hours / 4 Days in Person
Model:	1 guaranteed.

In this comprehensive program, you will learn the skills and techniques necessary to become a successful artist. In the Permanent Makeup Instructor Course students learn the art of Microblading and Powder/Ombre, lip blushing, paramedical & eyeliner as a third course in this Instructor Course bundle. We will cover everything from the basics of permanent makeup to the art of advanced and detailed artistic styles of personalizing client preferences. Students will use a blade to learn the art of Microblading. Students will use a machine to create soft, pixelated brows & either lip blushing, eyeliner & our paramedical procedures. Our experienced instructors will guide you through each step of the process, providing personalized feedback and support every step of the way. By the end of this course, you will have the confidence and expertise to create stunning looks in order to build a successful business.

A certificate is granted on the last day of each class, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Microblading techniques
- Powder brow techniques
- Ombre brow techniques
- Brow neutralization
- Skin theory & texture
- Skintones vs undertones
- Contradictions
- Manual shading with blades
- Shading with a tattoo machine
- Blade & needle angles
- Blade & needle knowledge
- Brow mapping
- Color theory

Students will also learn:

- Lip blushing techniques
- Lip liner techniques
- Ombre lip blushing
- Lip neutralization techniques
- Lip mapping
- Scar camouflage techniques
- Stretch mark removal techniques
- Areola repigmentation techniques
- Areola mapping
- Freckles/beauty mark techniques
- Eyeliner techniques
- Eyeliner mapping

PMU Instructor Course Kit (included with cost of course):

Students enrolled in this course will receive a kit containing blades, needles, pigments, various practice materials, and 5 client set ups. This kit also contains a tattoo machine. This kit does not include sanitization equipment.

600 Hour Esthetics Course Syllabus

Schedule:	Monday - Friday 9am-3:30pm (32 hours/week or ~5 months)
Cost:	\$9,500
Prerequisites:	Must be 18 years of age & have completed the 10th grade.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	GPA of C(70%) or better will graduate. 93 - 100 EXCELLENT 85 - 92 VERY GOOD 75 - 84 SATISFACTORY 70 - 74 NEEDS IMPROVEMENT
Completion Requirements:	Successful work on clients/models & completion of coursework.
Total Clock Hours:	600 hours in person.

Our Esthetician program centers on acquiring essential knowledge related to California's laws and regulations governing esthetic establishments. Participants will also develop a comprehensive understanding of sanitation and sterilization practices, particularly as they pertain to all aspects of skin care. Furthermore, the objective includes gaining a strong foundation in Esthetics' general theory, encompassing topics such as anatomy, physiology, chemistry, and theory. Additionally, the program aims to equip individuals with valuable business management techniques commonly employed in the Esthetics industry. As part of the skill development, participants will learn the correct utilization of implements specific to various Esthetician services. They will also acquire the expertise to analyze the skin thoroughly before conducting any services, enabling them to identify and address potential disorders effectively. Moreover, the program covers the procedures and terminology used in performing a wide range of Cosmetic services. Furthermore, students will be taught the proper procedures for conducting plain and electrical facials, ensuring they are well-versed in these essential aspects of skin care in the Esthetics field.

When a student has completed the required theory hours and practical operations in Esthetics with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Full step by step procedures are provided to the student in their Workbook or MindTap. Educators are provided with consolidated rubrics at the end of practical chapters to with evaluation criteria. Students must maintain a written grade average of 75 percent and pass a final Students must make up failed or missed tests and incomplete assignments.

Educational Outcomes - You will learn:

- The Cosmetology Act
- Cosmetology Board's Rules & Regulations
- Chemistry
- Health and Safety
- Hazardous Substances
- Electricity
- Preparation
- Disinfection and Sanitation
- Bacteriology, Anatomy, Physiology, Skin Analysis & Conditions
- Facials (Manual, Electrical, Chemical)
- Eyebrow arching and hair removal
- Make-up

The books and/or learning resources that will be added to the institution's collection are all from the company MILADY. We are adding 1 new book, Esthetics ISBN: 9780357263792.

1000 Hour Cosmetology Course Syllabus

Schedule:	Monday - Friday 9am-5pm (40 hours/week or ~6.5 months)
Cost:	\$14,300
Prerequisites:	Must be 18 years of age & have completed the 10th grade.
Instructional Method:	Verbal lessons and practical training sessions. English instruction only.
Grading Scale:	GPA of C(70%) or better will graduate. 93 - 100 EXCELLENT 85 - 92 VERY GOOD 75 - 84 SATISFACTORY 70 - 74 NEEDS IMPROVEMENT
Completion Requirements:	Successful work on clients/models & completion of coursework.
Total Clock Hours:	1000 hours in person.

In this comprehensive Cosmetology training, participants will gain a comprehensive understanding of the laws and regulations governing cosmetological establishments' practices in California. A crucial aspect of the training involves acquiring knowledge about sanitation and sterilization protocols relevant to all aspects of hair, skin, and nail services, ensuring a safe and hygienic environment for clients. Additionally, students will delve into the general theory of cosmetology, covering essential subjects such as anatomy, physiology, and chemistry to develop a deeper comprehension of the field. Moreover, the program will equip individuals with valuable business management techniques commonly used in the cosmetology industry, providing them with the skills necessary to thrive in their careers as beauty professionals.

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Students must maintain a written grade average of 70 percent or higher and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests.

Educational Outcomes - You will learn:

- Health & Safety
- Cosmetology Chemistry
- Hazardous Substances
- Disinfection & Sanitation
- Bacteriology, Anatomy, & Physiology
- Wet Hair Styling
- Thermal Hair Styling
- Haircutting
- Permanent Waving
- Chemical Straightening
- Hair Coloring & Bleaching
- Facials
- Chemical Facials
- Make-up
- Eyebrow Arching & Hair Removal
- Lash & Brow
- Manicuring
- Pedicuring
- Artificial Nails

The books and/or learning resources that will be added to the institution's collection are all from the company MILADY. We are adding 2 new books; Nails ISBN: 9780357446867 & Cosmetology edition 14 ISBN: 9780357871492.

CHARGES AND FEES

Permanent Makeup (PMU) Courses

Course Selection	Tuition	Registration fee (non-refundable)	CA Student Tuition Recovery Fund (\$0 for every \$1000 of tuition)	Program Cost	Estimated Schedule of Total Charges for the Entire Educational Program	Total Charges for a Period of Attendance
Microblading ¹ (EDD)	\$2750	\$250	0	\$3000	\$3000 (EDD \$4200)	\$3000
Adv. Microblading	\$2250	\$250	0	\$2000	\$2000	\$2000
Powder/Ombre ¹	\$2250	\$250	0	\$2500	\$2500	\$2500
Nanobrows	\$2250	\$250	0	\$2500	\$2500	\$2500
Lip Blushing ¹	\$2250	\$250	0	\$2500	\$2500	\$2500
Adv. Lip Blushing	\$1750	\$250	0	\$2000	\$2000	\$2000
Eyeliner ¹	\$2250	\$250	0	\$2500	\$2500	\$2500
Paramedical ¹	\$2750	\$250	0	\$3000	\$3000	\$3000
Scalp Micropigmentation	\$3250	\$250	0	\$3500	\$3500	\$3500
Tattoo Removal	\$750	\$250	0	\$1000	\$1000	\$1000
Comp. 1/2 Course	\$13,400	\$250	0	\$13,650	\$13,650	\$13,650
Comp. Full Course	\$26,400	\$250	0	\$26,650	\$26,650	\$26,650
PMU Triple Certificate	\$6,650	\$250	0	\$6,900	\$6900	\$6900

¹ Courses eligible for 3 Course Bundle. Students utilizing the bundle will only receive one digital permanent makeup machine.

*Students must complete their blood borne pathogens training(\$23) & register with local health department(\$54) before completing their live model on the last day of class.

PMU Non Institutional Charges

LA County Health Department Registration*	\$54 annual fee
Blood Borne Pathogen*	\$23 annual fee

*Registration must be renewed annually

CHARGES AND FEES

Beauty Courses

Course Selection	Tuition	Registration fee (non-refundable)	CA Student Tuition Recovery Fund (\$2.50 for every \$1000 of tuition)	Program Cost	Estimated Schedule of Total Charges for the Entire Educational Program	Total Charges for a Period of Attendance
Mapping	\$350	\$250	0	\$600	\$600	\$600
Threading	\$650	\$250	0	\$900	\$900	\$900
Fibroblast	\$2750	\$250	0	\$3000	\$3000	\$3000
Collagen Rejuvenation Therapy	\$1450	\$250	0	\$1700	\$1700	\$1700
Non-Invasive Body Contouring	\$2650	\$250	0	\$2900	\$2900	\$2900
Eyelash Extensions	\$1050	\$250	0	\$1300	\$1300	\$1300
Tiny Tattoo Course	\$2250	\$250	0	\$2500	\$2500	\$2500
Microblading Instructor Course	\$3250	\$250	0	\$3500	\$3500	\$3500
PMU Instructor Course	\$6650	\$250	0	\$6900	\$6900	\$6900

CHARGES AND FEES

Barbering & Cosmetology Courses

Course Selection	Tuition	Registration fee (non-refundable)	CA Student Tuition Recovery Fund (\$2.50 for every \$1000 of tuition)	Kit Cost	Program Cost	Estimated Schedule of Total Charges for the Entire Educational Program	Total Charges for a Period of Attendance
1000 Hour Cosmetology	\$14,050	\$250	0	\$ 1,250	\$14,300	\$14,300	\$14,300
600 Hour Esthetics	\$9250	\$250	0	\$ 1,500	\$9500	\$9500	\$9500

*Students must complete their registration(\$40 or \$50), pre-application fee(\$9), & application/testing fee(\$75) before the last day of class.

Barbering & Cosmetology Non Institutional Charges

Cosmetology Registration*	\$50 annual fee
Esthetician Registration*	\$40 first time/ \$50 renewal
Pre-Application Fee	\$9
Application & Testing Fee	\$75

*Registration must be renewed annually

FACULTY QUALIFICATIONS

Instructor Hiring Policy

Our New Hire policy refers to our efforts to help new employees settle in their new job. We will provide new hires with necessary information about their new job and our company, as well as facilitate a rising feeling of comfort around an unknown workplace. This policy applies to all employees who were recently received and accepted an offer of employment from us.

Requirements:

New hire must have three (3) years minimum education and/or experience in the field. Must be certified in the field they will be teaching & have an active license.

Our onboarding efforts will aim to:

- Make new hires feel welcome.
- Help new hires get to know their team members.
- Provide useful information about their position.
- Inform our new hire about company principles and mission.

Before a new hire starts work, HR should: (When Applicable)

- Announce our new employee's start date and basic personal information to other staff of the department.
- Enter our new employee's information in our company database and set up their individual e-mail and account.
- Prepare our new hire's workspace with all equipment and material necessary.

The day our new hire starts working with us, new hire's manager should:

- Welcome new hires in an organized manner. Everyone involved (reception, manager, co-workers) must be prepared for our new employee's arrival.
- Show new hires to their new workstation and help them familiarize themselves with their surroundings.
- Introduce new hires to colleagues and upper management when applicable.
- We want our new employee to feel respected and valued early on.

The faculty instructors at Elite Permanent Makeup & Training Center have been hired for their expertise in their particular field of beauty and wellness. Each employee acquires a certificate as a Permanent Makeup Artist, as well as a Registered Body Art Practitioner in the Los Angeles County Body Art Program. In addition, each instructor may be licensed in other areas of beauty and esthetics, which serve as continuing education for instructors. Our trained faculty members understand that both theory and practical training are necessary for a student to be successful.

MEET OUR QUALIFIED INSTRUCTORS



Mahnaz Bahaelou CEO | Founder | Registered Grand Master PMU Artist | Instructor

Mahnaz Bahaelou is a highly skilled and experienced professional within the beauty industry, specializing in permanent makeup. With a diverse background and extensive international experience spanning over 20 years, she brings a wealth of knowledge and expertise to her craft. In 2012, Mahnaz established Elite Permanent Makeup & Training Center, a renowned institution dedicated to excellence in permanent makeup artistry. Prior to this venture, she served as a freelance permanent makeup artist and held the position of senior instructor at the esteemed Biotouch Permanent Makeup Training Center. Throughout her career, Mahnaz has had the privilege of instructing numerous students, both nationally and internationally, in the art of permanent makeup. Her dedication to sharing her knowledge has enabled countless individuals to pursue successful careers in this field. Mahnaz provides a welcoming environment for her clients and students, ensuring the happiness and satisfaction of their experiences at Elite.



Elina - Licensed Cosmetologist | Master PMU Artist | Instructor

Elina is an experienced and passionate licensed cosmetologist with over 7 years of expertise in the transformative art of permanent makeup. With a successful salon ownership background, she confidently ventured across borders to establish herself in the United States, where she now shines as an expert in her field. She began her journey in 2016 by enrolling in a Microblading Course, from there Elina was able to swiftly hone her skills and expanded her clientele, mastering a wide range of permanent makeup services. From flawless eyebrow enhancements to remarkable lip coloration techniques, she incorporates versatility and beauty in her craft. Her dedication to her role as a Master PMU Artist and Instructor at Elite Permanent Makeup and Training Center is truly exceptional. Elina is committed to sharing her vast knowledge and expertise, empowering aspiring PMU Artists to follow in her footsteps. In pursuit of perfection and innovation, Elina continues to push boundaries and explore emerging trends within the industry, including one of her specialties - Nano Brows. Her relentless quest for excellence ensures that her clients receive not only exceptional results but also the utmost care and attention to detail.



Betty Soleymani Registered PMU Artist | Instructor | Registered Esthetician

Betty Soleymani is a skilled PMU Artist and Esthetician who possesses a solid background in both the Iranian and American beauty industries. She started her journey as a PMU artist in the United States at Elite PMU Academy and has successfully taken multiple courses that ultimately led her to becoming an Elite Instructor. Betty has built her successes upon unwavering work ethic, and dedication. With over six years of experience as an Esthetician, she provides a diverse range of services, including customized facials, skin rejuvenation therapy, and microneedling, specifically tailored to address the unique needs of each individual client. Driven by commitment to personal and professional growth, Betty serves as an instructor's assistant for the Esthetician program at Elite, where she contributes to the development and enhancement of aspiring beauty professionals.



Grace Garcia Registered PMU Artist | Instructor | Elite Body Contouring Specialist with a deep-rooted desire to assist others, dedicating her life to making both women and men feel absolutely incredible in their bodies. With a decade of experience in cutting-edge non-invasive contouring treatments and postoperative care, Grace has perfected her skills to deliver exceptional results for her clients. To ensure her utmost level of expertise, she traveled to Colombia, the birthplace of body contouring, to learn from the industry's finest. Additionally, she ventured to Puerto Rico and Las Vegas for unrivaled postoperative care training. Grace is 10x Certified in the aesthetics field, firmly believing in the power of continuous learning. Join Grace on your incredible journey toward self-confidence and body positivity. Together, you can achieve the remarkable transformation you deserve! Book an appointment for a Free personalized consultation.

MEET OUR QUALIFIED INSTRUCTORS



Lillian Nunez Registered PMU Artist | Spanish Speaking Instructor

Formerly in the medical field, Lillian always had a profound love for makeup, which she pursued as a hobby. After realizing her true calling, she decided to embark on a career transition into the thriving field of permanent makeup. She joined Elite PMU Academy where she acquired her skills in various courses, including Microblading, Powder/Ombre Brows, Lip Blushing, Eyeliner, Paramedical, and Scalp Micropigmentation. Passionate about empowering individuals to feel confident and beautiful, Lillian strives to provide exceptional services that enhance natural features. Through her dedication and commitment to excellence, she swiftly progressed from a student to a valued member of the Elite team. Being a key asset to providing community inclusivity through her teachings of the Elite Courses to Spanish speaking students.



Yenifer Jung, highly skilled and versatile Permanent Make-up Artist Instructor with a strong command of both Spanish and English, offering comprehensive knowledge and expertise in the art of permanent cosmetics. With a passion for creativity and an unwavering commitment to excellence, I have successfully guided countless aspiring artists in mastering the intricacies of this specialized field. My bilingual fluency enables me to effectively communicate with a diverse range of students, facilitating an inclusive and supportive learning environment.



Monique Preyer has 24 years of extensive experience in Cosmetology which has given her the necessary tools, knowledge, and techniques for her to accomplish her responsibilities in theoretical and practical training using textbooks, lectures and 'hands-on' training in a student-salon environment. She has a strong passion and is dedicated to the industry of cosmetology and always feels rewarded when she can positively impact the lives of her students. Monique is also responsible for creating the Cosmetology curriculum for Elite Permanent Makeup & Training Center



Heather Bradley, Master Esthetician with over 15 years experience specializing in derma-planning, brow shaping, the treatment of acne and acne scarring, and medical grade facial peels. Compassionate with clients from all walks of life with the talent to quickly build rapport to create loyal client relationships. Takes a team-based approach with expert plastic surgeons, dermatologists, makeup artists, and other beauty industry professionals to provide clients and patients with the best possible results. Heather created the Esthetician curriculum here at Elite Permanent Makeup & Training Center.

ADMISSIONS PROCEDURES

As a prospective student, you are required to contact Elite Permanent Makeup & Training Center to discuss your personal education and career plans with Training Center staff prior to enrolling or signing an enrollment agreement. We gladly accept international students, but will not provide nor support any visa services or visa application you may require to enter the United States legally. We will inform you of enrollment agreement policies and procedures. This way you can assure yourself in advance that our programs and our educational philosophy are the right fit for you before you make your final decision.

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 Fact Performance Sheet which must be provided to you prior to signing an enrollment agreement. Students must meet specific requirements prior to signing an enrollment agreement and must meet additional requirements prior to actually starting school.

1. Participate in a Blood Borne Pathogen (BBP) Online Training.

We recommend Elite Bloodborne Pathogens Training. The cost is **\$23** for 2 hours, taken annually. This fee is not included in tuition fees. This training must be completed for Los Angeles County before the enrollment agreement is signed.

2.Registration as a Body Art Practitioner through the Los Angeles Health Department

We will take care of registering you as long as you provide all necessary documentation. The fee for taking care of this is **\$100** and is not included in course fees. You will need to provide the following:

- One (2"X2") photo
- A copy of your unexpired ID/DL/Passport
- A copy of your certificate of completion of blood borne pathogen training
- One of the following regarding Hepatitis B vaccination:
 - Laboratory Evidence of Immunity
 - Certification of Completed Vaccination
 - Vaccination Declination

3.The following items are required for enrollment at Elite Permanent Makeup & Training Center

- A copy of your unexpired ID/DL/Passport
- Completed Enrollment Agreement
- Completed (initialed) School Performance Fact Sheet
- Proof of high school diploma/transcripts, GED or Ability to Benefit (ATB) Certification
- Certificate of completion of Blood Borne Pathogen training
- Any additional certification or licensing
- International Students will be required to provide proof of travel visa

Elite Permanent Makeup & Training Center does not offer English as a Second Language (ESL) programs. The programs are taught in English. You must demonstrate proficiency in speaking, comprehending and communicating effectively in the English language. International students whose primary language is not English must present documentation of proficiency, such as TOEFL (Score of 18 or above).

FACILITY RULES

1. Each student must conduct themselves in an honorable and ethical manner, showing professionalism, dignity & respect for your fellow students, instructors, all clients & models.
2. Using your phone on the floor (work area), when taking before and after photos of your clients/models is allowed. Otherwise, phones are to remain in your pocket or in the classroom area.
3. Phones are not allowed on trays, chairs or stands, to prevent cross contamination. Please, always turn your phones on silent or vibrate before you enter the studio.
4. Phones are not to be used during class. Calls may be taken outside the studio, on your own time, such as during lunch/breaks.
5. We get permission from our clients and models for our students to "observe the process." Therefore, it is important that the students always allow the instructors and students focus on their clients while they are working. There is to be no unnecessary talking to, or near the instructors/students while they are working. If you have a question or absolutely have to say something - you may ask quietly. Otherwise, write down your questions to be asked after the procedure is completed.
6. Unfortunately we have no parking available for students or clients, anyone parked in our private lot will be towed. Everyone is to park elsewhere, we recommend parking on Saltair or Brockton. There is an un-metered residential parking area on both side streets.
7. You may take two 15 minute breaks and one 30 minute lunch break. You can bring your own lunch or dine out.
8. Be mindful of others and keep the kitchen and classroom clean at all times; anything left out will be thrown away, daily.
9. We only allow the models & students in the procedure areas during class time. We do not allow friends or family members in the procedure areas. Please ask your friends/family to meet you in the reception area or in outside the studio for breaks or after class.
10. You are allowed to have no more than one model on "model day." Models will either have previous work requiring a touch up, or require new services. Which type of model you will receive cannot be guaranteed.
11. After you complete your procedure on your model, you will receive a certificate, per whichever course was completed.
12. After graduation, you are allowed to bring in clients into our studio. The first three chair rentals are free, and after the third, there is a fee of \$95 to rent a chair. The fee is the same regardless if the procedure is a touch up or first time.
13. In order to graduate you must have completed work on your model, and you must pass written/practical exam. Practical exam will be graded on the following; performance, sanitation before, during and after procedure, and the ability to follow instruction. If one of these requirements is not met, we will hold your certificate until you pass all exam fully.
14. Please, always respect instructors time & classroom time.
15. Elite PMU follows all BPPE standards for all and not limited to refund policy, tuition standards, as well as teaching standards.
16. There is a zero-tolerance policy in the use of recreational or medical drugs, alcohol, or any other substance that can impair or endanger yourself or any other person.

CANCELLATION POLICY

If you wish to cancel or reschedule your course, you must provide a written notice to elitepermanentmakeupla@gmail.com at least 7 days before the start date of your course. If you sign up for a course within the 7 day period, you are still subject to the same cancellation policy. If a written notice is not provided within those 7 days, we will refund the course amount minus a deposit of \$250. If you wish to cancel or reschedule your course after the course has begun, your entire course price will be forfeited.

STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. Cancellation may occur when the student provides a written notice of cancellation at the following address: 11961 Santa Monica Blvd., Los Angeles CA 90025. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is canceled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

OUT OF TOWN STUDENTS

Los Angeles has a high cost of living. Expected non institutional costs for students who do not live within commuting distance should be expected. Housing can cost between \$100-\$400 per night depending on individual preference and local availability, and the IRS estimates per diem for meals and incidentals to cost \$66 in Los Angeles. Students should add housing and per diem costs based on the number of days for their chosen programs, in addition to the one cost of health department registration, bloodborne pathogen certificate, and total program cost to have an estimate of total charges for the estimated total charges for their period of attendance.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. The refund will be less than the registration or administration fee, not to exceed \$250.00, unless there are any deductions for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal.

Registration Fee: Non-Refundable

Books, exam & practice kit: Non-Refundable

Equipment: Non-Refundable (upon removal from original packaging)

Student Tuition Recovery Fund Fee: Non-Refundable (\$2.50 for every \$1,000 rounded to the nearest \$1,000)

Tuition: Prorated upon withdrawal.

ABILITY TO BENEFIT EXAMINATION:

Elite Permanent Makeup & Training Center recognizes and welcomes students who do not possess traditional certification of graduation from a secondary school or an equivalent. Should a prospective student present him/herself as an Ability to Benefit student, they may pursue an independently administered examination by an institution approved by the Bureau for Private Postsecondary Education. The website of approved ATB examinations is provided to the student prior to executing an enrollment agreement.

Elite Permanent Makeup & Training Center does not accept transfer program credit for any prior experiential learning programs, which might include externships, internship or work experience. Elite Permanent Makeup and Training Center has not entered into an articulation or transfer agreement with any other college, university, or permanent makeup beauty academy. Depending on your state/county regulations the requirements to perform as a body art practitioner may vary. You will be required to check with your local health department regarding laws, regulations and requirements.

CAMPUS/PARKING

Elite Permanent Makeup is located in west Los Angeles. We are within minutes of both the 10 and 405 freeways. Ample street parking is available in the surrounding neighborhoods (metered and residential parking that does not require a permit). The school building is approximately 5,000 square feet. The interior of the Center has been designed to reflect a professional atmosphere conducive to learning.

PLACEMENT ASSISTANCE

Recommendations of starting placement will be given throughout the course.

As you may know, we are starting the first-of-its-kind internship program to allow you to begin your business right here at Elite Permanent Makeup & Training Center. Some benefits of doing this are:

- Our insurance covers you for work within our location, so there is no need to purchase your own until you're ready.
- All disposables and procedure materials covered.
- Ability to ask our instructors and techs for advice/ assistance during procedure.
- No rush to find a place to put your new skills to use.
- Ability to save to rent/build out a place of your own.

Students will have 3 months after the course is completed to use our chairs free of cost. This will allow students continued use of our fully licensed and insured facility. Elite Permanent Makeup & Training Center does not guarantee nor promise employment upon graduation.

METHOD OF INSTRUCTION

Every student enrolled at EPMTC must use APPLIED EFFORT while attending school. This Applied Effort policy is designed to better prepare the student for actual working conditions once they graduate. This means the student must always be working on daily assigned activities pursuant to school policy even though minimum required levels may have been exceeded. If a student refuses to or is not physically capable of being in Applied Effort, the student may NOT attend classes. Courses are taught by trained instructors with experience in the theories, methods and practical applications. The instructor will deliver content via the traditional lecture method. The course will also enable students to practice and refine their application skills before proceeding to work on live models. Our courses start as lecture based, and quickly transition into hands-on, working in the Elite coursebook, seeing live demonstrations, and finally finishes with model day. Each course has a maximum of 15 seats, with 1-2 main instructors, as well as Mahnaz supervising instruction.

INTERNSHIP PROGRAM (HIGHLY RECOMMENDED/NOT MANDATORY)

A first-of-its kind mentorship program is being introduced to select courses at Elite Permanent Makeup & Training Center. Select students will be granted one month immediately following receipt of their Certificate to utilize this program. The program will allow students to build their business on-site. You will be required to bring your own models on-site so you may refine your skills under the watchful eye of our highly trained professionals. Should you need guidance or encounter complications, we will be there to assist you. You will use our facility, our equipment, and be covered under our insurance policy. You will be required to use Elite Permanent Makeup & Training Center products only. The duration of this program is exactly one calendar month. This program expires exactly one calendar month after you receive your Certificate. There are no exceptions to the length of this program. You may not delay the start of this program under any circumstance. It must begin immediately after completion of the Certificate course. Chair appointments are reserved for Mon-Wed, 10am-4pm and Sat 10am-2pm.

LIBRARY & OTHER RESOURCES

Elite Permanent Makeup & Training Center requires in-person classroom instruction for all of its educational programs. As such, students can access all instructional material available on site.

The Elite Permanent Makeup & Training Center library consists of:

- An online library of videos of relevant information & resources, students will have access for 1 year after graduation.
- Book of photographs of work performed by former students.
- Book of current fashion magazines.
- Access to social media accounts to demonstrate work performed.

Elite Permanent Makeup & Training Center acknowledges that textbooks on this subject matter do not normally cover every topic required for students to be proficient. Many are simply old and provide archaic information. The techniques of this field are ever-evolving, and are provided to students in “real time” via the above listings which are updated monthly. Students are not permitted to take these books home, but are free to take pictures with their cell phones and/or we can email them whatever item they wish to refer to. These are available to students at any time during open business hours. There are no library fees. The free Wi-Fi password is EliteGuest123

COSMETOLOGY LIBRARY & OTHER RESOURCES

VIDEO LIBRARY - COSMETOLOGY

1. Art of the Modern Blonde Highlights by Clairol
2. Be Long by PAUL MITCHEL
3. Be Long by Paul Mitchell
4. Beautiful Hair Styling Video
5. Beautiful Skin by Matrix
6. Biolage by Matrix
7. Brightening Color Gloss by Shades Above
8. Building Your Logics Color Business Vol. 1 by Logics
9. CHI Styling Products
10. College it's for You by California Student Aid
11. Color Career Video No. 3 by CLAIROL
12. Color the Vero System by Joico
13. Composition Opposition by SEBASTIAN
14. Cosmetology Kit Demo by Western States Kit Co.
15. Creation Re-Creations by Trevor Sorbie Video
16. Demo Corrective Skin Care by G. M. Collin Education
17. Demo Tape by Adpower Inc
18. Diffused Strength Tape 3 Deconstruction Women's Collection
19. Easy Weavers
20. Educational Resource 2nd Edition by MURAD
21. Entrance Interview - Time After Time by California Student Aid
22. Essential Liquids by MATRIX
23. EV 56 the Primary by TONY & GUY
24. Exit Interview Time After Time by California Student Aid
25. Fashion Nails by IMPRESSIONS
26. Five Power Lift Techniques in Fifteen Minutes by Redken
27. Hair Again Vol. IV
28. Hair Color by CLAIROL
29. Hair Color series 1 by Redken
30. Hair Removal WAX'N WAXING
31. Haircutting by SEBASTIAN
32. Highlighting Technique by HOW TO GET THE LOOK
33. Hollywood Hair Fantasies Show by ROYAL IMEX INC.
34. Home Haircutting with Wahl by Wahl Clipper Co.
35. How To skincare by Murad
35. How To skincare by Murad
36. It's a World of Color by THE CONTINENTAL CUT
37. It's a world of Color by The Continental Cut
38. It's Your Future - Financing a College Education by California Student Aid
39. Kaleidocolors by Clairol
40. Lesson II Single Process Tint by MILADY
41. Lesson III Tint Retouch by MILADY
42. Lesson IV Lightening by MILADY
43. Light, Medium and Heavy Highlights by SPEED WAVER
44. Manicure Demo by Western States Kit Co.
45. Media Showcase: Aesthetics World Exposition 1994
46. Microdermabrasion by ESSENTIAL SKIN
47. Misshapes/on the Edge 1997 Collection by SEBASTIAN
48. Movement Tape 4 Deconstruction Women's Collection
49. Nail Art video 1 by Princess Nails International Inc.
50. Passion by RUSEEL L. PARKS Techniques PART I
51. Perforations and Trucco Transcending by SEBASTIAN
52. Permanent Waving
53. Personalized you Program
54. Photography Preview by American Beauty Portraits
55. Presentation of Estelina's Product Line
56. Products by Bioelements
57. Radical Anticurl by Rusk
58. Revolutionary Hair Care vol.1 by ISO
59. Sea Clay Products
60. Seamless Tape 2 Deconstruction Women's Collection
61. SEBASTIAN Collection Spring 2000
62. SEBASTIAN D.C. Part 1&2
63. Sebastian Seminar Shags, Short Cuts
64. Shape of Things to Come by SEBASTIAN
65. Sir Robert Clegg on Adaptability Part one Advanced Media Corp.
66. Skin by KCET
67. Skin care system by SANDY STELEE
68. Soft Edges Tape 1 Deconstruction Women's Collection
69. Starter kit Program "After Removal of Artificial Nails"
70. State Board Demonstration
71. Styling Videos by HOW TO GET THE LOOK
72. Sunglitz Art - Fun and Money by Farouk System Inc.
73. Sunless Airbrush Tanning System by Theraglow
74. Switch Craft Limited Edition by SEBASTIAN
75. The 31st Collection Spring Summer 1995 by Framesi
76. The 32nd Collection Fall Winter 1995/96 by Framesi
77. The 33rd Collection Spring Summer 1996 by Framesi
78. The 34th Collection Fall Winter 1996/97 by Framesi
79. The Basic of Socolor lesson 1 by Matrix
80. The Claw and the Sheong by TONI & GUY
81. The Freedom Collection by Joico
82. The Great Gray Cover-up and More by CLAIROL
83. The Professional's Approach skincare by Matrix
84. The Skin Protect Opportunity by Horizon Marketing Group Inc.

DVD LIBRARY - COSMETOLOGY

1. Clairol Color Book 2005 by Clairol
2. Color System by Igora
3. Make Up by Milady
4. Making the World a More Beautiful Place T-10 by Regis Corp
5. Making the World a More Beautiful Place T-11 by Regis Corp
6. Making the World a More Beautiful Place T-12 by Regis Corp
7. Master Educator's DVD by Milady
8. Milady's Standard Comprehensive Training for Estheticians
9. Sebastian's DVD collection vol 2 by Sebastian
10. System Educator by Igora
11. The Art of Educated Creativity by Clairol
12. To Be a Master vol. 2 by Mogi

ESTHETICS LIBRARY & OTHER RESOURCES

VIDEO LIBRARY - ESTHETICIAN

1. American Red Cross – Beyond Fear
2. American Red Cross – Blood Borne Pathogens Training Preventing Disease
3. Clean up and easy Brazilian
4. Esalen massage
5. Essential skin – Microdermabrasion
6. Face 2 face esthetician kits
7. Indian Champissage – Indian head massage
8. Japanese facial massage
9. Jolie Products
10. Murad - resurgence renewal face
11. Murad – vitamin infusion facial
12. Murad AHA rapid exfoliate system
13. Murad Professional Enzyme treatment
14. Ohashi touch – face lift vital eyes
15. Ohashi Touch – ultimate relaxation
16. Professional Brazilian full body hard wax video
17. Professional Bridal Make-up
18. Speed Waxing with Lori Nestore
19. Stone facial
20. The unique synergy of nature and science
21. The whole ball of wax
22. Wax n' waxing

DVD LIBRARY - ESTHETICIAN

1. Advance international skin care Techniques
2. Aesmetic video source – skin analysis and extraction
3. Body worlds
4. Body Worlds
5. Cosmo kit co – esthetician
6. Creative Brazilian waxing
7. Derma New – Learn how professional treatment protocol
8. Dermaglow – Demonstration Video
9. Dermalogica – 9 at 9 Jane Wurwand
10. Dermalogica – Clean Start
11. Dermalogica – Medibac clearing training module
12. Dermalogica – Professional training module
13. Esthetics fundamentals Suport sliders
14. Face mapping – work book cd
15. Fenix foundation the face of fenix
16. Flawless body waxing
17. Image skincare – Training DVD Instructional Peeling video
18. Image skincare – Training DVD product knowledge video
19. Inspire – Weeding makeup
20. Makarizo Step by step make over
21. Murad – Professional Rapid Exfoliator
22. Satin Smooth – female Brazilian
23. Speed waxing with Wax Queen
24. Thomson – makeup
25. WSK – esthetician demonstration

FACILITIES & EQUIPMENT

Elite Permanent Makeup & Training Center has a well-equipped, sufficient facility to support the achievement of the educational objectives of all of the PMU, Beauty & Barbering & Cosmetology courses and educational programs offered by the institution. Elite Permanent Makeup & Training Center will fit or prepare a student for employment in the PMU, Beauty, Barbering & Cosmetology fields. The equipment used for instruction or provided to the student is state of the art & can be comparable in model type to equipment generally used in those fields. The equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of PMU, Beauty, Barbering & Cosmetology and to perform the tasks associated with the occupation or job title to which the specific class was represented to lead. Our facility, including heating and cooling, ventilation, lighting, classrooms, & campus environment is well-maintained. Elite Permanent Makeup & Training Center maintains all valid permits required by any public agencies relating to the health and safety of the institution's facilities and equipment on file.

GRADUATION PROCESS

Below is an example of our grading process; This is subject to change if new material is added or removed. Upon instructors approval, passing grade and passing of the final exam the student is awarded a Certificate of Completion (image below*)

	Competency	Measurement	Minimum Score
1.	What is Microblading/ Terms and Definitions	Quiz	75%
2.	Who is A Good Candidate	Quiz	75%
3.	Skin Anatomy	Quiz	75%
4.	Different Blade Sizes and Lengths	Quiz	75%
5.	Microblading Strokes and Manual Shading	Working on Live Model/ Exam	75%
6.	Allergies	Quiz	75%
7.	Tray Set Up and Tool / Product Knowledge	Quiz	75%
8.	After Care Instructions and Maintenance	Quiz	75%
9.	Sanitation	Quiz	75%
10.	Color Theory	Quiz	75%
11.	Eyebrow Mapping/ How to Draw Brow Shape	Working on Live Model/ Exam	75%



*Actual certificate formats vary

FAILED/NON GRADUATING STUDENTS

If a student does not graduate for these reasons listed below, please follow the Incomplete Course Protocol.

- Did not pass final exam
- Did not begin final exam
- Did not get passing grade on quizzes
- Has an overall low grade
- Did not complete the course

INCOMPLETE COURSE PROTOCOL FOR BARBERING & COSMETOLOGY COURSES

If the student is not graduating on their scheduled graduation day, Elite Permanent Makeup and Training Center will hold their certificate until they have completed the minimum hour requirements & are ready to take the Board Exam.

- The student will have multiple opportunities to retest if needed.
- It is the students responsibility to schedule a retest date if they leave the facility w/o setting a retest date.
- The student will need to reschedule on another graduation date to retest.

Upon retesting and passing the student will receive their Certificate of Completion.

INCOMPLETE COURSE PROTOCOL FOR PERMANENT MAKE UP COURSES & BEAUTY COURSES

If the student is not graduating on their scheduled graduation day, Elite Permanent Makeup and Training Center will hold their certificate until they retest and pass.

- The student has 3 (three) months to retest with a total of 3 (three) attempts to pass.
- The student will be given 2 (two) additional attempt to pass the course after their first attempt.
- It is the students responsibility to schedule a retest date if they leave the facility without setting a retest date.
- The student has the option to sit in on 1 (one) day of a future class (within 3 months) to refresh their skills.
- The student will need to reschedule on another graduation date to retest.
- The student still have the option to bring a model or we can provide one for them.

Upon retesting and passing the student will receive their Certificate of Completion.

If a student does not pass during their first three attempts, they are required to pay for and attend a refresher course, which is discounted from the full price of the initial course. Refresher courses range in price depending on which course needs to be retaken, contact us for further details on pricing.

FOLLOW UP PROCESS

By the end of the year, we make sure that every graduate from our courses has been contacted. We want to follow up to see if they are working in the Permanent Makeup Industry and if they need assistance with anything regarding training. If they are currently working in the field please get their employers information for our records. We want to make sure every student is satisfied with training they have received and has access to all the resources we can offer.

LABOR CODES

The course will provide students skills, certification and registration to function in the following job classifications recognized by the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level:

- SOC 27-1019 Artists and Related Workers
- SOC 39-5000 Personal Appearance Workers
- SOC 39-5011 Barbers
- SOC 39-5012 Hairdressers, Hairstylists, & Cosmetologists
- SOC 39-5090 Miscellaneous Personal Appearance Workers
- SOC 39-5091 Makeup Artists, Theatrical & Performance
- SOC 39-5092 Manicurists & Pedicurists
- SOC 39-5093 Shampoosers
- SOC 39-5094 Skincare Specialists

All Elite Permanent Makeup & Training Center students who successfully complete a program of study will be awarded a certificate of completion for that program of study. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Elite Permanent Makeup & Training Center reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice.

FINANCIAL STATEMENT

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

REFUND POLICY

Students have the right to cancel the agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. This is less the \$250 non-refundable registration fee. If a student decides to cancel the agreement and obtain a refund, the student must inform the instructor in writing by no later through attendance at the first class session, or the seventh day after enrollment, whichever is later. We shall also provide a pro rata refund of non federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. The notice must be emailed and the original document must be mailed to the location: 11961 Santa Monica Blvd., Los Angeles, CA 90025. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

Further, if you have obtained a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds.

ELITE DOES NOT RECEIVE ANY FORM OF FINANCE UNDER ANY STATE OF CALIFORNIA OR FEDERAL FINANCIAL AID PROGRAM.

STUDENT TUITION RECOVERY FUND PAYMENT

5 CCR §76215(a) "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."

It is important that you keep copies of your 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, 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 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 non-collection 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.

PHYSICAL DEMANDS

Prospective students should be aware of the physical demands of an occupation as a Permanent Makeup Artist. Such occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist, and hands, upper back and neck, constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individuals may have allergies and sensitivity to chemical; products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing/sitting for prolonged periods of time can be a necessity for beauty education and the professions.

EARNINGS AND OCCUPATIONS

As with any career, the amount of earnings one can obtain in the beauty industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates, while maximum efforts can lead to much higher levels of compensation. For this reason, EPMTTC does not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. EPMTTC curriculum is designed to teach students these skills, but the effort students put forth is up to them. PMU artists may earn income through different career choices. Occupations include: Full time PMU artist, Part-time PMU artist, scar specialist, barbers who advance their services to scalp micropigmentation, dentists, estheticians broadening services, nurses broadening services, to name a few. Artists can find employment in salons, spas or dermatologists offices. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self-employment, the company one chooses to work for, or the position held.

HEALTH AND SAFETY

EPMTTC follows regulations set forth by Los Angeles Health Department, OSHA, and State Board of Cosmetology.

STUDENT SERVICES

The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas. The main objective of EPMTTC is to train competent individuals in their field of interest and to assist each student to insure program completion and successful transition into the job market in the field of training. Student services are a vital component in the achievement of these objectives. The services available to students are explained at the orientation meeting.

HOUSING

Elite Permanent Makeup & Training Center does not offer on campus or off campus housing of any kind. The institution does not have dormitory facilities under its control. You may reasonably search through local short-term housing listings (Airbnb, Zillow, and Craigslist) to find housing during the term of your class. We do not condone or support the above housing listings, but merely provide them as examples. We have no responsibility nor assist students to find housing. It is important for visitors to understand that the cost of living in Los Angeles, especially West Los Angeles, is extremely high. Monthly rent for a standard "single" or "studio" in the 2- 5 mile radius near Elite Permanent Makeup Center can be as high \$2000-3000 USD.

DISTANCE EDUCATION

This institution does not offer Distance Education Learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Elite Permanent Makeup & Training Center 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 Certificate that you earn at this institution is 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 Elite Permanent Makeup & Training Center to determine if your Certificate will transfer.

ATTENDANCE POLICY

Students are required to arrive on time and prepared for the course of the day's study. Students are required to be present for all classes of the program of study. Should a student need a day off or require a leave, please consult the leave policy.

WITHDRAWAL POLICY

A student can withdraw officially from the training program. The student must inform the instructor in writing of their intent to withdraw. The date of determination for refund purposes will be the date the student provided notification of intent to withdraw in writing.

STANDARDS FOR STUDENT ACHIEVEMENT

Students are required to arrive on time to class and be present and ready to learn each day's objectives. The instructor will make determinations to advance students as they progress throughout the course based on ability to demonstrate aptitude in the materials learned. Further, the course will conclude with a written quiz that must be satisfactorily passed with a 80% score before the Certificate can be awarded.

PROBATION/DISMISSAL POLICY

The instructor may place a student on probation if the student is not making reasonable attempts to attend class, be present during coursework, and is not making satisfactory progress. We will make attempts to assist students who wish to improve, however the onus is on the student to request assistance.

A student may be dismissed from any of our programs for any of the following:

- Excessive absences/tardiness
- Attending class under the influence of drugs/alcohol
- Arriving out of dress code & refusing to use corrective wear supplied
- Blatant acts of discrimination, sexual misconduct, or violence towards any instructor, student, client or staff of Elite Permanent Makeup

This policy applies to all students who wish to study at our facility.

STUDENT GRIEVANCE PROCEDURE

If any student or applicant believes that Elite or any of its staff may have acted in violation of its policies or may have failed to comply with applicable legal requirements, he or she is encouraged to file a grievance. It is our goal to handle all grievances in a lawful, fair, consistent and confidential manner via informal resolution. Students must file the grievance in writing. Include what allegedly happened, when and where it occurred, name the parties involved (if known), and what policy or regulation was violated (if any). Grievances should be submitted within 90 days from when the alleged incident occurred, or within 90 days after the complainant may have known about the alleged incident or violation.

GRADUATION REQUIREMENTS

At the conclusion of a course, a formal written test is administered by the instructor after practical test and/or hands on model has been completed. If a student successfully passes the written test with a better than 70% score and completes practical training on one model, they will earn a Certificate of Completion.

LEAVE OF ABSENCE POLICY

Elite Permanent Makeup & Training Center will work with any student to reasonably make up any missed days. Students will be required to complete training within 3 months of initial start date. After 3 months have elapsed students will be required to pay half of initial tuition for a 3 month extension. Certain circumstances may cause a student to request a formal long-term leave of absence. A long-term leave of absence may be granted for a reasonable time as warranted by the circumstance. The status of a student upon leave of absence will remain the same as prior to the leave. EPMUTC follows the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding military leave.

HOLIDAYS

Elite Permanent Makeup observes the following nationally recognized holidays by closure of our facility. Courses may be adjusted due to these holidays / weeks.

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Eve
- Christmas Day
- New Year's Eve

RETENTION OF STUDENT RECORDS

The following statements regarding record keeping apply to all prospective students.

Elite Permanent Makeup & Training Center will keep student records on-site at 11961 Santa Monica Blvd., Los Angeles CA for five years before properly disposing them to off-site storing. Records of attendance and other information are available upon written request. This includes:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

Permanent records of the following will be retained by the institution:

- Records of the name, address, e-mail address, and telephone number of each student who is/was enrolled in an educational program in that institution.
- The certificate granted and the date on which that certificate was granted.
- The courses and units on which the certificate degree was based.
- The grade(s), if any, earned by the student in each of those course.
- The transcript of the student.

APPROVAL DISCLOSURE STATEMENT

Accreditation: Elite Permanent Makeup & Training Center is an unaccredited private institution. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

CA State Approval: Elite Permanent Makeup & Training Center is approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE), meaning that the Institute is in compliance with the California Private Postsecondary Education Act of 2009 & state standards as set forth in the CEC & 5, CCR. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, telephone (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's web site: <http://www.bppe.ca.gov>

NON-DISCRIMINATION DISCLOSURE STATEMENT

In compliance with federal, state, and local government requirements, Elite Permanent Makeup & Training Center does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, center-administered programs and publications, or employment practices. This institution follows the requirements established by the Americans with Disabilities Act. This institution does not discriminate against qualified individuals with disabilities. This institution does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the Center, fellow employees, or fellow student.