



# CEN BEAUTY ACADEMY LLC SCHOOL CATALOG

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## MISSION

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The mission of the CEN Beauty Academy LLC is to train students to become skillful and successful by adhering to the highest level of academic and creative standards. CEN Beauty Academy LLC is dedicated to assisting students in acquiring skills to meet their targeted profession. To that end, we will provide students with programs of Cosmetology, Esthetician, Manicuring, and Barbering, that lead to state licensure. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

## OBJECTIVES

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- To encourage and foster the value of life-long learning in our students;
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- the field of Cosmetology, Esthetics, Manicuring, Barbering, and Teacher Training;  
To utilize evaluation tools and materials which require the students to effectively
- demonstrate the integration of the concepts and skills they have learned;  
To maintain an instructive environment that respects and welcomes a diversity of
- individual backgrounds, abilities, interests, and opinions;  
To provide a curriculum that teaches students how to evaluate, analyze, and synthesize
- information to develop critical thinking and problem-solving skills in a career environment.  
To teach students proper techniques as well as business ethics.

## NON-DISCRIMINATION POLICY

CEN Beauty Academy LLC is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to the hiring of all positions and admission of all students into all programs. Due to the nature of the training, individuals requiring reasonable accommodations are considered for admission provided they meet the entrance requirements; would not create a safety hazard to themselves or their training; would not interfere with their ability to benefit from the training offered through their classroom performance capabilities. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## DISCLOSURE STATEMENTS

- i. All information included in this catalog is printed in font size 11. (CEC §94908)
- ii. ~~This school catalog is updated at least once a year or whenever changes to school policies take place. (5, CCR §71810(a))~~
- iii. It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students and any interested persons. (CEC §94909(a) and §94909(c))
- iv. CEN Beauty Academy LLC is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))
- v. CEN Beauty Academy LLC does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))
- vi. 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. (CEC §94909(a)(3)(B))
- vii. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 574-8900 or by fax (916) 263-1897. (CEC §94909(a)(3)(A))
- viii. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888- 370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)). (CEC §94909(a)(3)(C))
- ix. This institution is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I -20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status. (5, CCR §71810(b)(3))
- x. CEN Beauty Academy LLC students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. English language proficiency is documented by the admission interview and receipt of prior education documentation or the successfully completion of the Wonderlic Basic Skills Test as stated in the admission process. (5, CCR §71810(b)(4))
- xi. All classes are taught in English. Instruction will not occur in a language other than English. (5, CCR §71810(b)(5))
- xii. CEN Beauty Academy LLC does not participate in federal and state financial aid programs. (CEC §94909(a)(10))
- xiii. If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. (CEC §94909(a)(11))
- xiv. CEN Beauty Academy LLC is not approved to participate in the Federal or State Student Aid programs. (5, CCR §71810(b)(6))
- xv. CEN Beauty Academy LLC does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. (5, CCR §71810 (b)(13)(A))

- xvi. There are available housing options located reasonably near the institution's facilities. The average cost for include a room or apartment rental varying from between \$550 for a room per month to \$2,450 per month for a 2-bedroom house. Students will find rental information on Craig's List Los Angeles at <http://losangeles.craigslist.org/>(5, CCR §71810 (b)(13)(B))
- xvii. CEN Beauty Academy LLC has no responsibility to find or assist a student to find housing. (5, CCR §71810 (b)(13)(C))
- xviii. CEN Beauty Academy LLC does not plan to offer distance education. (5, CCR §71810 (b)(11))
- xix. The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- xx. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

## FACILITIES

All class sessions are held at the main CEN Beauty Academy LLC campus which occupies 3,000 square feet located at 7900 Limonite Ave, Suite C-E, Riverside, CA 92509, which is divided into the reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms for male and female students. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicuring tables and tools, and other equipment are furnished for the benefit of students. The school assumes no responsibility or liability for a lost or stolen personal item. Classrooms are equipped with digital, visual aids, and/or other instructional resources, which are for the use of students. Practical supplies consisting of all equipment necessary to complete their chosen course of study are purchased by the students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school-owned equipment, hardware, and software. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The campus is wheelchair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations, they lead to are suitable for the prospective students' individual situation.

## LEARNING RESOURCES

Books or other materials, including videos of procedures and theory lessons, are available from

the Resource Center for student use while attending this school.

## PROCEDURES FOR ADMISSIONS

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Potential applicants should contact CEN Beauty Academy LLC by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately 30-60 minutes. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may complete the enrollment agreement, or they may return to enroll later. Applicants are encouraged to observe classes if they desire.

### GENERAL ADMISSIONS CRITERIA

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Each program offered at CEN Beauty Academy LLC has its own admission standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian, or spouse of legal age is required to co-sign the enrollment agreement.

CEN Beauty Academy LLC does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any of its

- programs.

CEN Beauty Academy LLC has no articulation agreement in place with other schools or

- colleges.

CEN Beauty Academy LLC does not recognize the transferability of credits you earn at other

- colleges.

CEN Beauty Academy LLC does not provide English language services. All instruction is conducted in English only. Students are required to speak English during class sessions for educational and/or communication purposes. All classes are taught in English.

### ADMISSION STANDARDS

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complete all of the following:

- graduatedSubmit an original from a high accredited school high certificate school or original high school transcript equivalency indicating certificate that the (GED) student. All non-

English transcripts must be translated into English and be officially certified and

Submit official copies of transcripts of all postsecondary level institutions attended by the

- applicant prior to enrolling at CEN Beauty Academy LLC. All Non-English transcripts must be translated into English and be officially certified and verified.

- Attain an acceptable score on the applicable admission test given to all certificate program applicants where necessary.
- Attend a new student orientation (prior or on first day of class)
- Complete, sign, and submit a CEN Beauty Academy LLC enrollment form.
- Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- Pay a registration fee of \$125.00 and an initial deposit, as part of the institution's in-house payment plan.

## ENGLISH LANGUAGE REQUIREMENT

CEN Beauty Academy LLC does not provide English language services. All instruction is conducted in English only. It is required that all applicants demonstrate English- language proficiency during their interviews with admission personnel. Candidates will be judged on their ability to speak English proficiently. Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam at the applicant's expense. In such instances, the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted for consideration.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

### EARNED AT OUR INSTITUTION.

The transferability of credits you earn at CEN Beauty Academy LLC is at the complete discretion of the 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 CEN Beauty Academy LLC to determine if the certificate will transfer.



## ACADEMIC POLICIES

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CEN Beauty Academy LLC's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

### ATTENDANCE/PROBATION/DISMISSAL

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The faculty and staff of CEN Beauty Academy LLC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) may be placed on probation. If the student's attendance does not improve at the next evaluation point, the student may be dropped from the program. Students who are absent for fourteen (14) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without the approval of the primary instructor and Chief Academic Officer. If a student is absent for a test, he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with the approval of the Chief of Academic Officer. A student is expected to be in class at the scheduled start time; a student arriving after the scheduled class start time will be counted absent for the day with a corresponding reduction in their required attendance hours

### LETTER GRADE AND GRADE POINT SYSTEM

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CEN Beauty Academy LLC grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 75%. 75% is the minimum requirement in

theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 75% average in theory and practical training will be placed on probation. If the student’s academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without the approval of the primary instructor and Chief Academic Officer.

### **COURSE RETAKE POLICY**

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

### **MAXIMUM TIME IN WHICH TO COMPLETE**

Students are not allowed to attempt more than 1.5- times, or 150%, of the number of hours in their program of study. The requirements for the rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

### **LEAVE OF ABSENCE (LOA)**

A Leave of Absence must be requested in advance unless unforeseen circumstances prevent the student from doing so. A student may request an LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include the reason for the LOA, the required supporting documentation (i.e., doctor’s note), anticipated return date, and be signed by the student.

Under extreme and extenuating circumstances, the Chief Academic Officer may grant leaves of absence for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. Students are entitled to take only one leave of absence in any 12-month period and have attended classes for a minimum of 200 hours. The duration of the leave of absence is a minimum of 14 consecutive days and may not exceed sixty (60) consecutive days. Failure to return to Academy as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **ATTENDANCE PROBATION**

Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level and/or month may be put on probation until the next evaluation point. If the student’s attendance does not improve at the next evaluation point, the student may be dropped from the program.

## MAKE-UP WORK

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Students can make-up missed class hours at the end of their scheduled program hours with Director Approval, subject to overtime tuition charge. In addition, students may make-up hours by participating in school-sponsored events or other extracurricular activities at which an Academy instructor is present. All assignments, tests, and homework may be made up. Students who were absent on theory days, whether excused or unexcused or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as "O" (zero) when calculating the academic progress grade point average.

## AUTOMATIC WITHDRAWAL

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A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend Academy for fourteen (14) consecutive calendar days without a written
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- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for two consecutive evaluation points and/or months
- Failure to fulfill financial agreements
- Failing any course in the program twice (at specific evaluation points) during the one enrollment period

## STUDENT ACTIVITIES AND SERVICES

CEN Beauty Academy LLC offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment.

We encourage our students to take before and after pictures of their work for the purpose of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension or termination from the program. Video and/or pictures are taken or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures, or recordings in the school by the School Director or Instructor. Violation may result in suspension or termination from the program. The practical training obtained by working with clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.

## ACADEMIC COUNSELING

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Program Directors, Chief Operating Officer, and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

## ACADEMIC ADVISEMENT

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student.

Any alteration to any program offered by CEN Beauty Academy has to be preauthorized by the Chief Academic Officer.

## PLACEMENT SERVICES

CEN Beauty Academy LLC does not guarantee employment for its graduates. CEN Beauty Academy LLC assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The Academy makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Academy to assist in the placement process. In addition, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct held by the Academy's staff.

## OCCUPATIONAL CLASSIFICATIONS

39-5012 Cosmetology – Cosmetologist, Hairstylist

39-5094 Esthetician – Esthetician, Skin Care Specialist

39-5092 Manicuring – Manicurist, Pedicurist

## GENERAL TERMS AND CONDITIONS

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### DRESS CODE

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Cosmetologists', Manicurists', Estheticians', and Teacher Training's attire is all black, top and bottoms (ankle length, NO Capri length pants, slacks, or non-see-through leggings) with solid black uniform top or a black CEN Beauty Academy T-shirt with capped, short or long sleeves; and a name tag to be worn on right upper side of T-shirt. Hair must be professional in style, clean, and free from hair coverings. Dress code color will also apply to coats, sweaters, jackets, etc.

(For Estheticians and students enrolled in all skin care programs, in addition, attire may include a white lab coat). For more details, see below "Dress for Success".

NOTE: Pants must NOT have any frayed bottoms or "designer-type" tears or cuts. Pants legs must extend below the ankle.

Blacktop that must adequately cover cleavage, underarms, belly, and back. If needed for comfort, a black sweater may be worn. Limited jewelry. Shoes of any color must be closed from toe to heel, no heels. The dress code can be adjusted as deemed necessary

Professional dress is recommended at all times, and for some programs, specific uniforms are required. The dress policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of CEN Beauty Academy LLC's expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their instructor and/or School Director, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore, all students will want to look their best. Good personal hygiene is required. Hair must be professional in style and clean.

### NOT RECOMMENDED ATTIRE

- Backless Attire, Bare Midriff/Low cut tops, Tank Tops/Halters

Heels, sandals, See-through Clothing, Ragged, Frayed Clothing, Spandex Pants, Students who are out of dress code, unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division CEN Beauty Academy LLC will not allow any attire, which is known as gang colors, or gang-related clothing.

### GENERAL CONDUCT

Students are expected to comply with all Academy policies as stipulated in this Catalog. Including but not limited to curriculum, testing, absences, and makeup, while displaying courtesy and consideration towards instructors, staff, and other students. CEN Beauty Academy LLC defines improper conduct as the following: discourteous towards instructors, staff, and other students;

fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus (including use or under the influence of a controlled substance); sexual misconduct; and disregard for Academy policy. Improper conduct is cause for suspension or expulsion.

The Academy reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The Academy reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. A refund will be issued where applicable.

### **IMPORTANT NOTICE**

Cellular phones, tablets, beepers/pagers, headsets, personal radios, CD players, and iPods will not be allowed during class time. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any loss, stolen, or damage of any student's property.

Eating and/drinking is not allowed in any of the classrooms at any time.

Children are never allowed in the classrooms. This policy is for their safety.

Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.

Telephone: The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

Students are not to use any of the office equipment, this is reserved for personnel.

An important part of the training at CEN Beauty Academy LLC includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, CEN Beauty Academy LLC has created a professional "work- like" environment in which students can grow and develop according to their professional expectations. Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action.

The effectiveness of any training program is dependent upon the full cooperation between students and Academy staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself and dressing professionally, are just a few of the ingredients that go

into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. CEN Beauty Academy LLC's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment.

Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market. Those whose conduct reflects discredit upon themselves, or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the abovementioned and/or the following grounds, but not limited to:

## PAYMENT POLICY

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CEN Beauty Academy LLC is not approved to participate in the Federal or State Student Aid programs. The academy does not participate in any state or federal financial aid programs.

Students assume the responsibility for payment of the tuition costs in full, through direct payment.

For those programs designed to be four months or longer, CEN Beauty Academy LLC shall not require more than four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

CEN Beauty Academy LLC provides private institutional loan funding to students and ensures that students are not obligated for indebtedness that exceeds the total charges for the current period of attendance.

Students may arrange for installment payments over the length of the program. No interest is charged; or students may arrange installment payments through a third party, finance company, subject to interest charges.

All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. CEN Beauty Academy LLC accepts payment for tuition, supplies, equipment, and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

## GROUNDINGS FOR DISCIPLINARY ACTION

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- Unsatisfactory Academic performance.
- Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students. This includes any posting on any platform of social media.
- Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- Failure to meet Financial Requirements.
- Inappropriate professional clothing is worn during training.
- Failure to abide by the Rules and Regulations of the Academy.

Failure to pay tuition (or any other charges) when due.

- Breach of the school enrollment agreement.
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- Falsifying school records.
- Carrying a concealed or potentially dangerous weapon.
- Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the school and/or its student(s).
- Solicitation, which reflects unfavorably upon the school and/or its students.
- Vandalism of school property.
- Any form of gang-related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- Fighting (physical or verbal)
- Verbal confrontation with any staff member and or student  
Disciplinary action may include but is not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re- admittance into their program by following the procedure Student Grievance Procedure as noted in this catalog.

## STUDENT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

Normally, if the problem the informal cannot be procedure resolved of in "discussing" this manner, difference the School Director will resolve should the problem be contacted.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 15 business days and will be sent to the student in writing.

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

Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225 Sacramento, CA  
 95834 [www.bppe.ca.gov](http://www.bppe.ca.gov) Mailing address is:

P. O. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959 Fax: (916) 263-1897 By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)



## LIABILITY

CEN Beauty Academy LLC assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

## RETENTION OF RECORDS

CEN Beauty Academy LLC will maintain student records for five years, as required by state law.

Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours.

Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials or upon proper subpoena.

A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after the completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition.

The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

## TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended.

The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee.

The usual processing fee is \$10.00 for the second copy. Certificate and official transcripts of

records are available within fifteen (15) business days from the receipt of a written request by the

Registrar. Subject to processing fees/charges.

## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF	Uniform and Supplies	Total Cost
	Non	Refundable	Non	Non	
Cosmetology 1000	\$125.00	\$8,250.00	\$25.00	\$1,525.00	\$9,925.00
Esthetician	\$125.00	\$6,149.00	\$17.50	\$725.00	\$7,016.50
Teacher Training	\$125.00	\$5,774.00	\$17.50	\$725.00	\$6,641.50
Manicurist	\$125.00	\$3,375.00	\$10.00	\$525.00	\$4,035.00
Eyelash Extensions	\$125.00	\$280.00	\$2.50	\$100.00	\$507.50
Registration Fee	This is a one-time charge for processing the paperwork required for admission into a program and, according to California statute, shall not exceed \$250. Once paid, this fee is non-refundable.				
STRF Fee	Effective April 1 <sup>st</sup> , 2022, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges.				
Cost of uniform, books, and materials	The cost of your textbook(s) and for your uniform and any equipment may require completing the program. These will be itemized on your enrollment agreement.				
Tuition Fee	This is the cost of tuition for your program				
Total Cost	These are the schedule of total charges for the period of attendance enrollment agreement. This is an estimated schedule of total charges for the entire educational program.				

### STUDENT TUITION RECOVERY FUND

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 Page |

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

identification number.

## CANCELLATION AND REFUND POLICY

### STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, or by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, CEN Beauty Academy LLC will refund any money that you paid, less any deductions for equipment not returned in new condition within 45 days after receipt of the notice.

### PROCEDURE TO CANCEL

Cancellation occurs when you give written notice of cancellation directed to the attention of the School Director at 900 Limonite Avenue Suites C -E Riverside, CA 92509. You can do this by mail, email, in person, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

### WITHDRAWAL FROM THE PROGRAM

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the student withdraws prior to completion of the program of study in which she/he is enrolled the Academy determines whether the student is eligible for a refund of monies paid based on a pro -rata calculation formula. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student; the Academy shall have earned and will retain 100 percent of the institutional charges assessed to the student. A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 1,600 -hour Program, pays \$8,900.00 (= \$ 5.56/hour) for tuition, \$100.00 for registration, and \$1,100.00 for supplies as specified in an enrollment agreement and was enrolled 600 hours ( $600 \times \$5.56 = \$ 3,336.00$ ) at the time of withdrawal, without returning supplies she/he obtained. The pro rata refund to the student would be \$5,464.00 ( $\$8,900.00 - \$3,336.00 = \$5,564.00$ ). Registration fee \$100.00 and supplies/kit are non-refundable. ( $\$ 5,564.00 - \$100 = \$5,464.00$ )

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## CERTIFICATE PROGRAMS

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### COSMETOLOGY 1000

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#### 1000 Clock Hours Certificate Program

##### Program Description:

The curriculum for students enrolled in a cosmetology course shall consist of one thousand (1,000) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations.

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##### Program Objectives:

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Cosmetologist.

##### Course completion:

Upon completion of the program the student will receive a "Certificate of Completion"; this certificate will verify the qualification of a graduate from CEN Beauty Academy LLC and the student will qualify to take State Board Examination.

##### Occupational Objectives:

The cosmetology program will prepare students for work as a hairdresser, hair stylist, hair colorist, who will be able to do manicures, pedicures, waxing, facials, mud packs, wraps, skin-related services and product demonstrations.

Graduation Requirements: Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects; have attended the required amount of clock hours as set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

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##### Licensing requirements:

A Cosmetology license will be granted by the State of California only after the student has

successfully completed and graduated from the Cosmetology program as described above

and passed the licensing exam with an overall average of 75%.

## Program Outline

<b>400 HOURS OF TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN HAIRDRESSING</b>	
PERMANENT WAVING AND CHEMICAL STRAIGHTENING:	80
HAIR COLORING AND BLEACHING:	120
HAIRSTYLING:	120
HAIR CUTTING:	80
<b>200 HOURS OF TECHNICAL INSTRUCTION IN HEALTH AND SAFETY</b>	
LAWS AND REGULATIONS:	20
HEALTH AND SAFETY CONSIDERATIONS:	80
DISINFECTION AND SANITATION:	100
<b>150 HOURS OF TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN ESTHETICS</b>	
SKIN CARE:	150
HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION:	50
<b>100 HOURS OF TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN MANICURING AND PEDICURING</b>	
MANICURING AND PEDICURING:	100
<b>ADDITIONAL TRAINING</b> ADDITIONAL TRAINING (May include professional ethics, personal hygiene, good grooming,	100

regular clean-up duties. Training required keeping student records, modeling, desk and

## ESTHETICIAN

### 600 Clock Hours Certificate Program

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#### Program Description:

This course consists of six hundred (600) clock hours of technical instruction and practical operation are covering all subjects necessary to be an esthetician. Instruction is by demonstration, lecture, classroom, participation and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Included in this course is the Barbering & Cosmetology Act, the Board's Rules and Regulation, chemicals related to practices of an esthetician, health and safety, electricity apply to skin care performance, disinfection and sanitation, bacteriology, anatomy and physiology, skin analysis and condition, and the main subject in this program is facial manual and electrical, eyebrow arching, hair removal, and make- up. Admission Requirements: Applicants must possess a High School diploma or GED certificate.

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#### Program Objectives:

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Esthetician.

#### Course completion:

Upon completion of the program the student will receive a "Certificate of Completion"; this certificate will verify the qualification of a graduate from CEN Beauty Academy LLC and the student will qualify to take the State Board Examination.

#### Occupational Objectives:

The esthetician program will prepare a student to work as a beautician, skin care treatment specialist, esthetician specialist, dermatologist assistant, cosmetic consultant, skin care consultant, make-up artist, and in product demonstrations.

Graduation Requirements: Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects; have attended the required amount of clock hours as set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

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#### Licensing requirements:

A license will be granted by the State of California only after the student has successfully completed

and graduated from the program as described above and passed the licensing exam with an overall average of 75%.

## Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clock Hours
	INSTRUCTIONAL IN HEALTH & SAFETY <200 Hrs>			
ES 101	BARBER & COSMETOLOGY ACT/RULES & REGS	30		30
ES 102	COSMETOLOGY CHEMISTRY	20		20
ES 103	HEALTH & SAFETY HAZARDOUS SUBSTANCE	40		40
ES 104	DISINFECTION & SANITATION	40	20	60
ES 105	BACTERIOLOGY / ANATOMY & PHYSIOLOGY	40		40
ES 106	THEORY OF ELECTRICAL	10		10
	FACIAL <350 Hrs>	180	20	200
ES 201	MANUAL FACIAL	40	40	80
ES 202	ELECTRICAL	30	70	100
ES 203	CHEMICAL	20	40	60
	EYEBROW ARCHING & TWEEZERS <50 Hrs>	90	150	240
ES 204	TWEEZER	10	20	30
ES 205	WAXING & DEPILATORIES	20	40	60
ES 206	MAKE-UP	10	40	50
	EXTERNSHIP	20	20	40
		60	120	180
	Total	210	390	600



## MANICURIST

### 400 Clock Hours Certificate Program

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#### Program Description:

The nail care program of study consists of four hundred (400) clock hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. This training program includes technical instruction and practical operation of manicurist. Technical instruction means instruction by demonstration, lecture, and practice in classroom or examination. The practical operation means to learn the actual performance by a student on another person or mannequin. Technical instruction and practical operation include Barbering & Cosmetology Act, Board's Rules and Regulation, Chemical related to manicuring practice, health and safety, disinfections and sanitation, bacteriology, anatomy and physiology, water & oil manicure, hand, arm and foot massage as well as complete manicure and pedicure services including application of artificial nails, acrylic nails, nail tip and nail wrap.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

#### Program Objective:

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The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California. Course completion:

Upon completion of the program the student will receive a "Certificate of Completion"; this certificate will verify the qualification of a graduate from CEN Beauty Academy LLC and the student will qualify to take the State Board Examination.

#### Occupational Objectives:

The program will prepare a student to work as a manicurist.

Graduation Requirements: Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects; have attended the required amount of clock hours as set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

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#### Licensing requirements:

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

## Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clock Hours
	INSTRUCTIONAL IN HEALTH & SAFETY <100 Hrs>			
MAN 101	THE BARBERING COSMETOLOGY ACT, RULES & REGULATION	10		10
MAN 102	COSMETOLOGY TO MANICURING PRACTICE	10	10	20
MAN 103	HEALTH & SAFETY / HAZARDOUS SUBSTANCE	20	10	30
MAN 104	DISINFECTIONS & SANITATION	20	20	40
	NAIL CARE <300 Hrs>	60	40	100
MAN 105	BACTERIOLOGY, ANATOMY, PHYSIO	40	40	80
MAN 106	WATER & OILY MANICURE	10	30	40
MAN 107	COMPLETE PEDICURES	20		20
MAN 201	ACRYLIC, LIQUID & POWER BRUSH-ON	30	20	50
MAN 202	NAILS TIP	30	20	50
MAN 203	NAILS WRAP & REPAIRS	10	50	60
		140	160	300
	TOTAL	200	200	400

## TEACHER TRAINING

### 600 Clock Hours Certificate Program

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#### Program Description

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up a demonstration.

#### Admission Requirements

A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2½ years of technical experience in the industry.

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#### Program Objectives:

The program will prepare a student to work as a Cosmetology/Esthetician Instructor. To develop the ability to teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids, and tests. To provide information about specific teaching techniques used by the vocational teacher in the working area as well as in the classroom

#### Program Outline

Module	Module Title	Lecture	Lab	Clock
TT 101	BBC/BPPE RULES & REGULATIONS	10		10
TT 102	PREPARATORY INSTRUCTION: THEORY OF TEACHING	240		240
TT 103	CONDUCTING THEORY CLASS & PRACTICAL DEMONSTRATION	100	100	200
TT 104	CLINIC FLOOR WORK	140		140
TT 105	CAREER DEVELOPMENT	10		10
	Total Hours			600

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#### Licensing requirements:

Currently, at this time there is no licensing or certification offered by the State of California for instructors.

Graduation Requirements: Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects; have attended the required amount of clock hours as set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

## EYELASH EXTENSIONS APPLICATION COURSE

### Program Description:

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This 1- day course consists of 5 clock hours of technical instruction and practical operation and covers all subjects necessary to be an Eyelash Artist. Instruction is by lecture, video, and demonstration. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

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Program Objectives:

Upon successful completion of the program the student qualifies to be an Eyelash Artist.

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### Program Outline:

#### *Before Appl*

- *Verification* of client's eyes and eyelashes without extensions to ensure that she/he is a good candidate for lash extensions
- Verification that the consent form is reviewed and signed

*During* Verification that all rules of safety and hygiene are met.

#### *Application*

- *Verification* of proper application of eye gel pads and medical 3M tape to ensure safety
- lashes and lash design
- Verification that the upper lids are frequently lifted to ensure that the lower lashes aren't being caught in the adhesive
- Verification that student checks their work periodically to make sure lashes are perfectly bonded and that the student is able to successfully make corrections when needed

*After* (separate lashes that have accidentally stuck together, etc.).

#### *Application*

- *Verification* of proper sequence and placement of eyelash extensions.
- not too close to the skin (leaving at least 1 to 2 mm from the hair follicle and eyelids) and
- that the adhesive did not come in contact with the skin
- Verify that all lashes that can be placed are.

Verify that top lashes are not attached to bottom lashes.

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Licensing requirements:

Currently, at this time there is no licensing or certification offered by the State of California for

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an Eyelash Artist.

## OWNERSHIP

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CEN Beauty Academy LLC is owned by Ruby Damwyk

## ADMINISTRATIVE CONTROL STAFF

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Ruby Damwyk Chief Executive Officer

Ruby Damwyk Chief Academic Officer

Ruby Damwyk Chief Operating Officer

T/B/D Director of Student Services and Placement

## FACULTY

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All faculty members have a minimum of three years of experience in their field of instruction. All attend continuing education programs in teaching methodology and professional development.

Cosmetology Instructor: Rocio Fernandez Lic# 385122

Esthetician Instructor: Ruby Damwyk License # 60431

Esthetician Instructor: Huma Taimur License # 130368

Manicuring Instructor: Rocio Fernandez Lic# 385122

Manicuring Instructor: Ruby Damwyk License #264996

Teacher Training Instructor: Ruby Damwyk License # 60431 and #264996

Teacher Training Instructor: Rocio Fernandez Lic# 385122

## SCHOOL HOLIDAYS 2022

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Jan 1 New Year's Day

Sep 5 Labor Day

Jan 17 Martin Luther King Jr. Day

Oct 10 Columbus Day

Feb 21 Presidents' Day

Nov 11 Veterans Day

May 30 Memorial Day

Nov 24 Thanksgiving Day

Jun 20 'Juneteenth

Dec 25 Christmas Day

Jul 4 Independence Day

Dec 26 'Christmas Day

Winter Holidays will last from December 24, 2022, until January 3, 2023. Additional holidays

or school closures may be declared at the discretion of the School Director.