

# LETTER FROM THE PRESIDENT

## Welcome to



If your goal is to receive quality education and training in your chosen career, then Milan Institute, furthermore, also known as Milan Institute or Milan, is here to assist you. Our primary objective is to provide the education, training, and job placement assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representative. We are confident that Milan Institute offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute

### Catalog Campus

**MILAN INSTITUTE**  
Main Campus  
6500 S. Mooney Blvd.  
Visalia, CA 93277  
(559) 684-3900

*The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.*

### Additional Locations

MILAN INSTITUTE  
Branch Campus  
950 Industrial Way  
Sparks, NV 89431  
(775) 348-7200

MILAN INSTITUTE  
Additional Space  
950 Industrial Way, Suite B  
Sparks, NV 89431  
(775) 348-7200

[www.milaninstitute.edu](http://www.milaninstitute.edu)

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**Please note, not all programs are offered at each location, or may not be offered at this time.  
Please check with the Admissions Department for more information on class availability.**

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. You will be provided an electronic copy of this catalog through email prior to enrollment. This catalog is also available to any interested party on

Milan Institute's website: [www.milanintitute.edu](http://www.milanintitute.edu)

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  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

This catalog is updated annually.

**Catalog effective dates January 1, 2023 – December 31, 2023**

# **ABOUT MILAN INSTITUTE**

## **MISSION STATEMENT**

Our mission is to meet the needs of students and employers by offering quality, short term educational programs in career fields with solid growth potential.

## **PHILOSOPHY AND OBJECTIVES**

Milan Institute recognizes that some people wish to increase their knowledge, and others, for the sake of their job or lifestyle must increase their skill level and employability. The objective of the school is to provide the student with the finest possible education in his or her chosen area in the shortest possible time.

## **HISTORY**

**August 1982:** Trinity School of Court Reporting began operation in San Francisco, California.

**October 1985:** Golden State Business College, Inc. (GSBC, Inc.) opened Golden State Business College in Visalia, California offering classes in the business field.

**April 1987:** GSBC, Inc. received national accreditation from the Accrediting Council for Continuing Education and Training (ACCET).

**August 1988:** GSBC, Inc. purchased Trinity School of Court Reporting in San Francisco, California and changed the name to Trinity Business College.

**February 1992:** GSBC, Inc. opened a Trinity Business College location at 1150 North First Street, San Jose, California.

**March 1998:** Trinity Business College, San Francisco moved to 939 Market Street, 2nd Floor, San Francisco, California.

**March 1998:** GSBC, Inc. changed the name of its San Francisco and San Jose, California locations from Trinity Business College to Trinity College.

**July 2000:** Trinity College, San Jose moved to 25 North 14th Street, Suite 460, San Jose, California.

**September 2000:** GSBC, Inc. opened a Trinity College location at 934 Missouri Street, Fairfield, California.

**October 2000:** GSBC, Inc. opened a Golden State Business College location at 1320 East Shaw Avenue, Suite 156, Fresno, California.

**April 2001:** Trinity College, Fairfield moved its administrative offices to 804 Texas Street in Fairfield, California; classrooms are still located at 934 Missouri Street in Fairfield, California.

**December 2001:** GSBC, Inc. closed its Trinity College location in San Francisco, California.

**May 2002:** GSBC, Inc. received approval to open a Trinity College location at 1111 Howe Avenue, Suite 620, Sacramento, California.

**May 2002:** GSBC, Inc. changed the name of its Visalia and Fresno, California locations from Golden State Business College to Golden State College.

**June 2002:** GSBC, Inc. received approval to open a Golden State College location at 1001 Tower Way, Suite 130, Bakersfield, California.

**February 2003:** GSBC, Inc. received approval to open Nevada Career Academy at 950 Industrial Way, Sparks, Nevada.

**July 2003:** GSBC, Inc. requested approval to open a Trinity College location at 3595 Sonoma Boulevard, Suite 10, Vallejo, California.

**November 2004:** GSBC, Inc. received approval from the Bureau for Private Postsecondary and Vocational Education (BPPVE) to change its Golden State College auxiliary classrooms in Fresno and Bakersfield, California into branch campuses.

**January 2005:** GSBC, Inc. received approval from the BPPVE to change its Trinity College auxiliary classroom in Vallejo, California into a branch campus.

**March 2005:** GSBC, Inc. closed its Golden State College location in Fresno, California.  
**August 2005:** GSBC, Inc. closed its Trinity College location in Sacramento, California.  
**August 2005:** Trinity College, Fairfield moved its administrative offices to 934 Missouri Street in Fairfield, California; classrooms are still located at 934 Missouri Street in Fairfield, California.  
**September 2005:** GSBC, Inc. closed its Trinity College location in San Jose, California.  
**February 2007:** GSBC, Inc. changed the name of its Visalia and Bakersfield, California locations from Golden State College to Milan Institute, and its Sparks, Nevada location from Nevada Career Academy to Milan Institute.  
**February 2007:** Milan Institute Bakersfield relocated to 915 17th Street, Bakersfield, CA.  
**August 2007:** GSBC, Inc. closed its Trinity College location in Fairfield and Vallejo, California.  
**January 2009:** James M. Yasuda O.D. retired from GSBC, Inc.  
**October 2009:** Milan Institute Visalia relocated to 6500 S. Mooney Blvd., Visalia, CA.  
**February 2010:** Milan Institute closed the Bakersfield, CA auxiliary campus.  
**May 2010:** GSBC, Inc. received approval to open an extension classroom at 950 Industrial Way, Suite B, Sparks, NV.  
**January 2012:** GSBC, Inc. merged with Amarillo College of Hairdressing, Inc. (ACH) d/b/a Milan Institute and Milan Institute of Cosmetology.  
**December 2015:** Milan Institute, located in Visalia, CA and Sparks, NV, received national accreditation from Council on Occupational Education (COE)

#### **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas corporation and Gary Yasuda, President, own Milan Institute and Milan Institute of Cosmetology.

#### **APPROVALS AND ACCREDITATION**

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute, is licensed by the:

**Board of Barbering and Cosmetology (BBC)**

P.O. Box 944226  
Sacramento, CA 94244  
(800) 952-5210 / FAX: (916) 7281

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute is nationally accredited by the Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, Tel: (800) 917-2081. Students may review the accreditation approvals by contacting the school's administration. Consumer information may be requested from the Admissions Department and from the Financial Aid Department.

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute and Milan Institute of Cosmetology is a private institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Milan Institute in Visalia, CA under Section 94802(a) of CPPEA, under Section 94890(a)(1) of CPPEA, will by operation of law, be approved to operate by means of accreditation until November 3, 2022. The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

## **Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798

(916) 431-6959

www.bppe.ca.gov

### **RECOGNITION**

#### **U.S. Department of Education**

Milan Institute is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

### **BANKRUPTCY STATEMENT**

This institution does not have a pending petition in bankruptcy, 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.

### **MEMBERSHIPS**

Milan Institute or its faculty holds memberships in the following organizations: American Medical Technologists (AMT). This campus is an assigned school with the California Massage Therapy Council (CAMTC) and has sought this approval voluntarily (school code SCH0034). Upon successful completion of the program, students are encouraged to apply to CAMTC for certification to enhance their credentials for licensing and employment in California.

### **FACULTY**

Milan institute faculty members have industry and/or professional experience coupled with the appropriate academic credentials to support the mission of the institution. In addition to meeting the educational requirements for the program, each instructor is committed to the success of each student. A list of our faculty members can be found in the catalog insert.

### **FACILITIES**

All course instruction occurs at 6500 S. Mooney Blvd., Visalia, California. The facility consists of 22,318 sq. ft. of classrooms and offices. This institution, the facilities it occupies, and the equipment it uses, comply with all federal, state, and local ordinances and regulations, including those requirements for fire safety, building safety and health. The facility has on-site parking. The facility offers students comfortable learning atmospheres with carpeted or tiled classrooms, air-conditioning and a student lounge.

### **STUDENT HOUSING**

Milan Institute does not have dormitory facilities under its control nor offers student housing assistance. Housing is available reasonably nearby to the campus. According to rentals.com for Visalia, CA rental properties start at approximately \$900.00 per month. Milan Institute is not responsible for finding or assisting a student in finding housing.

### **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition, and fees, and listing of staff and faculty.

### **CHANGES BY THE SCHOOL**

To maintain an innovative approach to continuing education, Milan Institute reviews its policies and curriculum periodically and makes necessary revisions. Milan Institute reserves the right to change the programs offered, start dates, tuition rates, fees, admissions policies, attendance requirements, and other rules concerning the



school. These changes will follow the regulations of government agencies which monitor the school. Milan Institute reserves the right to conduct operations and instruction remotely as necessary. The college expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

#### **OFFICIAL STATEMENT**

All information in this catalog is current, true, and correct at the time of printing. This catalog outlines the rules, regulations, admission policies, academic policies, curriculum, tuition, fees, financial aid policies, graduation, requirements, and other information regarding programs offered at Milan Institute. Policies herein may be superseded by policy changes. This catalog is part of the contract between the college and the student. Milan Institute reserves the right to make changes in any policies, procedures, tuition, fees, programs, or start dates at any time. Milan Institute is a private postsecondary institution and is not a public institution.

## **ADMISSIONS INFORMATION**

### **ADMISSIONS POLICY**

Admission into the school's **Advanced Cosmetology, Administrative Medical Assistant, Barbering, Cosmetology, Esthetician, Advanced Esthetician, Manicurist, Massage Therapy, Dental Assistant, and Medical Assisting programs** require that the prospective student have a high school diploma or have a High School Equivalency Diploma (HSED). Documents from HiSET and TASC are acceptable as High School equivalents but must be reviewed and approved by Senior Director of Admissions.

Admission into the school's programs requires the applicant to present a copy of the HS diploma, HSED certificate, or transcripts showing high school completion.

Additionally, Milan Institute accepts the following as proof of eligibility:

- Passing a U. S. Department of Education approved Ability to Benefit Test (ATB). Please see the Ability to Benefit (ATB) Admissions Policies for further information.
- Enroll in the Eligible Career Pathway Program (ECP).

Admission into school's **Administrative Medical Assistant, Barbering, Advanced Cosmetology, Cosmetology, Dental Assistant; Advanced Esthetician, Esthetician, Manicurist, Massage Therapy; and Medical Assisting programs** requires the applicant to present a copy of the HS diploma, HSED certificate, or transcripts showing high school completion or successful enrollment in the ECP.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Students under the age of 18 must have a parent or guardian sign the enrollment agreement. The enrollment agreement and the catalog detail the student's and the school 's obligations. The final decision to admit an applicant rests with the school's administration.

Prospective **Advanced Cosmetology, Barbering, Cosmetology, Advanced Esthetician, Esthetician, and Manicurist Programs** students must be beyond the age of compulsory school attendance and must be 17 years old upon completion of their program.

Prospective students interested in the Dental Assistant program with a felony or misdemeanor conviction are not qualified to enroll in the program.

Prospective **Administrative Medical Assistant, Dental Assistant, Massage Therapy, and Medical Assisting programs** students must be beyond the age of compulsory school attendance and must be 18 years old upon completion of their program. **Massage Therapy** students in the state of California must provide valid government-issued photo identification i.e., drivers' license, passport, etc. for their student file PRIOR to end of cancellation period.

All applicants for the **Dental Assistant program** must provide proof of a current CPR and First Aid card or training prior to the end of the Introduction to Dental Assisting Course. A training course will be available at Milan Institute, or applicants may attend a CPR and First Aid training program from a qualified outside vendor. Failure to provide proof of training by the end of the cancellation period will prevent applicants from continuing in the DA program.

Re-enrollment or re-entrance will be approved only after evidence is shown to the School Director's satisfaction

that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened, and tuition will be adjusted accordingly. Milan Institute does not recruit students already attending or admitted to another school offering a similar program of study.

### **ECPP ENROLLMENT PROCESS**

The ECPP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

## **Eligible Career Pathway Program (ECPP)**

### **ECPP OVERVIEW**

Milan Institute has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credentials, including industry-relevant certifications.
5. It is organized to meet the needs of adults.
6. It is aligned with the education and skills needed for the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce, and economic development.

### **CAREER PATHWAY PROGRAMS**

Milan Institute has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the Visalia, California geographic areas:

- Administrative Medical Assisting
- Advanced Cosmetology
- Advanced Esthetician
- Barbering
- Cosmetology
- Dental Assistant
- Esthetician
- Manicurist
- Massage Therapy
- Medical Assisting

### **ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)**

Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education Program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education high school diploma while being able to work towards completing a

Milan Institute vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by Milan Institute.

The student is required to attend the Adult Education Program classes and is expected to participate in those classes. The Adult Education Program is offered remotely online. The ECPP Coordinator will monitor participation and partner with Education to meet with the student as needed to provide academic advising. See specific details below under ECPP Participation Requirements & ECPP Withdrawal.

Milan Institute does not guarantee ECPP students will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their Vocational Program, or graduate from Milan Institute.

Completing the vocational component of the program is not a condition for receiving a high school diploma.

### **ECPP PARTICIPATION REQUIREMENTS & CONCURRENT DISMISSAL**

If a student does not log in to the C4L Academy portal to create a student account within 72 hours of enrolling with C4L, the student will automatically be canceled from the ECPP and Milan Institute's Vocational Program.

ECPP students who fail to participate in either the Adult Education or Vocational component of their ECPP program for 14 consecutive calendar days will be dismissed from their ECPP. Participation in the Adult Education Program is defined as completing any educational activity – where participation in the Vocational program is defined by Milan Institute's Satisfactory Academic Progress (SAP) and Attendance policies.

On the 14<sup>th</sup> consecutive calendar day missed, the student will be withdrawn from the Milan Institute.

During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP participation advisement.

If a student fails to meet the college's Satisfactory Academic Progress Policies, they will be withdrawn from Milan Institute.

**Dismissal from the Adult Education component of the ECPP for any reason shall result in dismissal from the Vocational component of the program.**

**ECPP Withdrawal:** Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students.

**Receiving the earned High School Diploma:** Although Milan Institute has designed ECPP requirements to promote the completion of the Adult Education component and a Milan Institute Vocational Program, the college does not guarantee that the student will receive a high school diploma or its equivalent.

Completing the ECPP program's vocational component is not required to earn a high school diploma. Upon successful completion of the program's adult education component, the student may request a copy of their transcript directly from the adult education vendor.

### **ECPP RE-ADMISSION AND LEAVE OF ABSENCE (LOA)**

Withdrawn ECPP students wishing to re-enroll are subject to Milan Institute's Re-Admission Policy in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a Leave of Absence (LOA) from Milan Institute's Vocational Program can still participate in the Adult Education component of the ECPP remotely if they can; however, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to Milan Institute from their LOA.

Inactivity in the adult education component during an approved LOA or scheduled calendar breaks will not cause the student to be withdrawn from the college.

## **ECPP ADULT EDUCATION COMPUTER LAB**

Milan Institute provides ECPP Students with an on-campus space with Wi-Fi and printer access to work through their Adult Education curriculum if they prefer to use our facility. The availability of this space is determined by campus operating hours.

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off-campus via the internet.

## **TECHNOLOGY REQUIREMENTS**

Milan Institute and Milan Institute of Cosmetology use digital technology to check in and out of classes. Students will use a smart phone for checking in and out of class on campus, distance education, and externship (if applicable). Students will need a laptop, Chromebook (part of most programs books and supplies), or a desktop computer to participate in distance education as well as campus activities and assignments. Curriculum and instruction utilize digital technology for student engagement and participation.

The following are the technology requirements for all programs (hardware and software) that will be required to successfully complete the program:

Device Options:

Chromebook that is no more than 4 years old from date of manufacture, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Windows device that is no more than 5 years old from date of manufacture, uses Windows 10 Version 1809 or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Mac device that is no more than 5 years old from date of manufacture, uses MacOS Sierra or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

iOS device that is no more than 4 years old from date of manufacture, uses iOS 12 or newer, and Must be able to run Chrome 79 or newer.

Android tablets and phones are not supported.

Internet Access must be at least 50Mbps download speed and at least 8Mbps upload speed. If using wireless internet access, it must be 802.11g or newer and have a RSSI signal strength no worse than -50.

## **EMPLOYMENT REQUIREMENTS**

Graduates from the school's Barbering program must obtain a barber operator license to be employed in the field. The requirements for obtaining a barber operator license are listed in the Academic Information – Cosmetology Related Programs section of this catalog.

Graduates from the school's Administrative Medical Assistant program must meet the following requirements to be employed in the field: at least 18 years of age and education in a program represented by the field.

Graduates from the school's Cosmetology programs must obtain a cosmetology operator license to be employed in the field. The requirements for obtaining a cosmetology operator license are listed in the Academic Information – Cosmetology-Related Programs section of this catalog.

Graduates from the school's Dental Assistant program must meet the following requirements to be employed in the field: at least 18 years of age and education in a program represented by the field. While graduates are eligible to obtain a California Registered Dental Assistant license, a license is not required for all jobs in the field. The requirements for obtaining a California Registered Dental Assistant license are listed in the Academic Information – Allied Health Related Programs section of this catalog.

Graduates from the school's Advanced Esthetician and Esthetician programs must obtain an esthetician license to be employed in the field. The requirements for obtaining an esthetician license are listed in the Academic Information – Cosmetology Related Programs section of this catalog.

Graduates from the school's Manicurist program must obtain a manicurist license to be employed in the field. The requirements for obtaining a manicurist license are listed in the Academic Information – Cosmetology-Related Programs section of this catalog.

Graduates from the school's Massage Therapy program must meet the following requirements to be employed in the field: at least 18 years of age and education in a program represented by the field. While graduates are eligible to obtain Certification as a Massage Therapist ("CMT") with the California Massage Therapy Council, licenses or permits are issued by California cities and counties. The cities and counties are not uniform in their standards. CMT is generally required to obtain a license or permit at the local level. Graduates are encouraged to contact the business licensing department of the cities or counties they are planning to work. Students should ask for a copy of the regulations for massage therapy in that area.

Graduates from the school's Medical Assisting program must meet the following requirements to be employed in the field: at least 18 years of age and education in a program represented by the field.

### **ENGLISH ONLY**

Milan Institute does not offer English as a Second Language instruction and all instruction will occur in English; therefore, all students must be able to read, write, speak, understand, and communicate in English at a high school level. Applicants from foreign countries where English is not the primary language must be proficient in English with a minimum TOEFL score of 450.

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

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

When requested Milan Institute will provide a student transcript and course outline to assist in the transfer process.

Milan Institute has not entered into any articulation of training agreements with other educational entities.

### **TRANSFER OF CREDIT POLICY**

Incoming students may request credit for previous coursework or experiential training for any program offered by the school.

Courses from other training programs or educational institutions, as well as from the military and the workplace, will be considered and evaluated for transfer of credit if completed in the past 3 years. The program content for transferred courses must be comparable to the program in which the student will enroll.

A student requesting transfer of credit for previous coursework must have earned a grade of “C” or higher in that coursework, as documented by an official academic transcript and an original catalog description of the course from his/her former institution is required. No limits on the amount of credit for previous coursework or experience are set.

#### *Transfer of Credit Administration Policy – All Programs Except Massage Therapy*

If a student is granted credit for previous training or experiential training, the relevant courses will not be assigned a letter grade but will be recorded with a grade of “pass,” which will not affect the student’s grade point average and will not affect this element of satisfactory progress.

At the discretion of the Education Leader, a student may be granted credit for previous training or experience and still be required to repeat a course in order to comply with the school’s regular attendance and satisfactory progress policies. In this instance, the student will not be charged tuition for the transferred course. The maximum time frame of one and one-half times the course length is unaffected by transfer of credit.

Milan Institute will accept a maximum of 75% of the program credits or hours in transfer from another institution. Students requesting credit for previous coursework or experience are asked to notify their admissions representative during the enrollment process. The request will be forwarded to the Education Leader or Director, who will review documentation or arrange for testing as appropriate. The procedure will be completed prior to the student’s first start date. There are no fees charged for evaluating or granting transfer of credit. Once a determination for granting credit has been made, tuition and fees will be adjusted prior to the start of class. Each student will need to meet with financial aid to determine eligibility. A negative determination may be appealed by contacting the School Director, whose decision is final.

Milan Institute will accept experiential training for modular programs (non-cosmetology related programs) only, excluding Massage Therapy. Applicants should inform their Admissions Representative of any potential experiential learning/training during the enrollment process. Milan staff will review any provided experiential training as it would apply to the course content. If the prior experience matches the course content, the student will take the applicable course assessments (technical and academic as applicable) to determine if they have retained at least 70% of the course content. If an applicant disagrees with the evaluation of their experiential training, the applicant may submit a written letter to the Director of Education within 5 days of the outcome of the evaluation explaining why the evaluation should be re-evaluated. Milan does not charge students to evaluate their prior education or experiential training.

#### *Transfer of Credit Policy – Massage Therapy Only*

Incoming students may request credit for previous coursework from another program or another institution approved by the California Massage Therapy Council. Courses taken at schools that are not approved by the California Massage Therapy Council are not eligible for transfer. The program content for transferred courses must be comparable to the program in which the student will enroll. A student requesting transfer of credit for previous coursework must have earned a grade of “C” or higher in that coursework, as documented by an official academic transcript and an original catalog description of the course from his/her former institution. A student may not transfer in more than 250 clock hours into the program. Per the California Massage Therapy Council, Massage Therapy students are not eligible to receive credit for challenge examinations, achievement tests, or experiential learning.

### **STUDENTS WHO TRANSFER BETWEEN PROGRAMS**

Students may transfer to different programs within the institution. Credits will be evaluated by the Education Leader or School Director and applied towards the new program, if applicable. To be eligible for transfer credit, student must have successfully completed the class with a minimum grade of "C". If a student has completed or withdrawn from Milan Institute and wishes to enroll into a new program, the student will be treated as a new enrollment.

## ABILITY TO BENEFIT

In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

Under CEC §94904(a) an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). This school accepts the following tests with passing scores and an effective date after the date provided below.

1. Test: Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (210).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
2. Test: Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (200).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
3. Test: \*\*ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K:  
Reading Test, Writing Test, and Arithmetic Test  
Passing Scores: Reading Test (233)\*\*, Writing Test (235)\*\*, Arithmetic (230)\*\*.  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.
4. Test: \*\*Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI  
Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test  
Passing Scores: Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement  
Test (326)  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.

\*\* The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, the Department will provide notice of this through publication in the Federal Register, pursuant to 34 CFR 668.150(c)(3).



## **FINANCIAL INFORMATION**

### **PROGRAM HOUR MEASUREMENT**

For academic purposes, the institution follows the Carnegie clock-to- quarter credit hour conversion. For lecture, one quarter credit is equal to 10 clock hours, for laboratory, one quarter credit is equal to 20 clock hours, and for externship/internship, one quarter credit is equal to 30 clock hours. Each program is defined by its individual academic requirements, which are listed on the program description section of this catalog.

For Title IV Financial Aid purposes, an academic year is equivalent to 36 quarter credits and is a minimum of 30 weeks or 900 clock hours and is a minimum of 26 weeks. The institution complies with Federal requirements for clock-to-credit hour conversions which may be different from those required for academic purposes. One quarter credit equals 25 clock hours which may include lecture, laboratory, externship/internship and/or work outside of class when approved by applicable accreditation. In some cases, programs are required to be measured in clock hours for federal financial aid purposes which include: 1) *when the program is required to measure student progress in clock hours when receiving federal or state approval or licensure to offer the program; and/or 2) completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.*

The funding method of credit hour or clock hour used for each program for Title IV Financial Aid purposes is listed on the program description section of this catalog.

### **TUITION POLICY**

It is the policy of the school that four months of tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. Once 50 percent of the program has been offered, the remainder of the tuition and fees are due.

The school accepts payments in cash, check, MasterCard, and Visa. Prices are subject to change.

Books, materials, and supplies are provided at no charge to the student, unless otherwise indicated. For any materials that are an additional charge, the student may choose to opt-out on the Enrollment Agreement.

### **DELINQUENT TUITION**

The student is charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment, or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection

### **SCHOLARSHIPS AND GRANTS**

#### *Graduate Scholarship*

A graduate from Milan Institute is eligible for a \$1,000.00 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours. For programs with less than 600 hours, a graduate is eligible for a \$200.00 scholarship. This scholarship is a onetime event for graduates and is considered a discount to tuition.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

## **FINANCIAL AID**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state, and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **How to Apply**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **Financial Aid Programs**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement.

You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **Other Programs**

TFC payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and fees, less the amount of any refund

## STUDENT'S RIGHT TO CANCEL

### **Cancellation Policy – All Programs other than Advanced Cosmetology, Cosmetology and Barbering**

Milan Institute advises each student that a notice of cancellation shall be in writing and that Milan Institute shall refund 100 percent of the amount paid for institutional charges if the notice of cancellation is made through attendance within 7 days after the first scheduled class session. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

### **Cancellation Policy – Advanced Cosmetology, Cosmetology and Barbering programs only**

Milan Institute advises each student that a notice of cancellation shall be in writing and that Milan Institute shall refund 100 percent of the amount paid for tuition, fees, and supplies, if the notice of cancellation is made through attendance within 14 days after the first scheduled class session. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

## REFUND POLICY

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above in "Cancellation of Agreement," the school will remit a refund within 45 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

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

## REFUNDS SHALL BE CALCULATED AS FOLLOWS:

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the California Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student and is to be paid within 45 days of the determination of withdrawal.

- Milan Institute is an institution that participates in the federal student financial aid programs, and as required, Milan Institute shall provide a determination of tuition charges based on a pro rata refund of tuition based upon the students' progress in their program of study up to point where the student who have completed 60 percent of the total charges for the current period of attendance.
  - The amount owed equals the daily charge for the program (*total institutional charge, divided by the number of days or hours in the program*), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
  - For purposes of determining a refund under this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws **or** is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any

way) within 45 days following the date of your withdrawal, Milan Institute shall refund the charge for the equipment paid by the student.

- If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, Milan Institute may offset against the refund of the documented cost to the school of the equipment.
- The student shall be liable for the amount, if any, by which the documented cost of the equipment exceeds the pro-rated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Milan Institute has charged in the contract.
- For a list of these charges, see the enrollment agreement addenda. If the amount that the student has paid is more than the amount that is owed for the time of attendance, and then a refund will be made within 45 days after the date of withdrawal.

Milan Institute 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. Milan Institute shall also maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellation or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

### **Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the rules above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the rules above.

### **Return to Title IV Calculation (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 45 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

### **WITHDRAWAL**

**Withdrawal:** Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal, and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave.

Milan Institute is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending. Milan Institute states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

### **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula.

If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive.

Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school must receive your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled beyond the 30<sup>th</sup> day

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### **PROGRAM CANCELLATION POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school, as approved by the Bureau of Private Postsecondary Education, based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.

#### **STUDENT TUITION RECOVERY FUND DISCLOSURES**

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 North Market Blvd., Suite 225, Sacramento, California, 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.

## **STUDENT INFORMATION**

### **CAREER SERVICES/PLACEMENT**

Milan Institute offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search and job development. The Career Services staff develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred.

Although no institution can guarantee employment, the Career Services staff at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides instant access to students' academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor students' progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **NONDISCRIMINATION**

Milan does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights (OCR), or both.

The Title IX Coordinator for Milan can be reached at:

Address: Title IX Coordinator  
Milan Institute  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
Email: TitleIX@milaninstitute.edu  
Phone: 559-707-8050

The OCR can be reached at <https://www2.ed.gov/about/offices/list/ocr/index.html>

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on cover page of this publication). To reach the Corporate Compliance Department, please complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

For further information on notice of non-discrimination, visit:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

### **STUDENTS WITH DISABILITIES**

Milan is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan.



Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. An application for Auxiliary Aid may be requested from the School Director or Director of Education. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the website to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form>. The Corporate Compliance department will respond via email.

## **STUDENT CODE OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### **Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.
14. Adhere to school-determined safety and social distancing requirements.

## **GROUNDINGS FOR DISCIPLINARY ACTION**

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty, or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients, and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness, and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.
- s. Threats of violence, or the credible accusation of such, will result in IMMEDIATE suspension to allow for a thorough investigation of the situation. This investigation will be conducted within 3 business days and the student will be notified of the outcome by the Campus Director.
- t. Non-compliance with school-determined safety and social distancing requirements.
- u. Violation of the Title IX Sexual Harassment Policy, Student Sexual Harassment Policy (Non-Title IX), or Student Sexual Assault, Domestic and Dating Violence Policy.

A student who, upon violation of a conduct policy or other egregious behavior or incident, may be placed on a status of Conduct Probation due to conduct unbecoming of a student at Milan. This status is an official warning that the student's conduct is in violation of Milan Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

Milan may remove a student who has been accused of committing a Title IX sexual harassment violation from campus on an emergency basis, provided an individualized safety and risk analysis is completed and a determination is made that there is an immediate threat to the physical health or safety of any individual. Once the student is removed from campus, the school will provide the student with written notice and guidance on how to immediately challenge the decision.

## **DRUG AWARENESS**

Milan Institute maintains a drug-free campus and work place. Milan Institute maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. Milan Institute **will not tolerate** any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act, Amendments of 1986, concerning drug abuse prevention programs for students.

## **DRUG FREE ENVIRONMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, *Milan Institute* provides all students and employees with the following information:

1. The unlawful possession, use of distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

**Local:** Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

**State:** Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

**Federal:** Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the number of drugs or other substance involved, and the number of offenses.

### Examples of Federal Drug Trafficking Penalties:

<u>Offense</u>	<u>First Offense</u>	<u>Second</u>
Marijuana (1,000 kg or more)	Not less than 10 years	Not less than 20 years
Heroin (100-999 grams)	Not less than 5 years Not more than 40 years	Not less than 10 years Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

**Marijuana**—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.

**Cocaine**—Use can affect the brain in seconds and result in heart or respiratory failure.

**Crack**—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

**Amphetamines**—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

**Alcohol**—Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.
5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:
- Mandated treatment for problem.
  - Mandated attendance at local treatment center.
  - Mandated completion of a drug rehabilitation program.
  - Mandated probation period not to exceed one month.
  - Expulsion from school or discharge from employment.

### CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families.

Kings View Alcohol & Drug Service for  
Kings County  
1393 Bailey Drive  
Hanford, CA  
(559) 582-4481

National Council on Alcoholism  
& Drug Dependence  
525 E. Bardsley  
Tulare, CA 93274  
(559) 688-2994

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

- A. Your continued schooling and/or employment is subject to:
  - 1. Abide by the terms of this statement, and
  - 2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.
- C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
  - 1. Terminate employment of the employee or the schooling of the student, or
  - 2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
- D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

<b>Drug Information Hot Lines:</b>	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Region	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069

### TITLE IX SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim), to the Title IX Coordinator at any time by mail, by telephone, or by e-mail. Students (active or potential) or Employees (active or potential) who feel they are a victim of sexual harassment should be directed to contact the Title IX Coordinator.

The Title IX Coordinator can be reached at:  
Title IX Coordinator/Milan Institute  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
[TitleIX@milaninstitute.edu](mailto:TitleIX@milaninstitute.edu) or 559-707-8050

Milan's obligations under Title IX are triggered upon having actual knowledge of alleged sexual harassment that occurred within its educational program or activity against a person in the United States. Milan may have obligations under Title IX even in absence of a formal complaint. Once these obligations are triggered, Milan will respond promptly and without deliberate indifference.

No employee of Milan may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

The presumption is that the person accused of being the perpetrator of conduct that could constitute sexual harassment conduct is not responsible for the alleged conduct until a determination is made at the end of the grievance process. This does not imply that the alleged conduct did not occur but rather ensures Milan staff do not take action against the alleged perpetrator as though the alleged conduct occurred prior to final determination. All Milan staff involved in the Title IX process interact with both parties impartially throughout the grievance process without prejudgment and without drawing inferences about credibility based on the person's role.

## **STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)**

### **Policy Overview**

It is the policy of Milan to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator, or other college personnel.

### **Definitions—Sexual Harassment**

Non-Title IX Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that does not meet the requirements of Title IX sexual harassment when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Non-Title IX sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;

- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan should report the occurrence to either the School Director or the Corporate Compliance Department. To reach the Corporate Compliance Department, persons need to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

### **Privacy**

Milan will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting, or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution, or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan is committed to maintaining a safe and secure campus for all of its students and employees. Milan's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness, and programs available, please visit: <https://milaninstitute.edu/consumer-and-clery-information>

## **STUDENT SOCIAL MEDIA POLICY**

Milan recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user.

Therefore, Milan expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute's Conduct Policy, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension, or termination at the discretion of the school administration.

The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases or photographs that disrespect individuals or groups based on race, color national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

### **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students of Milan violate other Milan policies on the school's social media sites, they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan (such as photos taken on grounds, "tags" with Milan in them, comments regarding Milan) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

### **ANTI-BULLYING STATEMENT**

Milan Institute believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered.

Milan Institute will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats



either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination.

## **STUDENT RIGHTS AND STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit an appeal using the written complaint online at [milaninstitute.edu/student-complaint-form](http://milaninstitute.edu/student-complaint-form). A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.

The student has the right to submit a complaint letter to the school's state agencies and/or accrediting agency at any time.

- a. The school's accrediting agency is the Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Phone: (770) 396-3898 / FAX: (770) 396-3790, [www.council.org](http://www.council.org).
- b. A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).
- c. The school has an additional state agency for cosmetology-related programs: Board of Barbering and Cosmetology (BBC), P.O. Box 944226, Sacramento, CA, 94244, Phone (800) 952-5210 / FAX: (916) 575-7281.
- d. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

The school maintains its complaint log for at least two years.

## **ARBITRATION POLICY**

Should a dispute arise, which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be

resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association (“AAA”), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

We agree that neither we nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. We make the proceeding agreement only to the extent required by a valid regulation issue by the U.S. Department of Education.

Milan Institute seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student’s complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Milan Institute agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

## **STUDENT PHOTO RELEASE**

Students attending Milan Institute give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

Milan Institute does not assume responsibility for loss or damage to personal property through fire, theft, or other causes on or off the Milan Institute campus.

## **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives:**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent> . EDUCAUSE is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

## **INSTITUTIONAL STUDENT RECORDS RETENTION**

Milan Institute shall maintain for a period of 5 years the pertinent student records and other institutional documents from the student's date of completion or withdrawal. Additionally, transcripts will be kept permanently.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student, parent, or guardian before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school. At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Milan Institute places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding Milan's process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

## **ACADEMIC INFORMATION – ALL PROGRAMS**

### **ADVISORY COMMITTEE**

The advisory committee is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent.

### **ATTENDANCE POLICY**

Due to the fast-paced environment of vocational education, attending every class hour is extremely important. Students who do not attend class hours are missing relevant academic knowledge and career skills. Students who miss class hours are not able to participate in the classroom discussions, questions and answers, cooperative learning activities, and/or hands on activities that improve skill and knowledge retention. Lack of attendance can result in termination of enrollment.

**Students are expected to attend and complete all hours scheduled within their academic program.**

To ensure the commitment to student success, Milan expects that attendance be taken in all classes, starting with the first day of the class. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur.

**Tardiness**– If a student is more than 10 minutes late to class, returning to class from breaks and lunch, the student is considered tardy and attendance is penalized in quarter hour increments. For each tardy, points will be deducted from the daily professionalism grade as indicated on the class syllabus.

#### **Absences**

Any time that a student misses time (excluding tardiness) will be consider absent. Hours absent are deducted from total daily class time.

Example – Daily class time: 5 hours

Student misses 2 hours; time recorded in the Student Information System is 3 hours.

Student is considered absent for 2 hours.

#### **Excused/ Unexcused absences**

Milan Institute does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

#### **Maximum Consecutive Days Absent**

If student misses 14 consecutive calendar days without communication to the school regarding the absences and a plan to return on a specific date, the student will be withdrawn from the program on the 15<sup>th</sup> consecutive calendar day absent. The date of determination that the student is considered to have withdrawn is no later than 14 days after the student's last date of attendance as determined by its attendance records.

#### **Make-up Work**

Students may make-up hours and assignments during the course. Make-up time is scheduled after class with instructor supervision and proper documentation. Students who do not complete make-up hours and assignments by the end of the module/course, may complete the Request to Complete Course Requirements form and submit to the instructor for approval or denial. If approved, the student will **receive a grade of "I" (incomplete) and** have 14 calendar days from the end of the course to complete hours and assignments. See instructor for make-up schedule.

### **Make-up Education**

**Assignments/Projects-** If absent, classroom Assignments/Projects must be complete upon return within 2 class sessions and will automatically receive a 50% deduction.

A student must notify the Front Desk to report any absence to be eligible to make-up time, assignments, quizzes, exams, and/or homework. The Front Desk will notify the instructor and Education Leader of the absence.

**Homework –** Homework turned in after the due date will receive a 25% deduction and must be completed within 2 class sessions of the assignment due date or return from an absence

**Final Exams –** If absent on the day of the Final Exam, Exam must be completed upon return within 2 scheduled class sessions and will automatically receive a 10% deduction

**Quizzes –** If absent for a scheduled quiz, the scheduled quiz must be completed the day the student returns to class with a 10% deduction; unannounced quizzes may not be made up.

### **ACADEMIC AND ATTENDANCE ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System Academic Review meetings are also available to address special matters. The Academic Review Committee can be composed of a combination of the school director, education leader, program coordinators, financial aid officers, and instructors. The school refers students to outside agencies when the student requests assistance.

### **VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy; Satisfactory Academic Progress; and Attendance policies.

### **Payments**

Regarding PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e): Milan Institute/Milan Institute of Cosmetology does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Eligible students must submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assessed, and student's accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

### **Transfer of Credit Policy**

During the enrollment process, incoming veterans and eligible persons are required notify their admissions representative regarding their previous coursework and experience. Veterans and eligible persons are required to request a credit for previous coursework or experiential training for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process. Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program. The Department of Veterans Affairs does not permit re-certification of courses successfully completed in the past.

### **Satisfactory Academic Progress**

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on financial aid warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. The Department of Veterans Affairs does not permit re-certification of courses successfully completed in the past. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

### **Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

### **Leave of Absence**

Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

## **RE-ENTRY/REINSTATEMENT ASSESSMENT**

### All programs except Cosmetology-related programs

Re-entry/Reinstatements /less than 6 months from Last Day of Attendance (LDA)

1. If applicable, a student's technical skills will be evaluated to determine current competency in the practical aspects of the program and treated as if the student did not cease attendance for purposes of determining the student's academic standing for the period. If skills are lacking, a Course Improvement Action will be required.
2. The student will be given credit for the courses previously successfully passed. Any student reinstating with a cumulative grade-point average below a 2.00, will repeat any course(s) below a 2.00 GPA.
3. A student with only externship course remaining must be evaluated on technical based skills required for externship. If a student is proficient in all the technical/hands on skills, the student may proceed to externship.

If a student is not proficient in all the technical/hands on skills, the student will need to be placed on a Course Improvement Action Plan until skills are considered proficient for the externship.

4. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education Form.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

Re-entry/Reinstatements *greater* than 6 months from LDA

1. A student accepted for re-entry/reinstatement will be required to pass academic and/or technical skill assessments with a 70% or higher for each course previously completed with a 2.00 GPA or higher to be eligible for course credit. Any course below a 2.00 GPA will be repeated. The Education Leader will set up course and skill assessment with the instructors.
2. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
3. A student must be enrolled in any course(s) that have changed since the prior enrollment.
4. Any student who is reinstating directly to externship will reinstate dependent upon Career Services placement of the student on an extern site. The re-entry/reinstatement date will be provided by Career Services to ensure that a site is available.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

Additional Re-entry/Reinstatement Guidelines

Re-entering/Reinstating a student who needs skill improvement prior to beginning courses or going to externship:

1. After the evaluation of prior education has been completed, if applicable, a Course Improvement Plan will be executed to enroll a student into a specific course to prepare the student to successfully move forward in the program (examples - additional modules or externship). This will often be used for skill improvement in medical, dental, and massage.
2. The Course Improvement Plan should include specific skills and/or knowledge the student is deficient and needs improving. The student will be enrolled into the course that offers laboratory/clinical that will allow the student to successfully reach proficiency. A student will be enrolled into an entire course or module focusing on specific skills that requirement improvement.
3. The Course Improvement Plan must contain the specific course or module the student is enrolling and specific skills focusing on (in addition to the course content). It is imperative that the student is enrolled and scheduled in a specific course or module.
4. Once the student is enrolled in the course, the course grade previously earned will revert to Repeat ("R"). A new course with scheduled and attended hours will appear on the transcript.

All Cosmetology-Related Programs



#### Re-entry/Reinstatements *less* than 6 months from LDA

1. The student will be given credit for the technical skills, academic tests, and hours previously completed. In addition, if applicable, attendance, academic, and practical action plans will be created to ensure student success.
2. Students who are accepted for re-entry/reinstatement in these clock hour programs within 180 days from their last date of attendance will be allowed to maintain their prior earned hours.
3. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
4. Any student re-entry/reinstatement with a cumulative grade-point average below a 2.00 will have an academic assessment completed (written assessment). If applicable, an academic action plan will be created to assist the student in achieving the required 2.00 GPA.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

#### Re-entry/Reinstatements *greater* than 6 months from LDA

1. Any student accepted for re-entry/reinstatement in a clock hour program after 180 days from their last date of attendance will have assessment testing completed to determine retention of prior education – both academic and technical assessments.
2. Assessments determines the prospective student's technical skills and academic knowledge compared to Milan's check points as defined for student progress.
3. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
4. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

### **LEARNING RESOURCES**

A library of resource, reference and instructional materials are available on campus for use of students and faculty. Current textbooks, workbooks, supplements, professional periodicals, videos, PowerPoint presentations, reference materials, business materials, audio-visuals materials, are accessed through digital means (wi-fi available on campus). During the first day of class, students are provided the links and web addresses of digital curriculum, student email and student portal.

### **DISTANCE EDUCATION**

Milan Institute offers traditional education programs and hybrid distance education programs. Traditional education is 100% on ground. Milan Institute offers some programs via hybrid distance education. The Administrative Medical Assisting program is offered 100% via distance education. Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture and lab hours listed per course.



ACADEMIC  
INFORMATION

**COSMETOLOGY  
RELATED  
PROGRAMS**

## **AN INVESTMENT IN BEAUTY PAYS**

If you want a career in cosmetology-related programs, this is the right choice for you. The exciting, ever changing world of cosmetology will always be a source of professional and financial rewards. The outlook for the profession has never been better, with women today striving to achieve the "Total Look," and more men are taking advantage of the salon scene and benefiting from style cuts, perms, manicures, and color. The work of the cosmetologist is challenging and very rewarding, with a very high-income potential that can soon place you at a professional earning level. Since most salons pay on a commission basis, there is no ceiling on income in the cosmetology profession. Management presents even greater challenges, and salon ownership offers a sense of pride that every small business owner enjoys.

**The choice of a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute, please read this catalog carefully.**

## **ORIENTATION**

New students are required to attend an orientation prior to the class start date. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, student salon floor work, satisfactory progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

## **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

## **STUDENT RATIO**

The student/teacher ratio does not exceed twenty-five students in attendance per instructor.

## **FACULTY**

Milan Institute staff members are experienced instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

## **EQUIPMENT**

All of Milan Institute's cosmetology students work with shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, 8-in 1 function galvanic unit, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where cosmetology services are performed.

All of Milan Institute's advanced esthetician and esthetician students work with an 8-in-1 function galvanic unit, wax machine, micro dermabrasion machine and other equipment commonly found in salons and other locations where esthetician services are performed.

All of Milan Institute's barbering students work with shampoo bowls and chairs, dryers, razors, barber shears, clippers, thermal hair straighteners, mannequins, facial equipment, and other equipment commonly found in

barbershops and other locations where barbering services are performed. A classroom computer, LCD projector and screen and marker boards are also used the Barbering program.

All of Milan Institute's manicurist students work with manicure stations with chairs, manicure heater, paraffin wax heater, pedicure tub and other equipment commonly found in salons and other locations where manicurist services are performed.

For all programs, a classroom laptop, LCD projector and screen and marker boards are also used.

### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. The student must purchase all supplies from the school that are for personal use.

### **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs. Students enrolled in the Instructor program will demonstrate their level of competency through completion of required classroom and clinic student teaching activities.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.

#### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade but will be recorded with a grade of "pass", which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

**Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the skill does not meet satisfactory requirements, it is not counted and the skill must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and skill exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered.

**Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Grad	N/A	Grad	N/A

**Grad (Grad):** A student who successfully completes an Advanced Cosmetology, Cosmetology, Barbering, Esthetician, or Manicuring program and meets the requirements for graduation from that program will receive a grad grade (Grad) for the final grade of the program.

**Course Repetition**

Students are allowed to repeat a failed class one time, as long as completion does not exceed the maximum time frame of one and a half times the total program length. The highest grade received in the class will be issued to calculate the GPA. Students are also allowed one change of program during an academic year.

Students can receive financial aid for course repetition as long as the repeated coursework does not represent more than one repetition of a previously passed course, or a repetition of a previously passed course due to the student failing other coursework.

**CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning)** – Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic

progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation)** – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Failed FA Probation or Exceeding 150% of the Program Length** - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a “FA Ineligible Letter” to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to SRC group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the SRC will email a notification to the COO for final decision to allow an extension or proceed with dropping immediately.

**Maximum Timeframe (MTF)** – For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of “W”, “I” or “R” will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** - The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and a minimum number of skill assignments as required for course completion. Academic progression is evaluated after each unit of study. Students must maintain an academic grade average of 2.0 or 70% and pass a final academic and skill exam prior to graduation. Students must make up failed or missed tests and/or courses. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year or program completion as detailed in the Program Overviews). Evaluations

must be performed when a student reaches the scheduled hours of a payment period.

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

Students are allowed one appeal to remain eligible for financial aid in an academic program.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **LEAVE OF ABSENCE- COSMETOLOG- RELATED PROGRAMS**

Milan Institute permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader or Director determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student’s first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student’s current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student’s last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student’s last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.



### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

### **RECORD OF ATTENDANCE**

A time clock is used for general attendance records. Attendance records are maintained in a permanent file by the school.

### **MAKE-UP WORK**

Students who do not obtain a satisfactory score are required to re-take the test or another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score.

Students who miss a test due to an absence are encouraged to make up the test within the same month it was missed, but the school acknowledges that the student does have until the course completion to ensure that all requirements are met. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

### **GRADUATION REQUIREMENTS**

Students must satisfactorily complete all required tests and practical assignments as outlined in their designated program. Students who fail to make the necessary grade will be given the opportunity to retake the subject.

All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to Graduation. Upon successful completion of the program hours and graduation requirements, students who have met their financial obligations and completed a financial aid exit interview will receive their Certificate of Completion. They will then be eligible to sit for the State licensing exam.

The student must also meet the requirements set forth by the Board of Barbering and Cosmetology prior to going to State Board.

### **LICENSING REQUIREMENTS**

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. is at least 17 years of age;
2. supplies proof of successful completion of the 10th grade in California or its equivalent **and**;
3. has done any of the following:
  - a. Completed a course in cosmetology from a school approved by the board *or*;
  - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision *or*;

- c. holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board *or*;
- d. completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board *or*;
- e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

In addition to the general requirements, an applicant for a barbering license is entitled to the license if the applicant:

- a. Is at least 17 years of age;
- b. Supplies proof of successful completion of the 10<sup>th</sup> grade in California or its equivalent;
- c. Is not subject to denial pursuant to Section 480 and
- d. has done any of the following:
  - 1. Completed a course in barbering from a school approved by the board.
  - 2. Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - 3. Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - 4. Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
  - 5. Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
  - 6. Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

In addition to the general requirements, an applicant for an esthetician license is entitled to the license if the applicant:

- 1. Is not less than 17 years of age;
- 2. Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent;
- 3. Is not subject to denial pursuant to Section 480, and has done any of the following:
  - a. Completed a course in skin care from a school approved by the board.
  - b. Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school of curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - c. Completed the apprenticeship program in skin care specified in Article 4 (commencing with section 7332).

In addition to the general requirements, an applicant for a manicurist license is entitled to the license if the applicant:

- 1. Is not less than 17 years of age
- 2. Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent
- 3. Is not subject to denial pursuant to Section 480 and has done any of the following:
  - a. Completed a course in nail care from a school approved by the board.
  - b. Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school

- the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph
- c. Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

#### **GROUNDINGS FOR DENIAL OF A LICENSE**

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
  - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - b. Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

#### **CRIMINAL HISTORY**

Some employers who seek to hire graduates conduct detailed background checks before hiring applicants. Employers may be reluctant to employ applicants who have been convicted of a crime and obtaining employment in my field of study may be difficult.

Prospective students interested in Cosmetology related programs who have a felony or misdemeanor conviction on their record are strongly recommended to complete the California Board of Barbering and Cosmetology ("BBC") pre-approval process and pay the \$75 application fee.



# ACADEMIC INFORMATION

# MODULAR PROGRAMS

## **LAB AND PRACTICAL TRAINING**

All students at Milan Institute receive lab and practical training.

Administrative Medical Assisting students work on computers, ten-key adding machines, telephones, and with other equipment commonly found in the front office settings of medical offices.

Dental Assistant students will use dental equipment commonly found in dental offices, such as dental patient chairs, high speed, and low speed prophylaxis handpieces, dental instruments; dental trays, impression materials, x-ray machines, patient charts.

Medical Assisting students work with equipment commonly found in doctors' front and back offices including scales, syringes, microscopes, charts, skeletons, autoclaves, and more.

Massage Therapy students work with massage tables, massage chairs, towels, sheets, oils, lotions, and other equipment that is commonly found in clinics, health spas and other locations where massage therapy is performed.

## **ORIENTATION**

New students attend an orientation meeting before the start date of each program. This meeting is to welcome new students and introduce them to the school's policies and procedures. Students also attend a financial aid interview and orientation. Students have the opportunity to meet fellow students, school staff and instructors. Attendance and grading policies form a large part of the orientation information, which also includes projected graduation dates, holidays and vacations pertaining to the relevant enrollment period.

## **STUDENT RATIOS**

An effort is made to keep instructor/student ratios at a level most appropriate to deliver effective education and to adhere to accreditation and/or state mandates. The maximum instructor/student ratio in lecture classes is 1 instructor for every 40 students; in medical labs the ratio is 1 instructor for every 20 students. When needed, teaching assistants are provided to further reduce the instructor/student ratio.

## **ENROLLMENT POLICY**

Classes are in continuous session throughout the year. A calendar of start dates for the current year is located in the back of this catalog. Class availability for this year is available from the Admissions Office.

## **CLASS SCHEDULE**

Milan Institute holds classes each Monday through Saturday. Days and times vary for each program. The school also recognizes legal holidays. Milan Institute informs students when classes and holiday schedules vary (see insert in back of catalog). Students may be required to attend classes for additional hours or additional days when a holiday falls on a scheduled class day. Evening and Saturday classes are available for some programs. Classroom instruction consists of 50-minute sessions. Please contact the Admissions Department for specific information on class schedules.

## **ACADEMIC POLICY**

Students are expected to maintain an accumulative grade point average of 2.0 or higher.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year

### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

### **Credit Hour Program**

The student's academic progress is evaluated at the point the student has been scheduled for the required credit hours and weeks for the payment period in review. Students must maintain (1) an accumulative grade point average of 2.0 and (2) complete 70% of the units attempted with a 1.0 or higher grade for the payment period in review.

To successfully complete a program, the student must complete 100% of the program credits within no more than 150% of the program length, as measured by attempted credits.

### **Clock Hour Programs and Credit Hour Programs:**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade but will be recorded with a grade of "pass", which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution

### **Grading**

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Fail	0 – 59%	Failing	0.0
Pass	N/A	Pass	N/A
INC	N/A	Incomplete	N/A
W	N/A	Withdrawn	N/A
WC	N/A	Withdrawn–Cancel	N/A
Repeat	N/A	Repeated	N/A

**Failing (Fail):** A student who unsuccessfully completes a course and receives a 59% or lower in required course elements receives a failing grade (Fail) for the course. Students who receive a failing grade (Fail) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. When the student repeats the course with a passing grade or receives transfer credit, original failing grade will be changed to a repeated grade (Repeat) on the transcript.

**Passing (Pass):** A student who is granted credit for previous training or experiential training will have the relevant courses assigned a passing grade (Pass), which will not affect the student's grade point average and will not affect this element of satisfactory progress.

**Incomplete (INC):** An incomplete grade (INC) signifies not all the required coursework was completed during the course. Students receiving an incomplete grade (INC) will have two weeks from the end of the academic module to complete the required course work which will lead to the removal of the incomplete grade. An incomplete grade (INC) will not be computed in the student's grade point average if the completed work is finished within the time frame specified in the grading policy. For credit hour courses, if the incomplete work is not finished within this time frame, the incomplete grade (INC) will revert to a letter grade based on an averaging of the grades achieved on all course work previously completed in the course. For clock hour courses, if the student did not complete the hours, the incomplete grade will become a Failing (F) grade.

**Withdrawal – Cancel (WC):** A student who elects to withdraw from his or her program of choice during the cancellation period will receive a withdrawal – cancel (WC) grade for all courses attempted or completed during the cancellation period. A grade of Withdrawal – Cancel (WC) will not count towards the quantitative evaluation.

**Withdrawal (W):** Students who are withdrawn from a course after the cancellation period will receive a withdrawal grade (W). In addition, students who are withdrawn from a program will receive a withdrawal grade (W) for all courses that were being attempted at the time of the withdrawal.

**Repeat (Repeat):** A student who repeats a previously attempted course will have the grade from the original attempt at the course changed to a repeated grade (Repeat) on the transcript.

## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning)** – Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation)** – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Failed FA Probation or Exceeding 150% of the Program Length** - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a "FA Ineligible Letter" to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to SRC

group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the SRC will email a notification to the COO for final decision to allow an extension or proceed with dropping immediately.

**Maximum Timeframe (MTF)** – For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of “W”, “I” or “R” will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students complete various in and out of class assignments, quizzes, projects, technical skills, and exams required for each course. Students are assigned theory study and a minimum number of practical assignments as required for course completion. Academic progression is evaluated after each course is completed. Students must maintain a grade point average of 2.0 or higher. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal – Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year or program completion as detailed in the Program Overviews). Evaluations must be performed when a student reaches the scheduled hours or FA credits of a payment period.

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

Students are allowed one appeal to remain eligible for financial aid in an academic program.



**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

#### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

### **LEAVE OF ABSENCE - ALLIED HEALTH PROGRAMS**

Milan Institute permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **ABSENCE**

Milan Institute expects students to attend all classes. The condensed nature of vocational training demands the same work attitudes required by employers.

## **TARDINESS/EARLY DEPARTURES**

Ten minutes after the scheduled start of a class or the designated time to return from a break, or departure more than ten minutes before the scheduled class end time, equals a tardy. For each tardy, points will be deducted from the daily professionalism grade as indicated on the class syllabus, and the number of minutes late/early (rounded up in 15-minute increments) will be deducted when recording class time consideration for your school, your customers, and your fellow students.

## **MAKE-UP WORK**

Instructors may require make-up work for any absence. Make-up work is completed on the student's time after the regular class day. All assigned make-up work is due the last day of a module.

**Make-up Education-** Students are allowed to make up hours for absences only. Hours are to be completed at school after normal class hours.

## **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's instructors or administrative staff.

When a student is charged with cheating or plagiarism, and the instructor has proof to back up the charges, or a student admits to the charges when confronted, the instructor may handle the situation in the following ways:

- 1) Issue an oral warning or a written warning that will be put in the student's permanent academic file.
- 2) Issue the student an "F" or "0" on the assignment or test in question.
- 3) Issue the student an "F" for the entire class.
- 4) Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

## **REQUIRED STUDY TIME**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by the instructor and completing homework assignments.

## **EXTERNSHIP DISCLOSURE**

Most courses offered at Milan Institute require an externship (work experience) as part of the graduation requirement. The externship must be completed prior to receiving the Certificate of Completion for the course. Externship hours are completed at extern sites off campus. It is, therefore, the student's responsibility to secure his/her own transportation to the extern site. It is also the student's responsibility to pay any costs associated with his/her transportation to and from the extern site or any special requirements mandated by the extern site.

## **GRADUATION REQUIREMENTS**

Milan Institute will award a Certificate of Completion to all students who successfully complete all graduation requirements. The school requires all students to meet their financial obligations and complete a financial aid exit interview prior to graduation.

### **Accounting Program**

Students enrolled in the Accounting program must pass all classes attempted and maintain a cumulative 2.0 grade point average. All required skills must be completed by the student and verified by the instructor.

### **Administrative Medical Assistant**

Students enrolled in the Administrative Medical Assistant program must pass all classes attempted and maintain a cumulative 2.0 grade point average. All required administrative skills must be completed and verified by the instructor. Students must also complete an externship to be eligible for graduation.

### **Dental Assistant**

Students enrolled in the Dental Assistant program are required to attend all course hours, pass all courses attempted and maintain a 2.0 grade point average. All required skills must be completed and verified by the instructor. Students must also complete an externship to be eligible for graduation.

### **Massage Therapy**

Students enrolled in the Massage Therapy program are required to attend all course hours, pass all courses attempted and maintain a 2.0 grade point average. All required skills must be completed and verified by the instructor. Students must complete clinical practice to be eligible for graduation.

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

### **Medical Assisting**

Students enrolled in the Medical Assisting program must pass all classes attempted, maintain a cumulative 2.0 grade point average. All required administrative and clinical skills listed on the skill sheets must be completed and verified by the instructor. Students must also complete an externship to be eligible for graduation. Students will receive certificates for injections and venipuncture.

## **MESSAGE THERAPY CERTIFICATION REQUIREMENTS DISCLOSURE**

In 2009 the State of California established the California Massage Therapy Council for voluntary certification for massage therapists. Effective January 1, 2015, applicants for certification as a Certified Massage Therapist (CMT) must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Exam (MBLEx).

Licenses or permits are issued by California cities and counties. The cities and counties are not uniform in their standards. Certification as a Massage Therapist (CMT) by the California Massage Therapy Council is generally required to obtain a license or permit at the local level. Prospective students for the Massage Therapy program are encouraged to contact the business licensing department of the cities or counties they are planning to work. Students should ask for a copy of the regulations for massage therapy in that area.

### **Dress Code**

As part of their educational experience at Milan Institute, students are expected to dress within reasonable professional standards. This dress code respects the collegiate environment of the institution, demonstrates that the student is invested in presenting his/her best to colleagues, and initiates / maintains solid habits in professional attire.

The following are guidelines for acceptable student attire at Milan Institute. Please note that this list is not all-inclusive, is conservative, and is subject to instructor discretion.

- Clean leather or leather-like shoes with both a heel and toe. Shoes are to be worn at all times unless in the bay or room.
- Uniforms – depending on campus policy: scrubs or massage shirts/black pants
- Jewelry is allowed (post earrings, wedding rings, necklaces not exceeding 18” in length)
- ‘Do rags and bandanas (only to be worn for hygienic reasons in the bay or room)

Student professional dress guidelines are required in clinic at all times, and that failure to follow the dress code means that the student not participate and will be marked absent for the time missed as a result.

If a student is not in compliance with professional dress guidelines, the student should be advised, with documentation, of the guidelines. If the student continues to be out of compliance, further disciplinary action should be taken, up to and/or including being sent to change, sent to purchase additional uniform(s), sent to see the Dean, suspended for that class period, etc. Note that these guidelines apply to students whenever they are on campus, including when completing make-up hours.

### **Hygiene**

Good personal hygiene is a must – the student must be showered, shampooed, checked for body odor, and have clean, manicured nails before coming into the clinic. The student’s clothes should be clean and pressed, and shoes should be professional and clean.

The best way to prevent spreading infection is to maintain a clean environment. That means frequents hand washing. In massage therapy, washing hands also symbolizes the clearing of energy and “bad chi” collected from working on another person. It is a way to “ground.” Hand washing is also most important for removing potentially infectious material.

### **Draping**

Draping is the process of using towels or sheets to cover clients during a massage to protect their modesty. Draping helps a client feel comfortable and safe as well as warm during the massage session. The client should be instructed to undress to own comfort level and lie on the table under the sheet. The student should explain the necessity to the client of being draped under the sheet at all times, exposing only the area to be massaged. The student uses training to decide which draping procedure to use but the covering of genitalia and female breasts is required.

## **DENTAL ASSISTANT EXAMINATION AND LICENSURE**

Requirements for obtaining a California Registered Dental Assistant license are that all applicants must:

- Graduate from a Board-approved RDA educational program of a minimum of 800 hours (approximately 8 months); or
- Complete at least 15 months of satisfactory (1,280 Hours) paid work experience as a dental assistant with a dentist licensed in one of the states in the United States; or
- Complete a California Department of Education approved 4-month educational program, and 11 months of work experience with a dentist(s) licensed in one of the states of the United States. Foreign education and/or experience are not accepted.
- Submit fingerprint clearances from both the Department of Justice and Federal Bureau of Identification. If an applicant has a criminal history, arrest report and court records must be obtained and investigated before a decision is made to issue or deny a license and;
- Successfully must pass the computerized RDA Written General Exam and Law and Ethics with a minimum score of 75% or better

Complete examination and licensing information may be obtained at the California Dental Board website <http://www.dbc.ca.gov/applicants>

### **CRIMINAL HISTORY**

Some employers who seek to hire graduates conduct detailed background checks before hiring applicants. Employers may be reluctant to employ applicants who have been convicted of a crime and obtaining employment in my field of study may be difficult.

Due to the nature of the massage therapy field, graduates of the Massage Therapy program who have been convicted of a crime that is of sexual nature may have extreme difficulty obtaining employment in the field.

Graduates from the school's Medical Assisting program with a felony drug-related conviction on their record may have extreme difficulty obtaining employment in the field.

Graduates from the school's Dental Assistant program with a felony or misdemeanor conviction will not be able to obtain employment in the field.

# Administrative Medical Assistant

**780 Hours/36 Weeks/56 Quarter Credits/36 FA Units**



The Administrative Medical Assistant is a very important part of the medical office. He or she is normally the first and last person patients see when they come to a medical office. Doctors depend on their Administrative Medical Assistant every day for important and accurate patient information.

Administrative Medical Assistant duties vary from office to office, but normally include setting appointments, organizing patient files and information, completing insurance forms and information, patient billing, and medical coding. An Administrative Medical Assistant must understand and be able to interpret medical terminology and be comfortable working with the public.

## **Program Purpose and Mission**

The purpose and mission of the Administrative Medical Assistant program is to prepare students to enter the health professions field as an administrative medical assistant.

## **Program Description and Objectives**

The Administrative Medical Assistant program is designed to prepare students to enter the health professions field as an administrative medical assistant. Students will be able to function at an entry-level position in a variety of settings including, but not limited to, medical offices, hospitals and medical clinics.

## **Occupations and Standard Occupational Classification Codes**

Medical Records and Health Information Technician 29-2071.00, Medical Secretary 43-6013.00, Bill and Account Collector 43-3011.00, Executive Secretary and Administrative Assistant 43-6011.00, Receptionist and Information Clerk 43-4171.00, General Office Clerk 43-9061.00

## **Training Program:**

The training program is divided into seven learning units called modules. Students must complete Welcome to Milan and modules A through G starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan and all modules, students participate in a 180-hour externship.

## **Course Descriptions**

### **Welcome to Milan WTM111**

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

### **Office Basics OBA112**

This course is designed to introduce students to the professional office environment. Whether centered on the medical community or general type office, students will build skills and a base understanding that relate to any administrative location. Appointment scheduling, customer service techniques, basic

## **Section A-2**

business transactions, records / file management and workplace legal and ethical concepts are all addressed within the course. Also discussed are the basic principles behind office policies & procedures, along with a familiarization of automated equipment found in the office setting and an appreciation of the role in which the human relations department plays in a business setting. Students will gain knowledge of HIPAA and importance of confidentiality along with lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding skills.

### **Business Technology BTC113**

This course will introduce the student to basic computer concepts and a functional knowledge in various types of computer hardware, software, networking systems and information storage devices. Microsoft Windows operating system is explored to enhance a students' knowledge and applied proficiency for working in a business setting. Students will be exposed to Microsoft Office with a detailed focus on understanding Outlook and PowerPoint as it pertains to the workplace. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding skills.

### **Information Coding ICO114**

This course develops the foundation for medical diagnosis and procedural coding. Students will gain knowledge and perform basic coding functions necessary for completion of medical insurance forms utilizing CPT procedural and ICD-9 / ICD-10 diagnosis coding materials. Lessons in ICD-10 applications will be discussed and practiced in detail. Also included is instruction in anatomy & physiology, medical terminology, and continued practice in basic keyboarding skills.

### **Insurance Theory INT115**

This course provides students with the basic knowledge of insurance forms encountered within the healthcare field through lecture as well as hands-on experience. Such forms as Universal, Worker's Compensation, Medicare, as well as HMO and PPO plans will be covered. Discussions centered around the affordable healthcare act will be a focal point towards gaining a deeper understanding of the laws and patient insurance coverage. Students will learn to obtain information from patient medical records and ledgers to complete insurance forms accurately. Students will be provided instruction on basic pharmacology and patient prescriptions for a deeper understanding of insurance formularies and payment coverage. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding.

### **Accounting Basics ACB116**

This course offers instruction on basic accounting techniques. Students will gain knowledge through lecture and hands-on applications that center on accounts payable and receivable systems. The ledger, revenue cycle, cash receipts / deposits, purchase cycles and basic budgeting skills will be covered. An overview of QuickBooks will be practiced familiarizing the student with accounting software found in the workplace. Microsoft Office with a detailed focus on Excel will aid students with a base understanding and practical knowledge of working business-related spreadsheets. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding.

### **Computerized Billing COB117**

Students will learn the importance of patient billing and using billing software to produce invoices, record, and balance patient account information in the computer. Students are given hypothetical insurance billing situations and will use appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in basic keyboarding techniques.

### **Office Communications OFC118**

Students will learn the different types of office and business communications used in today's workplace environment. Verbal and non-verbal communication techniques and cues will be discussed, along with e-mail and business communication etiquette. Students will learn basic commands and features associated with Microsoft Office, using Word software and will practice writing different types of memos, letters, business proposals and reports using proper grammar, punctuation, and universal business English. In addition to practicing transcription techniques, Self-esteem and human relations will also be covered in this module along with instruction in anatomy & physiology, medical terminology, and continued practice in basic keyboarding skills.

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## Administrative Medical Assistant Course Descriptions

### **Externship AXT119**

Students will use the skills and knowledge they have acquired throughout the program and work at an off-site medical facility to gain actual experience in a medical environment.

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**Section A-4**

**Administrative Medical Assistant**

Course Code	Course Title	Lecture Hours	Lecture Credits	Lab Hours	Lab Credits	Extern Hours	Total Hours	Total Credits	Course Prep Hours	FA Units
<b>PRE-REQUISITE</b>										
WTM111	Welcome to Milan	5	.5	0	0	0	5	.5	0	.2
<b>MODULE A</b>										
OBA112	Office Basics	60	6.0	25	1.25	0	85	7.25	20	4.2
<b>MODULE B</b>										
BTC113	Business Technology	60	6.0	25	1.25	0	85	7.25	22	4.28
<b>MODULE C</b>										
ICO114	Information Coding	60	6.0	25	1.25	0	85	7.25	22	4.28
<b>MODULE D</b>										
INT115	Insurance Theory	55	5.5	30	1.50	0	85	7.0	22	4.28
<b>MODULE E</b>										
ACB116	Accounting Basics	50	5.0	35	1.75	0	85	6.75	22	4.28
<b>MODULE F</b>										
COB117	Computerized Billing	50	5.0	35	1.75	0	85	6.75	22	4.28
<b>MODULE G</b>										
OFC118	Office Communications	60	6.0	25	1.25	0	85	7.25	20	4.2
AXT119	Externship	0	0	0	0	180	180	6.0	0	6.0
<b>TOTAL</b>		<b>400</b>	<b>40</b>	<b>200</b>	<b>10</b>	<b>180</b>	<b>780</b>	<b>56.0</b>	<b>150</b>	<b>36.0</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 18 FA Units/18 Weeks

2nd Evaluation Point: 36 FA Units/36 Weeks

*Administrative Medical Assistant*

Veterans Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 9 FA Units/9 Weeks

2nd Evaluation Point: 18 FA Units/18 Weeks

3rd Evaluation Point: 27 FA Units/27 Weeks

4th Evaluation Point: 36 FA Units/36 Weeks

**PROGRAM TITLE: COSMETOLOGY**

1000 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 3 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening session.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Milady's Standard: Cosmetology with MindTap**, Cengage Publishing
- **State Board Rules and Regulations** - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course**: [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book**: [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher to graduate

**KNOWLEDGE AND SKILL OBJECTIVES:****100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 340 Operations

340 Disinfection and Sanitations

**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

**262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 245 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

85 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** - 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

**150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

**Skin Care Services:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** – 44 hours

**Practical Instruction** – 75 Total Operations

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal and Lash and Brow Beautification-** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** - 60 Operations

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicuring and Pedicuring:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Technical Instruction/Theory** – 41 hours

**Practical Instruction** - 155 Operations

20 Manicures

15 Pedicures

120 Nail wraps, Acrylic and Artificial nails.

**1000 TOTAL HOURS**

# Dental Assistant



## 845 Hours/43 weeks

Dental Assistants perform a variety of duties in a dental office including assisting the dentist during the examination and treatment of patients by passing and receiving required instruments, using the HVE or other instruments to keep the patient's mouth clear, as well as taking dental radiographs. Dental Assistants also observe strict sterilization and infection control procedures, take dental impressions, remove sutures, give oral hygiene instructions, and apply anesthetics to the gingiva (gums) and cavity preventatives to teeth are also performed. Dental Assistants can perform coronal polishing and apply dental sealants once they pass their state board exam.

Dental Assistants must be reliable, work well with others, and have good manual dexterity.

### Program Purpose and Mission

The purpose and mission of the Dental Assistant Program is to prepare students to function competently in entry-level positions in a dental office setting.

### Program Description and Objectives

The Dental Assistant Program is designed to prepare students to function competently in entry-level positions in a dental office setting. The program includes front office skills and the skills needed to assist the dentist during the preparation, examination, and treatment of patients.

### Occupations and Standard Occupational Classification Codes

Dental Assistant 31-9091.00

### Funding Method

For Title IV purposes the funding method is based on Clock Hours.

### Training Program

The training program is divided into learning units called modules. Students must complete Welcome to Milan and Introduction to Dental Assisting courses prior to completing any core Dental Assistant courses. Students take the core Dental Assistant courses in any sequence until all courses are completed. All core Dental Assistant courses are stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan, Introduction to Dental Assisting, and all core Dental Assistant courses, students participate in an externship.

### Course Descriptions

#### Welcome to Milan WTM111

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

## Dental Assistant Course Descriptions

### **Introduction to Dental Assisting IDA131**

#### ***THIS COURSE MUST BE SUCCESSFULLY COMPLETED PRIOR TO STARTING ANY OTHER MODULES OF INSTRUCTION***

This course serves as an introduction to the program by training students on basic administrative skills, the Health Insurance Portability and Accountability Act, Anatomy (specializing in tooth, head, and neck), emergency and safety precautions/vital signs, CPR, basic chairside skills, instruments, tooth numbering, sterilization protocols, and infection control. Students will take an exam on Infection Control Procedures and upon successfully passing, receive a certificate of achievement

### **Dental Sciences DSC132**

Upon completion of this course, the student will know the basic anatomy and physiology of the head and neck; tooth morphology and understand the tissues of the tooth and its supporting structures. The student will also be able to identify the major muscles of the head and neck, explain the function of the temporomandibular joint (TMJ), and identify various landmarks of the face and oral cavity. The student will be able to perform dental charting procedures, recognize cavity classifications, and signs/symbols of patient charting. Students will practice their patient charting skills. The students will also be able to identify the various characteristics, form, and function of the primary and permanent dentition.

### **Pre-Clinical Procedures PCP133**

Upon completion of this course, the student will understand the various methods of handling and disposing of Hazardous Materials, identifying proper personal protective equipment for the dental employee. This course will also discuss and demonstrate how to obtain a patient health and medical history, record the patient treatment in the patient file/record, and explain the dental assistant's role in oral diagnosis and treatment planning.

### **Oral Pathology and Nutrition Unit OPN134**

completion of this course the student will understand how nutrition can affect oral conditions and explain the role of vitamins and minerals in the daily diet. Students will be able to describe the characteristics of gingivitis and describe oral conditions of patients with eating disorders. Students will be able to recognize the fundamentals of Pharmacology and Microbiology as it relates the field of dentistry. The student will be able to identify and manipulate dental materials used, such as bases and liners, temporary and permanent cements. Students will identify the roles of these materials in tooth restoration procedures. Instruction covers listing the indications and contraindications for the use of amalgam and composite resins, and gold and porcelain restorations.

### **Radiology RAD135**

Upon completion of this course and successfully passing a written and practical exam, the student will be certified in the state of California in Dental Radiography. Students will be able to operate dental x-ray equipment, understand and utilize radiation safety and processing procedures. The student will be able perform procedures involved in exposing, processing, interpreting, and evaluating dental radiographs, both manually and obtain digital radiological images. This course will also educate the student on properties and characteristics of radiation hazards, special radiographic techniques, Students will be required to expose radiographs on manikins and clinical patients.

### **Lab Procedures/Preventive LAB136**

Upon completion of this course and passing a written and practical exam, the student will be certified in coronal polish and dental sealant procedures. Students will understand the techniques, instrumentation, and materials involved in Coronal Polish and Pit and Fissure sealants procedures, as well as for dental pedodontic procedures, including fluoride treatments and stainless-steel crowns. At course conclusion, students will also be able to explain the laws as they pertain to reporting suspected

## Section C – Visalia, CA Only

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child abuse. The RDA duties and skills utilized in these specialty areas will be emphasized. In addition, the student will be able to correctly assemble a restorative dental instrument tray, explain and/or describe the uses of each instrument and/or materials, including demonstrating the ability to assemble and place a Tofflemire matrix retainer. They will also be able to identify and demonstrate the use of a high speed, low speed and prophylaxis angle handpieces, as well as the care and maintenance of each.

### **Dental Specialties SPE137**

Upon completion of this course the student will be able to discuss the various DA and RDA duties routinely performed in the area of Dental Specialties. Endodontics, Dental Implants, and Oral Surgical procedure, including the legal considerations under which they are to be practiced, will be recalled and demonstrated as lab skills. Students will also receive instruction on the proper use of a conscious sedation/nitrous oxide and oxygen unit when patients undergo oral surgical procedures. Students will be able to understand the DA and RDA duties routinely performed in these specialty areas, Orthodontic and Periodontic procedures. Students will be able to take intra- and extra-oral photographs, as well as understand the legal considerations under which they are to be practiced. Emphasis is given to step-by-step procedures, which includes materials and instrumentations involved.

### **Clinical Externship DXT138**

Upon completion of this course, the student will be able to implement and utilize the appropriate skills, techniques, and procedures in the dental clinic environment, as legally delegated to the DA/RDA by the state of California. Work experience is in a dental clinical setting under the direct supervision of the professional office manager, licensed dentist, or other office professional. Students are required to return to the campus weekly to submit timecards and evaluations. No more than 25% of extramural clinical instruction will take place in a specialty office.



**Section C – Visalia, CA Only**

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<b>Course Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship (Clinical) Hours</b>	<b>Total Hours</b>
<b>PRE-REQUISITES</b>					
WTM111	Welcome to Milan	5	0	0	5
IDA131	Introduction to Dental Assisting	50	15	0	65
<b>MODULE A</b>					
DSC132	Dental Sciences	70	15	0	85
<b>MODULE B</b>					
PCP133	Pre-Clinical Procedures	45	40	0	85
<b>MODULE C</b>					
OPN134	Oral Pathology & Nutrition	55	30	0	85
<b>MODULE D</b>					
RAD135	Radiology	30	55	0	85
<b>MODULE E</b>					
LAB136	Lab Procedures/Preventive	30	55	0	85
<b>MODULE F</b>					
SPE137	Dental Specialties	30	55	0	85
<b>EXTERNSHIP</b>					
DXT138	Clinical Externship	0	0	265	265
<b>TOTAL</b>		<b>315</b>	<b>265</b>	<b>265</b>	<b>845</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 422.5 Hours/21.5 Weeks

2nd Evaluation Point: 845 Hours/43 Weeks

Veterans Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 211.25 Hours/10.75 Weeks

2nd Evaluation Point: 422.5 Hours/21.5 Weeks

3rd Evaluation Point: 633.75 Hours/32.25 Weeks

4th Evaluation Point: 845 Hours/43 Weeks

**PROGRAM TITLE:** ESTHETICIAN

600 hours

**INSTRUCTOR'S NAME:** \_\_\_\_\_

**PROGRAM MISSION:**

The mission of the program is to train students in the Esthetics skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field.

**PROGRAM DESCRIPTION:**

The Esthetician program provides the student with the knowledge and skills of the practice of skin services. The program provides students technical instruction and practical training in the areas of facials, health and safety, creative hair removal and makeup. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Skin Care Specialist 39-5094.00

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to graduation.

**PROGRAM TEXTS:**

**Milady's Standard:** MindTap Esthetics for Milady Standard Esthetics, 11th Edition

**Milady's Standard:** Online Licensing Preparation Access Code

**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational

methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to take a written, phase one final exam, a mid-term and a final exam. Practical Skills will be tested with a Practical Exam at the completion of Phase One Training, Mid Term at the completion of approximately 300 hours and Final at the completion of approximately 500 hours or more. A student must complete the minimum hours in each subject in order to graduate and be eligible to take the state board exams.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing

agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**PROGRAM TITLE: ESTHETICIAN**

**600 hours**

Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

<b>90% - 100%</b>	<b>=</b>	<b>A</b>
<b>80% - 89%</b>	<b>=</b>	<b>B</b>
<b>70% - 79%</b>	<b>=</b>	<b>C</b>
<b>60% - 69%</b>	<b>=</b>	<b>D</b>
<b>Below 60%</b>	<b>=</b>	<b>F</b>

**BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**KNOWLEDGE AND SKILL OBJECTIVES:**

**Important Notification** – the minimum hours of technical instruction hours per subject must be completed to be eligible for completion and state board exams. In addition, the minimum number of operations and operation hours must be completed to be eligible for completion and state board exams. Depending on how long a student needs to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not have the minimum hours required in a subject. If a student does not have meet the total number of hours required, the student will need to complete additional hours to meet the requirements in that subject.

**Technical Instruction and Practical Training in Facials-350 Hours**

Includes, but is not limited to the following techniques and procedures:

**Manual, Electrical and Chemical Facials**

Manual Facials including cleansing, scientific manipulations, packs, and masks.

Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes

Chemical Facials include chemical skin peels, packs, masks and scrubs.

**Technical Instruction/Theory** – 70 hours

**Minimum Practical Instruction-** 150 Total Operations

45 Manual Facials

60 Chemical Facials  
45 Electrical Facials

**Preparation**

Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

**Technical Instruction/Theory**- 30 hours

**Minimum Practical Instruction**- 75 Total Operations

50 Professional Development  
25- Salon Business

**Technical Instruction and Practical Training in Health and Safety – 200 hours**

Includes, but is not limited to the following techniques and procedures:

**Laws and Regulations** – The Barbering and Cosmetology Act and the Board’s Rules and Regulations

**Technical Instruction/Theory** – 10 hours

**Health and Safety Considerations** (including the State Board Health and Safety Curriculum) - The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

**Technical Instruction/Theory** - 50 hours

**Disinfection and Sanitation:** Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Technical Instruction/Theory** - 10 hours

**Minimum Practical Instruction** – 210 Operations

210- Sanitation and Disinfection

**Anatomy, and Physiology** - Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

**Technical Instruction/Theory** – 25 hours

**Technical Instruction and Practical Training in Creative Hair Removal and Make-up – 50 hours**

**Includes, but not limited to:**

**Eyebrow Beautification**- Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

**Technical Instruction/Theory** – 15 hours

**Minimum Practical Instruction** – 50 Operations

10-Hair Removal- Use of Tweezers

40-Hair Removal- Use of Wax

**Make-up** - Skin analysis, basic and corrective application, application of false eyelashes.

**Technical Instruction/Theory** – 15 hours

**Minimum Practical Instruction** – 40 Operations

40- Make Up Demonstrations

Satisfactory Academic Progress Evaluation Points - DAY:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 600 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points - NIGHT:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

Veterans Satisfactory Academic Progress Evaluation Points - DAY:

- 1st Evaluation Point: 150 Hours/6 Weeks
- 2nd Evaluation Point: 300 Hours/12 Weeks
- 3rd Evaluation Point: 450 Hours/18 Weeks
- 4th Evaluation Point: 600 Hours/24 Weeks

Veterans Satisfactory Academic Progress Evaluation Points - EVENING:

- 1st Evaluation Point: 150 Hours/7.5 Weeks
- 2nd Evaluation Point: 300 Hours/15 Weeks
- 3rd Evaluation Point: 450 Hours/22.5 Weeks
- 4th Evaluation Point: 600 Hours/30 Weeks

# Massage Therapy

740Hours/34 Weeks



Massage Therapy is a healing art with a history going back thousands of years. The first written records of massage therapy are from China, but the benefits of massage therapy were well known across the entire world. Those traditions of long ago are the roots of modern-day massage therapy.

In many countries today, massage therapists work side by side with other medical professionals. The demand for massage therapists has greatly increased over the past few years with the renewed interest in health and well-being that is sweeping the country.

The mission of the program is to train students in the massage therapy skills necessary to function competently as a professional massage therapist in a variety of settings.

## Program Mission

The mission of the Massage Therapy program is to prepare the student to function competently as a professional massage therapist.

## Program Purpose

The primary purpose of the Massage Therapy program is to prepare the student in the best of Eastern, Western, ancient modalities, and the latest skills and techniques to function competently as a professional massage therapist.

## Program Description and Objectives

A program that prepares students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The unique curriculum contains the best of Eastern, Western, ancient modalities and the latest skills and techniques. The student will receive ample hands-on training and knowledge required to function in a variety of settings including massage clinics, hospitals, doctors' offices, sporting events and more.

## Occupations and Standard Occupational Classification Codes

Massage Therapist 31-9011.00

## Training Program

This training program is divided into learning units called modules. Students must complete in sequence Welcome to Milan and Essentials as prerequisites prior to beginning any other module and continuing in any sequence until all modules are completed. Modules are stand alone and are not dependent upon previous training. Students participate in an internship.

## Course Descriptions

### Welcome to Milan WTM111

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

## Massage Therapy Course Descriptions

### **Essentials EST121**

This module is the entry point into the Massage Therapy program. It introduces students to anatomy, physiology, medical terminology, history of massage, introduction to massage protocols, and standards of ethics and professionalism. Students will gain familiarity with the major organ systems, cells, tissue, bones, muscles, joints, and other areas as well as basic technical knowledge, including an introduction to hygiene, sanitation methods, and safety standards. Students will learn the fundamental Swedish massage techniques, client protocol, draping, bodywork postures, and methods of recordkeeping. Students will gain an understanding of professional ethical behavior, boundary issues, and scope of practice, which will enable them to work more effectively with clients.

### **Anatomy and Physiology ANP122**

This module offers massage therapy students an in-depth study of the organization and structure of the human body as well as the functions of the human body. Students will explore the major organ systems, explaining how and why the body works the way it does, with emphasis on the specialized needs of massage students. In addition to exploring the body systems, students will study the physiological effects of massage on the body.

### **Movement Arts MAR123**

In this module, students will be introduced to kinesiology, sports massage, and passive joint mobilization. Students will study movement, including joint types, ranges of motion, and the lever-action muscle groups that act upon these joints. Students will be able to describe the interaction of agonistic, synergistic, and antagonistic muscle groups, and the interrelationship of these muscle groups. The focus on Sports Massage presents the benefits of massage used in conjunction with sports, considered by many athletes to be essential for peak performance with minimal risk of injury. Students will learn pre/post- sporting event massage techniques, as well as preventive and rehabilitation massage methods. Students will learn how to apply joint movements while the client remains passive (non- moving or relaxed), leading to the loosening of holding patterns in various joints and resulting in a greater range of motion and reduced joint stress.

### **Pathology and Eastern Arts PEA124**

This module focuses on pathology for massage therapists as well as Shiatsu and Acupressure. During Pathology students will gain a basic understanding of the disease process and how it affects the body's functions. Students will learn the common diseases and disorders of each organ system, as well as indications and contraindications for massage. During the focus on Eastern Arts, students will learn the theory and practice of Shiatsu and Acupressure massage, including the foundations of traditional Chinese medicine including the classical theories of yin and yang, the five phases, the concept of Qi, meridian theory as it relates to massage, and breathing and mind-body centering techniques. Students will learn the basic skills and techniques enabling them to demonstrate a full body Shiatsu massage. Students will demonstrate hands on techniques for giving and receiving acupressure's therapeutic and transformational system of touch that promotes healing, increases energy, and relieves emotional stress.

### **Deep Tissue and Business DTB125**

This module provides students with the skills to perform various deep tissue massage techniques and focuses on Business Management and Law. Students will learn to perform deep tissue techniques for muscle redefinition by releasing stagnation, knots, and spasms that lie deep within the muscular tissue. In addition, they will develop therapeutic strategies to address acute and chronic muscular conditions while developing and maintaining proper body mechanics to prevent injury. Business Management and Law focuses on issues necessary to build and maintain a massage practice. Students will learn how to communicate with clients and associates effectively and professionally, determine permit requirements, navigate legal aspects, keep records, and understand tax information. Students will gain an understanding of the professional standards, code of ethics, and scope of practice necessary to build a strong foundation

for a successful career in massage therapy. This module also provides education on HIPAA regulations.

## **Massage Therapy Course Descriptions**

### **Massage Techniques and CPR MTC126**

In this module students will learn about various massage techniques including prenatal and pediatric, chair, and reflexology. Students will receive instruction on client evaluations using SOAP note format and complete CPR and First Aid education. Students will learn the applications of massage for the special needs of women during the prenatal and postpartum stages of pregnancy including the anatomical and physiological changes that occur with pregnancy while acquiring the massage skills appropriate for each stage of pregnancy. Indications and contraindications of massage during pregnancy will be covered as well as the signs and symptoms of high-risk pregnancies. In association with pregnancy massage, this technique to perform pediatric massage, including Swedish massage, relaxation techniques, and passive range-of-motion exercises will be presented. During chair massage, defined as a compact, efficient style of bodywork performed through the clothing while the recipient is in a comfortable seated position, students will learn various techniques applied to the head, neck, shoulders, arms, and back while the client is sitting in a chair. Along with the chair massage sequence, marketing techniques and strategies will be presented. Reflexology introduces students to the history, theory, and practice. Students will learn the zones on the feet, as well as the reflex points and their anatomical correspondences. While students massage routines on each other, they will receive instruction on properly completing client evaluations using intake forms and entering SOAP notes.

### **Spa Techniques and Practical Anatomy STP127**

This module introduces students to aromatherapy, hydrotherapy, and other popular spa techniques as well as providing students hands on experience with practical anatomy application. Students will be presented with an overview of the history, benefits, indications, and contraindications of aromatherapy and hydrotherapy. Students will learn how to integrate the use of essential oils safely and effectively into a massage session, as well as learn the mechanisms and various forms of hydrotherapy, including body wraps, scrubs, Hot Stones, and the use of hot and cold packs and compresses. Practical Anatomy is designed to give students practical hands-on experience in locating, palpating, and defining the location of various muscles and anatomical landmarks, including a systematic investigation of the attachment sites and innervations of the major muscles relative to the different regions of the body.

### **Clinical Internship MTC141**

Prerequisite: Essentials and Clinic Orientation

In the student clinic, students will have the opportunity to practice massage techniques that they have learned in their previous coursework. Students will be able to fine tune their communication and record-keeping skills with a wide variety of clients.

### **Special Notice**

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

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.



Section E – Visalia, CA Only

**Massage Therapy**

Course Name	Total Hours	Live Lecture	IDL Lecture	Lab	Clinic
WTM111: Welcome to Milan	5	0	5	0	0
EST121: Essentials	85	30	20	35	0
ANP122: Anatomy and Physiology	85		80	5	0
MAR123: Movement Arts	85	0	45	40	0
PEA124: Pathology and Eastern Arts	85	0	49	36	0
DTM125: Deep Tissue and Business	85	0	50	35	0
MTC126: Massage Techniques and CPR	85	0	20	65	0
STP127: Spa Techniques and Practical Anatomy	85	0	25	60	0
MTC141: Clinical Internship	140	0	0	0	140
<b>Total Required Course Hours</b>	<b>740</b>	<b>30</b>	<b>294</b>	<b>276</b>	<b>140</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 370 Hours/17 Weeks

2nd Evaluation Point: 740 Hours/34 Weeks

Veterans Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 185 Hours/8.5 Weeks

2nd Evaluation Point: 370 Hours/17 Weeks

3rd Evaluation Point: 555 Hours/25.5 Weeks

4th Evaluation Point: 740 Hours/34 Weeks

**PROGRAM TITLE:** Manicurist Course

600 hours

**PROGRAM MISSION:**

The mission of the program is to train students in the manicurist skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Manicurist Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Nail Technician or related career avenue.

**PROGRAM DESCRIPTION:**

The Manicurist program provides the student with the knowledge and skills of the practice of nail services. The program provides students technical instruction and practical training in the areas of nail care, health and safety, and creative nail art concepts and salon business. In addition, an additional 200 hours spread through the program will provide students with creative techniques in Nail Air Brushing, Creative Nails, and Nail Art. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

**CLASSIFICATION OF INSTRUCTIONAL PROGRAMS CODE:**

12.0410 Nail Technician/Specialist and Manicurist.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

39-5092.00 Manicurist and Pedicurist

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on the exam prior to graduation.

**PROGRAM TEXTS:**

**Milady's Standard:** MindTap Beauty & Wellness, Instant Access for Milady's Standard Nail Technology, 7th Edition

**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

Nail Structure and Product Chemistry, Douglas Schoon

The Salon Professional's Guide to Foot Care, Godfrey Mix

Salon Ovations Q and A, Vicki Peters

Milady's Guide to Owning and Operating a Nail Salon, Joanne Wiggins

Various Videos and DVDs

Milady Nail Technology DVDs

### METHODS OF PRESENTATION:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation, small group discussion, classroom discussion, cooperative learning techniques, problem solving activities, interactive lectures, lab practice, presentations, and student salon activities. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### TESTING POLICY:

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of Phase 1, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of Phase 1, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

### BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\*

\*All Assessments (practical and/or written) must be passed with 75% or higher

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

### KNOWLEDGE AND SKILL OBJECTIVES:

#### 100 HOURS: Technical Instruction and Practical Training in Health and Safety

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 95 Total Operations

95 Nail and Skin Analysis

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. *Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** – 320 Operations

320 Disinfection and Sanitations

**200 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicure and Pedicure** - Including water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps

**Technical Instruction/Theory** - 50 hours

**Minimum Practical Instruction** – 620 Total Operations

60 Manicures

40 Pedicures

520 Artificial, Acrylic, and Nail Wrap Applications

**200 HOURS: Technical Instruction and Practical Training in Creative Nail Art Concepts and Salon Business**

**Creative Nail Art Concepts** - Including Creative Nail Designs, Air Brushing Techniques, and Nail Art

**Technical Instruction/Theory** – 20 hours

**Minimum Practical Instruction** – 900 Total Operations

900 Creative Nail Applications

**Salon Business and Professionalism** - Including business and communication skills, including professional ethics, customer service skills, decorum, record keeping, and client service records, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

**Technical Instruction/Theory** – 30 hours

**Minimum Practical Instruction** – 60 Total Operations

60 Professional Development/Salon Business

Satisfactory Academic Progress Evaluation Points – DAY:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 600 Hours/24 Weeks

Veterans Satisfactory Academic Progress Evaluation Points – DAY:

1st Evaluation Point: 150 Hours/6 Weeks

2nd Evaluation Point: 300 Hours/12 Weeks

3rd Evaluation Point: 450 Hours/18 Weeks

4th Evaluation Point: 600 Hours/24 Weeks

# Medical Assisting

**780 Hours/36 Weeks/52 Quarter Credits/36 FA Units**



Medical assistants help doctors examine and treat patients, perform routine tasks, and keep the medical office running smoothly.

Duties vary from office to office, but normally include taking vital signs and information, taking medical histories, preparing patients for examinations, and assisting during the appointment.

Medical assistants may also take blood, give injections, take EKGs, remove sutures, collect and prepare laboratory specimens, instruct patients on special diets and medications, and sterilize medical instruments.

A medical assistant's job duties vary from day to day with each patient that comes into the office.

## **Program Purpose and Mission**

The primary purpose and mission of the Medical Assisting program is to prepare students to function competently in an entry-level position in a variety of medical settings.

## **Program Description and Objectives**

The Medical Assisting program is designed to prepare students to function competently in an entry-level position in a variety of medical settings. The program will include current medical information, demonstrations and practice of administrative, clinical and laboratory skills.

## **Funding Method**

For Title IV purposes the funding method is based on Quarter Credits.

## **Occupations and Standard Occupational Classification Codes**

Medical Assistant 31-9092.00, Medical Records and Health Information Technician 29-2071.00, Medical Secretary 43-6013.00, Receptionist and Information Clerk 43-4171.00

## **Training Program**

The training program is divided into seven learning units called modules. Students must complete Welcome to Milan and modules A through G, starting with any module and continuing in any sequence until all seven are completed. Modules A through G stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan and all modules, students will participate in an externship.

## **Course Descriptions**

### **Welcome to Milan WTM111**

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

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## Medical Assisting Course Descriptions

### **Medical Office Communications MOC112**

Students will learn and demonstrate basic administrative skills used in the medical office setting and be able to demonstrate how to schedule appointments, to communicate over the phone, and to handle difficult patients. Students will be able to describe qualifications for success, to identify medical, legal and ethical boundaries, to demonstrate proper telephone techniques, to schedule and manage appointments and to perform the functions of medical office record keeping. Students also practice keyboarding to improve speed and accuracy.

### **Insurance Coding INC113**

Students will learn about the different insurance available to patients and be able to recognize when to use each of them. Students will learn and demonstrate how to process insurance forms, to use insurance coding, and to perform bookkeeping skills. Students will be able to classify insurance providers in the following groups: individual, hospital, medical, surgical, outpatient, major medical, dental and special risk insurance. Students will define insurance terms such as carrier, provider, coverage, subscriber, contract, premium, deductible, UCR fees, coinsurance, and copayments. Students will be able to describe the process of insurance plans such as HMO, PPO, IPA, CHAMPUS and CHAMPVA. Students will perform insurance coding using CPT-4 and ICD-10 coding books.

### **Pharmacology/Nutrition PHN114**

Students will be introduced to administering medications to a patient in a medical practice setting. Classes and uses of injections, oral medications and critical doses of medications will be covered. Students will be able to define pharmacology, list guidelines for administering and recording medications, describe the routes of medication administration, classify medications and their uses, list pharmacology abbreviations, convert mathematical doses, identify major nutrients, vitamins and minerals, list formulas and programs for weight loss, describe diseases caused from nutrition, and perform medication administrations.

### **Anatomy/Physiology ANP115**

The student will learn and be able to identify the body systems and their structures and functions, as well as common diseases and treatments for the related body systems. Students will identify anatomical positions and points of reference on the human body; locate the four body cavities; name, locate and describe the functions of the ten major body systems. Students will be able to name, locate, and describe the functions of the major organs within the body systems and describe diseases and treatments related to the ten body systems. Students will be able to describe health education material for preventing diseases in the body systems.

### **Medical Office Emergency Procedures MOE116**

Students will learn to distinguish an emergency from a non-emergency situation and act quickly when required. Students will learn and demonstrate the principles of assessment and triage and will learn how to use emergency equipment. Students will demonstrate how to develop a plan for emergencies and how to access community resources in dealing with emergencies. Students will also learn how to answer patient questions regarding diagnosis and treatment methods. Students will demonstrate knowledge of the uses of x-ray, ultrasound and fluoroscopy equipment and other tests and modalities used to serve the patient. Students will demonstrate how to prepare and maintain examination and treatment areas and assist with patient examination procedures and treatments.

### **Electrocardiography/Hematology EKG117**

Students will be able to describe the reasons an EKG is performed and be able to perform a routine 12-lead EKG. Students will learn the components of blood; describe the basic blood testing procedures and their purposes; be able to define and demonstrate aseptic techniques and universal precautions; take vital signs and blood pressures; and perform invasive procedures. Students will be able to define hematology and its major components, functions, disease disorders and basic tests.

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## Medical Assisting Course Descriptions

### **Microbiology/Patient Preparation MPP118**

Students will learn and demonstrate the methods of infection control, universal precautions, and sterilization techniques. Students will learn the role of microorganisms in causing disease and have a basic understanding of bacterial growth, cultures, and specimen collection. Students will learn how to prevent spreading of disease-causing microorganisms and will demonstrate aseptic techniques. Students will demonstrate how to assist in minor in-office surgeries, including patient preparation, and be able to list basic medical instruments and their uses in the office. Students will learn and demonstrate how to position patients for exams and how to perform injections, anthropometric measurements, and vital signs.

### **Externship MXT119**

Students will use the skills and knowledge they have acquired throughout the program and work at an off-site medical facility to gain additional experience.

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 18 FA Units/18 Weeks

2nd Evaluation Point: 36 FA Units/36 Weeks

Veterans Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 9 FA Units/9 Weeks

2nd Evaluation Point: 18 FA Units/18 Weeks

3rd Evaluation Point: 27 FA Units/27 Weeks

4th Evaluation Point: 36 FA Units/36 Weeks

## Medical Assisting

Course Code	Course Title	Lecture Hours	Lecture Credits	Lab Hours	Lab Credits	Extern Hours	Extern Credits	Total Hours	Total Credits	Course Prep Hours	FA Units
<b>PRE-REQUISITE</b>											
WTM111	Welcome to Milan	5	0.5	0	0.0	0	0.0	5	.05	0	.2
<b>MODULE A</b>											
MOC112	Medical Office Communications	45	4.5	40	2.0	0	0.0	85	6.5	20	4.20
<b>MODULE B</b>											
INC113	Insurance Coding	45	4.5	40	2.0	0	0.0	85	6.5	22	4.28
<b>MODULE C</b>											
PHN114	Pharmacology/Nutrition	45	4.5	40	2.0	0	0.0	85	6.5	22	4.28
<b>MODULE D</b>											
ANP115	Anatomy/Physiology	45	4.5	40	2.0	0	0.0	85	6.5	22	4.28
<b>MODULE E</b>											
MOE116	Medical Office Emergency Procedures	45	4.5	40	2.0	0	0.0	85	6.5	20	4.20
<b>MODULE F</b>											
EKG117	Electrocardiography/Hematology	45	4.5	40	2.0	0	0.0	85	6.5	22	4.28
<b>MODULE G</b>											
MPP118	Microbiology/Patient Preparation	45	4.5	40	2.0	0	0.0	85	6.5	22	4.28
MXT119	Externship	0	0.0	0	0.0	180	6.0	180	6.0	0	6.0
<b>TOTAL</b>		<b>320</b>	<b>32.0</b>	<b>280</b>	<b>14.0</b>	<b>180</b>	<b>6.0</b>	<b>780</b>	<b>52.0</b>	<b>150</b>	<b>36.0</b>



# Dental Assistant

**780 Hours/36 weeks/55 Quarter Credits/36 FA Units**



Dental Assistants perform a variety of duties in a dental office. In the front office, they may schedule and confirm appointments, welcome patients to the office, send bills, process payments, and inventory supplies.

Dental Assistants also assist the dentist during the examination and treatment of patients by handing required instruments to the dentist and using the suction or other instruments to keep the patient's mouth clear. Dental Assistants also prepare instrument trays and assist patients with dental health care. Some Dental Assistants will make dental impressions, remove sutures, and apply anesthetics to the gingiva (gums) and cavity preventatives to teeth.

Dental Assistants must be reliable, work well with others, and have good manual dexterity.

## Objective

The Dental Assistant Program is designed to prepare students to function competently in entry-level positions in a dental office setting.

## Occupations

Dental Assistant 31-9091.00.

## Funding Method

For Title IV purposes the funding method is based on Credit Hours.

## Training Program

The training program is divided into seven learning units called modules. Students must complete Welcome to Milan prior to beginning modules A through G, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G are stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan and all modules, students participate in an externship.

## Course Descriptions

### Welcome to Milan WTM111

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

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## Dental Assistant Course Descriptions

### **Administrative Procedures, Oral Health, Periodontics AOP121**

Upon completion of this course, the student will gain knowledge and be able to demonstrate various administrative procedures, including appointment scheduling, telephone etiquette, dental records management, inventory control, and describe law / ethics as it pertains to the practice of dentistry. Students will become familiar with various dental specialties including their educational requirements along with a deep understanding of HIPAA regulations and dental office compliance. Additionally, this course will familiarize the student with professionalism in the workplace, oral health, preventive dentistry, patient education, the mechanics of coronal polishing, and placement of dental sealants. An overview of periodontics, along with instrumentation, materials, and periodontics procedures will be offered.

### **Anatomy & Morphology ANM122**

Upon completion of this course, students will be able to identify the anatomy and physiology of the head and neck as they relate to dentistry. This includes muscles, nerves, bones of the cranium, form and function of the hard and soft oral structures, tooth surface and structures, and cavity classifications. Students will also become familiar with proper chair side techniques associated with patient charting and correct use of dentistry symbols, local anesthetic, handling and loading of the syringe and needle, identifying injection sites, and other methods for pain management.

### **Dental Science SCI123**

Upon completion of this course, students will be able to describe the methods of disease transmission in the dental office and the principles of disease control, OSHA regulations and waste management. Students will learn about the effects of exposure to chemicals, methods of chemical exposure, and explain the purpose of MSDS. Students will be able to describe the parts of a prescription, describe how drugs are administered, and identify drug schedules. Also discussed will be dental office emergencies, prevention, emergency equipment, and the role of the dental team.

### **Operative & Chair Side Assisting ONC124**

Upon completion of this course, students will be able to explain the process and demonstrate procedures in four-handed dentistry. Students will identify hand pieces and instruments, their uses and care. In addition, students will explain the use of cements and filling materials when used in restorative procedures and describe the steps in cavity preparation. Medical and dental histories along with the steps in working directly with patients is also discussed and practiced as part of this course.

### **Dental Radiology RAD125**

Upon completion of this course, students will be introduced to the operation of dental x-ray equipment and radiation safety and techniques. The student will be instructed on techniques used to expose intra and extra-oral films, process, mount and evaluate radiographs, and follow all infection control protocols.

### **Laboratory Procedures LPR126**

Upon completion of this course, students will be introduced to primary and secondary impression materials, the theory and practice of prosthetic dentistry, identifying the types and uses of provisional coverage, bleaching processes and the techniques associated with each.

### **Dental Specialties SPE127**

Upon completion of this course, students will learn about the difference in dental specialties such as: Oral and Maxillofacial Surgery, Oral Pathology, Endodontics, Orthodontics, and Pediatric Dentistry. Emphasis is given to step-by-step procedures, function, use, and care of dental equipment, materials, instrumentation, and supplies used in each. Also covered is instruction on CPR and First Aid with certification being obtained.

**Section H – Sparks, NV Only**

## Dental Assistant

### Externship DXT121

Dental Assistant students will use the skills and knowledge they have acquired throughout the program to train at an off-site dental facility to gain additional experience.

Course Code	Course Title	Lecture Hours	Lecture Credits	Lab Hours	Lab Credits	Extern Hours	Extern Hours	Total Hours	Quarter Credits	Course Prep Hours	FA Units
<b>PRE-REQUISITE</b>											
WTM111	Welcome to Milan	5	0.5	0	0.0	0	0	5	0.5	0	0.2
<b>MODULE A</b>											
AOP121	Administrative Procedures, Oral Health, Periodontics	55	5.5	30	1.5	0	0	85	7.0	20	4.2
<b>MODULE B</b>											
ANM122	Anatomy & Morphology	55	5.5	30	1.5	0	0	85	7.0	22	4.28
<b>MODULE C</b>											
SCI123	Dental Science	55	5.5	30	1.5	0	0	85	7.0	22	4.28
<b>MODULE D</b>											
ONC124	Operative & Chair Side Assisting	55	5.5	30	1.5	0	0	85	7.0	22	4.28
<b>MODULE E</b>											
RAD125	Dental Radiology	55	5.5	30	1.5	0	0	85	7.0	22	4.28
<b>MODULE F</b>											
LPR126	Laboratory Procedures	55	5.5	30	1.5	0	0	85	7.0	22	4.28
<b>MODULE G</b>											
SPE127	Dental Specialties	55	5.5	30	1.5	0	0	85	7.0	20	4.2
DXT121	Externship	0	0.0	0	0.0	180	6	180	6.0	0	6.0
<b>TOTAL</b>		<b>390</b>	<b>39.0</b>	<b>210</b>	<b>10.5</b>	<b>180</b>	<b>6</b>	<b>780</b>	<b>55.0</b>	<b>150</b>	<b>36.0</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 18 FA Units/18 Weeks

2nd Evaluation Point: 36 FA Units/36 Weeks

# Massage Therapy

## 760 Hours/36 Weeks



Massage Therapy is a healing art with a history going back thousands of years. The first written records of massage therapy are from China, but the benefits of massage therapy were well known across the entire world. Those traditions of long ago are the roots of modern-day massage therapy. In many countries today, massage therapists work side by side with other medical professionals. The demand for massage therapists has greatly increased over the past few years with the renewed interest in health and well-being that is sweeping the country.

### Objective

The Massage Therapy program is designed to prepare the student to function competently as a professional massage therapist in a variety of settings. The unique curriculum contains the best of Eastern, Western, ancient modalities and the latest skills and techniques. The student will receive ample hands-on training and knowledge required to function in a variety of settings including massage clinics, hospitals, doctors' offices, sporting events and more.

### Occupations

Massage Therapist 51.3501

### Funding Method

For Title IV purposes the funding method is based on Clock Hours.

### Training Program

This training program is divided into learning units called modules. Students must complete in sequence Welcome to Milan and Essentials as prerequisites prior to beginning any other module and continuing in any sequence until all modules are completed. Modules are stand alone and are not dependent upon previous training. Students will complete a Massage Exam Preparation Course upon successful completion of all other courses. Students participate in an internship.

### Course Descriptions

#### Welcome to Milan WTM111

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

#### Essentials EST121

This module is the entry point into the Massage Therapy program. It introduces students to anatomy, physiology, medical terminology, history of massage, introduction to massage protocols, and standards of ethics and professionalism. Students will gain familiarity with the major organ systems, cells, tissue, bones, muscles, joints, and other areas as well as basic technical knowledge, including an introduction to hygiene, sanitation methods, and safety standards. Students will learn the fundamental Swedish massage techniques, client protocol, draping, bodywork postures, and methods of recordkeeping. Students will gain an understanding of professional ethical behavior, boundary issues, and scope of

## Massage Therapy Course Descriptions

practice, which will enable them to work more effectively with clients.

### **Anatomy and Physiology ANP122**

This module offers massage therapy students an in-depth study of the organization and structure of the human body as well as the functions of the human body. Students will explore the major organ systems, explaining how and why the body works the way it does, with emphasis on the specialized needs of massage students. In addition to exploring the body systems, students will study the physiological effects of massage on the body.

### **Movement Arts MAR123**

In this module, students will be introduced to kinesiology, sports massage, and passive joint mobilization. Students will study movement, including joint types, ranges of motion, and the lever-action muscle groups that act upon these joints. Students will be able to describe the interaction of agonistic, synergistic, and antagonistic muscle groups, and the interrelationship of these muscle groups. The focus on Sports Massage presents the benefits of massage used in conjunction with sports, considered by many athletes to be essential for peak performance with minimal risk of injury. Students will learn pre/post- sporting event massage techniques, as well as preventive and rehabilitation massage methods. Students will learn how to apply joint movements while the client remains passive (non-moving or relaxed), leading to the loosening of holding patterns in various joints and resulting in a greater range of motion and reduced joint stress.

### **Pathology and Eastern Arts PEA124**

This module focuses on pathology for massage therapists as well as Shiatsu and Acupressure. During Pathology students will gain a basic understanding of the disease process and how it affects the body's functions. Students will learn the common diseases and disorders of each organ system, as well as indications and contraindications for massage. During the focus on Eastern Arts, students will learn the theory and practice of Shiatsu and Acupressure massage, including the foundations of traditional Chinese medicine including the classical theories of yin and yang, the five phases, the concept of Qi, meridian theory as it relates to massage, and breathing and mind-body centering techniques. Students will learn the basic skills and techniques enabling them to demonstrate a full body Shiatsu massage. Students will demonstrate hands on techniques for giving and receiving acupressure's therapeutic and transformational system of touch that promotes healing, increases energy, and relieves emotional stress.

### **Deep Tissue and Business DTB125**

This module provides students with the skills to perform various deep tissue massage techniques and focuses on Business Management and Law. Students will learn to perform deep tissue techniques for muscle redefinition by releasing stagnation, knots, and spasms that lie deep within the muscular tissue. In addition, they will develop therapeutic strategies to address acute and chronic muscular conditions while developing and maintaining proper body mechanics to prevent injury. Business Management and Law

focuses on issues necessary to build and maintain a massage practice. Students will learn how to communicate with clients and associates effectively and professionally, determine permit requirements, navigate legal aspects, keep records, and understand tax information. Students will gain an understanding of the professional standards, code of ethics, and scope of practice necessary to build a strong foundation for a successful career in massage therapy. This module also provides education on HIPAA regulations.

### **Massage Techniques and CPR MTC126**

In this module students will learn about various massage techniques including prenatal and pediatric, chair, and reflexology. Students will receive instruction on client evaluations using SOAP note format and complete CPR and First Aid education. Students will learn the applications of massage for the special needs of women during the prenatal and postpartum stages of pregnancy including the anatomical and physiological changes that occur with pregnancy while acquiring the massage skills appropriate for each stage of pregnancy. Indications and contraindications of massage during pregnancy will be covered as well as the signs and symptoms of high-risk pregnancies. In association with pregnancy massage, this technique to perform pediatric massage, including Swedish massage, relaxation techniques, and passive range-of-motion exercises will be presented. During chair massage,

## **Massage Therapy Course Descriptions**

defined as a compact, efficient style of bodywork performed through the clothing while the recipient is in a comfortable seated position, students will learn various techniques applied to the head, neck, shoulders, arms, and back while the client is sitting in a chair. Along with the chair massage sequence, marketing techniques and strategies will be presented. Reflexology introduces students to the history, theory, and practice. Students will learn the zones on the feet, as well as the reflex points and their anatomical correspondences. While students massage routines on each other, they will receive instruction on properly completing client evaluations using intake forms and entering SOAP notes.

### **Spa Techniques and Practical Anatomy STP127**

This module introduces students to aromatherapy, hydrotherapy, and other popular spa techniques as well as providing students hands on experience with practical anatomy application. Students will be presented with an overview of the history, benefits, indications, and contraindications of aromatherapy and hydrotherapy. Students will learn how to integrate the use of essential oils safely and effectively into a massage session, as well as learn the mechanisms and various forms of hydrotherapy, including body wraps, scrubs, Hot Stones, and the use of hot and cold packs and compresses. Practical Anatomy is designed to give students practical hands-on experience in locating, palpating, and defining the location of various muscles and anatomical landmarks, including a systematic investigation of the attachment sites and innervations of the major muscles relative to the different regions of the body.

### **Clinical Internship MTC122**

Prerequisite: Essentials and Clinic Orientation

In the student clinic, students will have the opportunity to practice massage techniques that they have learned in their previous coursework. Students will be able to fine tune their communication and record-keeping skills with a wide variety of clients.

## Massage Therapy

Course Code	Course Title	Lecture Hours	Lab Hours	Extern Hours	Total Hours
<b>PRE-REQUISITES</b>					
WTM111	Welcome to Milan	5	0	0	5
EST121	Essentials	50	35	0	85
<b>CLINICAL PRACTICE</b>					
MTC122	Clinical Internship	0	0	160	160
<b>TOTAL</b>		<b>324</b>	<b>276</b>	<b>160</b>	<b>760</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 380 Hours/17.5 Weeks

2nd Evaluation Point: 760 Hours/35 Weeks

**Program Title: ESTHETICIAN 600 HOURS****PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal, and makeup.
5. Perform manipulative skills required for facial massage, effective use of required implements and equipment, proper application of make-up, unwanted hair removal, and lash/brow tinting.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Aesthetics and related career fields.

**CLASSROOM AND PRACTICAL HOURS:**

The Esthetician program is made up of the following classroom and practical hours:

<b>Subject</b>	<b>Classroom Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
Theory – Academic Instruction	126	0	126
Infection Control and Protection, Disinfection, and Sanitation	0	40	40
Manual Facials	0	100	100
Facials with Machines	0	100	100
Hair Removal	0	40	40
Makeup and Eyelash Applications	0	60	60
Facial and Skin Treatments	0	80	80
Salon Management and Professional Development	0	14	14
Field Trips and Modeling	0	20	20
Nevada Rules and Regulations (State Law)	20	0	20
<b>TOTAL</b>	<b>146</b>	<b>454</b>	<b>600</b>

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**PROGRAM TEXTS:**

- **Milady's Standard:** MindTap Esthetics for Milady Standard Esthetics, 12th Edition
- *Milady's Standard: Online Licensing Preparation Access Code*



- *State Board Rules and Regulations*

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass ALL written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Tests/assignments not completed will be recorded as a zero (0) and calculated into the student's GPA. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

**BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**KNOWLEDGE AND SKILL OBJECTIVES:****HOURS**

**41 SALON MANAGEMENT and PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Product knowledge, Client Assessment, tools and equipment use and safety, product knowledge. Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Client Communication, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.

**20 STATE LAW:** 644 NAC and NRS

**35 THEORY SUBJECTS**

- **CHEMISTRY:** Theory of Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical exfoliation, physical and chemical changes of matter, pH and pH scale; chemical reactions and solutions/elements; compounds and mixtures.
- **ELECTRICITY AND ENERGY:** Theory of the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment; Electricity and its effects on the skin; galvanic current; FDA; use of magnifying lamp and other energy sources.

- **ANATOMY/PHYSIOLOGY/BACTERIOLOGY:** Theory of systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi; importance of water; nutrition for healthy skin and longevity
  - **SKIN DISEASE, DISORDERS, SKIN TYPING, PRODUCTS:** Wound healing and injuries; overview of diverse methods to evaluate skin, functional and performance ingredients.
- 46**    **INFECTION CONTROL and PROTECTION, DISINFECTION, AND SANITATION:** Theory and procedures to protect the health and safety of the consumer as well as the technician. Students will learn about the act of preventing the growth of germs and bacteria or destroying them to protect the health and safety of the consumer as well as the technician. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Disinfecting instruments and equipment will be emphasized throughout training.
- 108**    **MANUAL FACIALS:** Theory and Practical Experiences of Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing and care, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components
- 111**    **FACIALS with MACHINES:** Theory and practical experiences of Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing, and care, machine facials including the use of electrical/mechanical modalities and apparatuses including Microdermabrasion and other devices
- 47**    **HAIR REMOVAL:** Theory and use of hard and soft waxes, tweezers, Brazilian waxing; speed waxing, sugaring, electric or manual and depilatories for removal of superfluous hair.
- 83**    **MAKEUP and EYELASH APPLICATIONS:** Theory and skin analysis, complete and corrective makeup, eyelash application; eyelash and eyebrow tinting; eyebrow arching; lash techniques; body hair lightening
- 89**    **FACIAL and SKIN TREATMENTS:** Theory and practice of client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy; clinical Exfoliation; packs and masks; wraps and scrubs; product recommendation
- 20**    **MODELING AND FIELD TRIPS:** Volunteering for classroom practice of procedures and attending instructor supervised field trips
- 600**    **TOTAL HOURS**

## REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be schedule BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

### PRACTICAL REQUIREMENTS

- 100 INFECTION CONTROL and PREVENTION, DISINFECTION, AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them to protect the health and safety of the consumer as well as the technician. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Disinfecting instruments and equipment will be emphasized throughout training.
- 80 MANUAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing and care, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components
- 80 FACIALS with MACHINES:** Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing, and care, machine facials including the use of electrical/mechanical modalities and apparatuses including Microdermabrasion and other devices available.
- 80 HAIR REMOVAL:** Use of tweezers, hard and soft waxes, sugaring, electric or manual and depilatories for removal of superfluous hair.
- 40 MAKEUP and EYELASH APPLICATIONS:** Skin analysis, complete and corrective makeup, eyelash application, eyelash and eyebrow tinting, eyebrow arching, lash techniques, and body hair lightening.

- 80 FACIAL & SKIN TREATMENTS:** Client preparation, treatment area setup, product selection, skin analysis and consultation, skin types/conditions/disorders, facial procedures and treatments with or without machines; clinical exfoliation, packs, masks, and scrubs, aromatherapy; and product recommendations
- 50 SALON MANAGEMENT & PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the client through client assessment, build client retention, educate client on additional services and products, rebooking, and exceeding the needs of the client. Demonstrating professionalism, ethics, communication skills, product knowledge, tools and equipment usage and safety, fundamentals of business management (inventory, reception desk procedures, salon business projects), and job readiness skills (mock interviews).
- 20 MODELING AND FIELD TRIPS:** Volunteering for classroom practice of procedures and attending instructor supervised field trips

It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are kept in the student file and monitored by the state regulatory agency. In order for a student to graduate, all required practices must be rated at least Satisfactory to be counted for course completion. I hereby understand the above requirements and agree to comply with same.

Satisfactory Academic Progress Evaluation Points:

30 Week Program:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

**PROGRAM TITLE:** ADVANCED COSMETOLOGY

1300 hours

**PROGRAM MISSION:**

The mission of the program is to train students in the Cosmetology skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Advanced Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in entry level positions in Cosmetology or related career field.

**PROGRAM DESCRIPTION:**

The primary purpose of the Advanced Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field as well as to provide students additional knowledge and skills to support career success in the beauty industry. All classes are taught in English. The course is divided into 3 sections – Phase 1 and Phase 2 and Advanced Cosmetology. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening session. Phase 2 begins after Phase 1 requirements and hours have been met. Upon completion of the 1000-hour Cosmetology program (all hours, technical skills, and academics), the student will start the Advanced Cosmetology education. Advanced Cosmetology education is comprised of five (5) 60-hour modules. Each module explores a deeper study into the subject matter to support student success in his/her Cosmetology career by offering diverse services to clients. The modules may be completed in any order based on a rotation. A student must begin at the beginning of a module: Eyelash Extension Education, Make up Education, Hair Extensions Education, Tapers and Fades Education, and Skin Care Education.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Cosmetologist, Hairstylist, and Hairdresser 39-5012.00; Manicurist and Pedicurist 39-5092.00, Skin Care Specialist 39-5094.00

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with all grades 75% or higher in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of 75% or higher on both practical and written exams prior to graduation.

**PROGRAM TEXTS:**

- **Milady's Standard: Cosmetology with digital resources**, Cengage Publishing
- **State Board Rules and Regulations** - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course**: [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book**: [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with a academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion **ONLY** when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a **FINAL** academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical and/or academic knowledge) must be passed with 75% or higher to graduate

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

**KNOWLEDGE AND SKILL OBJECTIVES:****100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. *Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 340 Operations

340 Disinfection and Sanitations

### **38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

### **262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services**: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 245 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

85 Haircuts

### **200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services**: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** - 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

### **150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

**Skin Care Services**: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** – 44 hours

**Practical Instruction** – 75 Total Operations

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

### **50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal and Lash and Brow Beautification**:- Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** - 60 Operations

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicuring and Pedicuring:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Technical Instruction/Theory** – 41 hours

**Practical Instruction** - 155 Operations

20 Manicures

15 Pedicures

120 Nail Wraps, Acrylic and Artificial nails.

Upon completion of the 1000-hour Cosmetology program (all hours, technical skills, and academics), the student will begin the Advanced Cosmetology education. The Advanced Cosmetology education is comprised of five (5) 60-hour modules. Each module explores a deeper study into the subject matter to support student success in his/her Cosmetology career by offering diverse services to clients. The modules may be completed in any order based on a rotation. A student must start at the beginning of a module.

Module A - Eyelash Extension Education

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** - 15 Operations

8 Basic Eye Lash Applications

7 Volume Eye Lash Applications

Module B - Make up Education

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** - 20 Operations

5 Glamour Make Up Applications

5 Bridal Make Up Applications

5 Corrective Make Up Applications

5 Creative Make Up Applications

Module C - Hair Extensions Education

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** - 17 Operations

5 Full Head Hair Extension Applications

12 Supplemental Hair Extensions Applications

Module D - Tapers and Fades Education

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** - 40 Operations

15 Tapers

15 Fades

10 Line ups

Module E – Skin Care Education

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** - 25 Operations

12 Microdermabrasions

13 Peels

**1300 TOTAL HOURS**



PROGRAM TITLE: ADVANCED ESTHETICIAN

900 hours

INSTRUCTOR'S NAME: \_\_\_\_\_

**PROGRAM DESCRIPTION:**

The purpose of the Advanced Esthetician Course is to train the student in not only the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue, but to also provide the student additional advanced knowledge and skills to be competitive in the ever growing and evolving skin care profession. Advanced Esthetician students will learn about advanced treatments and devices within the scope of a licensed Aesthetician. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic and advanced skin care services, work with facial devices, hair removal, and makeup.
5. Perform manipulative skills required for facial massages, effective use of required implements, products and equipment, proper application of make-up, unwanted hair removal, and lash/brow tinting.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Skin Care Specialist 39-5094.00

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Spa equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**PROGRAM TEXTS:**

**Milady's Standard:** MindTap Esthetics for Milady Standard Esthetics, 12th Edition

**Milady's MindTap Advanced Esthetics.**

**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to take a written, phase one final exam, a mid-term and a final exam. Technical Skills will be evaluated at the completion of Phase One Training, Mid Program, and Final at the end of the basic program.

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive

## Section M (Visalia Campus Only)

### Advanced Esthetician (CA)

### COURSE SYLLABUS

career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

#### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of technical performances. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Technical skills are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the technical skill does not meet satisfactory requirements, it is not counted and the technical skill must be repeated. At least three (3) comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must pass a FINAL written and technical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

#### GRADING SYSTEM:

##### WRITTEN AND PRACTICAL

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

#### BELOW 75% = BELOW STANDARDS/NEEDS IMPROVEMENT\*

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

#### KNOWLEDGE AND SKILL OBJECTIVES:

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

### 134 HOURS: Technical Instruction and Practical Training in Health and Safety

**Health and Safety Considerations** – Anatomy and physiology (hair/skin/nails), skin disorders, chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 120 hours

**Practical Instruction** – 75 Total Operations

75 Skin Analysis

### 100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** – 350 Operations

350 Disinfection and Sanitations

**616 HOURS: Technical Instruction and Practical Training in Skin Care**

**Skin Care** - Including chemical and manual facials and massaging, skin types, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. Advanced spa treatments includes advanced facial devices (microcurrent, LED Light Therapy, ultrasonic, microsonic), and advanced chemical exfoliation within the scope of an Esthetician

**Technical Instruction/Theory –**

113 hours: Facials

8 hours: Makeup

40 hours – Estheticians working in a medical setting

**Minimum Practical Instruction- 205 Total Operations**

50 Manual Facials

95 Facials – Chemical exfoliation

100 Facials- Mechanical exfoliation

20 Makeup Applications

**Professional Development** : Including client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, salon and spa skills.

**Technical Instruction/Theory – 42 hours****Minimum Practical Instruction- 75 Total Operations**

75 Professional Development

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal Lash and Brow Beautification** –including removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances within the scope of an Esthetician.

**Technical Instruction/Theory – 15 hours****Minimum Practical Instruction – 55 Operations**

55-Hair Removal

**Lash and Brow Beautification** - including tinting and perming eyelashes and brows and applying eyelashes to any person

**Technical Instruction/Theory – 9 hours****Minimum Practical Instruction – 15 Operations**

15- Lash and Brow Beautification

Upon completion of the 600-hour Esthetician foundational knowledge and skills, the student will begin the advanced Esthetician portion of the program. Each section of the advanced portion of the program is 60 hours of academic knowledge and skill application. The student may start at the beginning of any of the modules. The hours and skills are included in the above breakdown.

**Advanced Spa Treatments including Microcurrent**

Academic Knowledge – 20 hours

Anatomy and Physiology – Ch 5 and 6

Advanced Spa Treatments – Ch 21

Advanced Facial Devices specific to Microcurrent – Ch 18

Technical Skills – 40 hours

30 Facials using Microcurrent

**Advanced Wellness Management including LED Light Therapy**

Academic Knowledge – 25 hours

Wellness Management – Ch 9

Skin Disorders – Ch 10  
Skin Types – Ch 11  
Advanced Facial Devices specific to LED Light Therapy – Ch 18

Technical Skills – 35 hours  
30 Facials using LED Light Therapy

**Advanced Mechanical Exfoliation including Ultrasonic and Microsonic**

Academic Knowledge – 30 hours  
Changes in Esthetics – Advanced Education and Employment Opportunities – Ch 1  
Light Energy – Ch 8  
Advanced Facial Devices specific to Ultrasonic and Microsonic – Ch 18  
Financial Business Skills – Ch 29  
Marketing – Ch 30

Technical Skills – 30 hours  
20 Mechanical Exfoliation Facials

**Advanced Chemical Exfoliation**

Academic Knowledge – 20 hours  
Chemistry and Biochemistry – Ch 7  
Skin Care Products: Chemistry, Ingredients, and Selection – Ch 12  
Advanced Facial Techniques – Ch 16

Technical Skills – 40 hours  
30 Chemical Exfoliations (Pro Power Peels, Adult Break Out, etc.)

**Estheticians working in a Medical Setting\***

Academic Knowledge – 40 hours  
Pharmacology for Estheticians – Ch 15  
Working in a Medical Setting – Ch 24  
Medical Terminology – Ch 25  
Medical Intervention – Ch 26  
The Esthetician's Role in Pre-Post-Medical Treatments – Ch 28

\*This module requires multiple field trips to local medical offices offering advanced skin care procedures

Technical Skills – 20 hours  
15 Facials

**PROGRAM TITLE:** BARBERING

1000 hours

**PROGRAM DESCRIPTION:**

The primary purpose of the Barbering Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barbering or related career fields. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 364 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening students.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, shaving techniques, and facial services.
5. Perform the basic analytical skills to determine proper hairstyle and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM TEXTS:**

- **Milady Standard Professional Barbering with MindTap:** Scali-Sheahan, Maura. New York: Cengage Publishing.
- **State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book:**  
[https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Professional Men’s Services: Haircutting, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Peels and Peeling Agents, Art of African Hair Design, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with a academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical skills and academic knowledge) must be passed with 75% or higher to graduate

**KNOWLEDGE AND SKILL OBJECTIVES:**

**100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**115 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 400 Operations

400 Disinfection and Sanitations

**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

**317 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 75 hours

**Practical Instruction** – 320 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

160 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** – 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

**230 HOURS-Technical Instruction and Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Technical Instruction/Theory** – 107 hours

**Practical Instruction** – 140 Operations

60 Facials

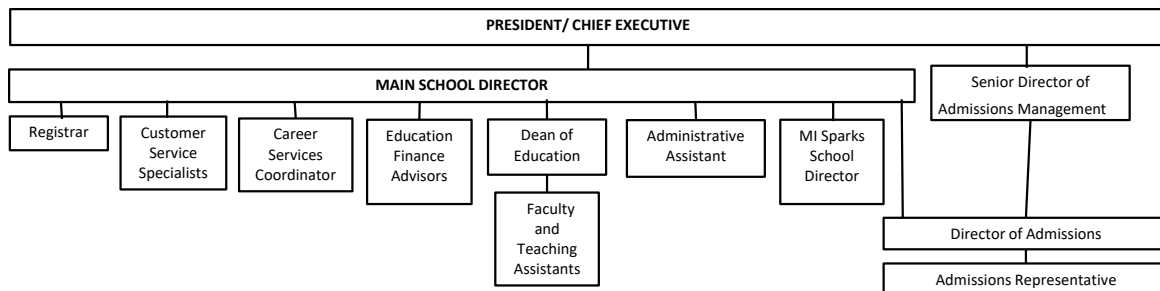
80 Shaving Techniques

**1000 TOTAL HOURS**

**CATALOG STAFF INSERT-Effective September 23, 2023**

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**ADMINISTRATION**

<b>President/Chief Executive Officer</b>	Gary Yasuda	<b>Senior Director of Admissions – Mgt</b>	Roger Moore
<b>Chief Human Resources and Administrative Officer</b>	Tara Sprague	<b>Director of Education</b>	Jean Rydahl

**CAMPUS ADMINISTRATION**

<b>Main School Director</b>	Mark Balanon	<b>Custodian</b>	Hunter Harris
<b>Education Leader - Cosmetology</b>	Courtney Badgett	<b>Custodian</b>	Ariel Baca
<b>Education Leader - Cosmetology</b>	Open	<b>Registrar</b>	Cheyenne Woods
<b>Director of Admissions</b>	Andrea Gonzales	<b>Registrar</b>	Rebecca Roth
<b>Assistant Director of Admissions</b>	Brenda Garza	<b>Student Resources Coordinator</b>	Francine Bonilla
<b>Admissions Representative</b>	Natalie Conde	<b>Education Finance Advisor</b>	Patty Martinez
<b>Admissions Representative</b>	Jill McVeigh	<b>Education Finance Advisor</b>	Sara Pullin
<b>Customer Service Specialist</b>	Esmeralda Arceo	<b>Career Services Coordinator</b>	Bernadette Sua
<b>Customer Service Specialist</b>	Belen Garcia	<b>Career Services Coordinator</b>	
<b>Customer Service Specialist</b>	Ana Ambriz	<b>Inventory Specialist</b>	Angela Holguin
<b>Customer Service Specialist</b>	Jose Guzman	<b>Inventory Specialist</b>	Zachary Rodriguez
<b>Customer Service Specialist</b>	Danielle Wallace		
<b>Customer Service Specialist</b>	JoAnna Regalado		

**FACULTY**

**Massage Therapy Program**

**Full Time Faculty**

Instructor	Liliana Arrollo	Certified Massage Therapist, Graduated from Milan Institute
Instructor	Jose Guzman	Certified Massage Therapist, Graduated from Milan Institute
Substitute Instructor	Amanda Gilson-Acevedo	Certified Massage Therapist, Graduated from Milan Institute

**Administrative Medical Assistant and Medical Assisting Programs**

**Full Time Faculty**

Instructor	Victoria Grader	Diploma in Medical Assisting conferred by San Joaquin Valley College.
Instructor	Geralyn Betancourt	Associates of Medical Assisting conferred by San Joaquin Valley College.
Instructor	Sonja Shafer	Medical Assistant
Instructor	Maryann Cuellar	Associate of Administrative Studies conferred by San Joaquin Valley College.

**Registered Dental Assistant Program**

Supervising Dentist	Dr. Taylor Rawson DDS
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**Full Time Faculty**

Dental Program Director	Tammy Wright	Associates Degree in Dental Assisting conferred by San Joaquin Valley College.
Instructor	Kayli Hodge	Certificate in Dental Assisting conferred by Reedly College
Instructor	Kaitlyn Wilson	Certificate in Dental Assisting conferred by Kaplan College
Instructor	Terri Denzoin	Certificate in Dental Assisting conferred by Northwest College
Instructor	Corina Shaler	Registered Dental Assistant since 1993

**Barber, Cosmetology, Esthetician, and Manicurist Programs**

**Full Time Faculty**

Lead Instructor	Lurdes Saldana	Cosmetology Certificate conferred from Paul Mitchell Sacramento, CA
Instructor	Terry Lynn Post	Cosmetology Diploma conferred by Estes School of Cosmetology
Instructor	Lorraine Gasper	Cosmetology, Barbering, Esthetician Diplomas conferred by Modern Beauty Academy
Instructor	Blanca Gutierrez	Cosmetology Diploma conferred by Lawrence & CO School of Cosmetology
Instructor	Sandra Legaspi	Cosmetology Diploma conferred by Milan Institute of Cosmetology
Instructor	Leslie Scott	Licensed cosmetologist since 2008
Instructor	Jill Evans	Cosmetology Diploma conferred By Marinello's School of Beauty
Instructor	Joanna Sanchez	Cosmetology Diploma conferred by Milan Institute of Cosmetology
Instructor	Kristy Goss	Cosmetology Diploma conferred by Estes School of Cosmetology
Instructor	Treisha Rodriguez	Cosmetology Diploma from Marinello School of Beauty
Instructor	Arielle Cozores	Cosmetology Diploma from Princess Institute of Beauty
Instructor	Magnolia Cervantes	Cosmetology Diploma Conferred by Estes School of Beauty
Instructor	Melissa White	Esthetician Diploma conferred by Marinello School of Beauty
Instructor	Kimberly White	Esthetician Diploma conferred by Marinello School of Beauty
Instructor	Francisca Rodriguez	Esthetician Diploma conferred by Milan Institute
Instructor	Susan Cohen	Licensed Esthetician since 2007
Instructor	Socorro Jenkins	Nail Tech Diploma conferred by Estes School of Beauty
Instructor	Victoria Vazquez	Manicurist Certificate conferred by Lawance & Co.
Instructor	Christina Clifton	Cosmetology Diploma conferred by Milan Institute
Instructor	Eliana Ramos	Cosmetology Diploma conferred by Milan Institute
Instructor	Tracy Cervantes	Cosmetology Diploma conferred by Milan Institute
Instructor	Ryan Heinrich	Esthetician Diploma conferred by Milan Institute
Instructor	Jessstine Cota	Esthetician Diploma conferred by Milan Institute



**Milan Institute - Visalia, CA**  
**Catalog Insert II - Schedule of Tuition and Costs**  
**Effective September 23, 2023**

Program	Effective Date	Student Tuition Recovery Fund (STRF)*	Books and Materials	Supplies with Tax	Lab Fee	Tuition 1st Payment Period	Tuition 2nd Payment Period	Tuition 3rd Payment Period	Total charges for the entire educational program
<i>Administrative Medical Assistant</i>	9/1/2023	\$37.50	\$431.60	\$234.34	\$350.00	\$7,195.47	\$7,195.47	N/A	<b>\$15,444.38</b>
<i>Advanced Cosmetology</i>	9/1/2023	\$45.00	\$2,573.72	\$234.34	\$350.00	\$5,122.02	\$5,122.02	\$4,552.90	<b>\$18,000.00</b>
<i>Barbering</i>	9/1/2023	\$40.00	\$1,476.62	\$234.34	\$350.00	\$6,164.57	\$6,164.57	N/A	<b>\$15,800.00</b>
<i>Cosmetology</i>	9/1/2023	\$40.00	\$1,571.26	\$234.34	\$350.00	\$6,121.98	\$6,121.98	\$1,360.44	<b>\$15,800.00</b>
<i>Dental Assistant</i>	9/1/2023	\$40.00	\$568.71	\$234.34	\$350.00	\$7,353.48	\$7,353.47	N/A	<b>\$15,900.00</b>
<i>Advanced Esthetician</i>	9/1/2023	\$40.00	\$2,662.47	\$234.34	\$350.00	\$6,505.09	\$6,505.10	N/A	<b>\$16,297.00</b>
<i>Esthetician</i>	9/1/2023	\$32.50	\$1,323.05	\$234.34	\$350.00	\$5,692.56	\$5,692.55	N/A	<b>\$13,325.00</b>
<i>Manicurist</i>	9/1/2023	\$22.50	\$943.05	\$234.34	\$350.00	\$3,703.99	\$3,703.98	N/A	<b>\$8,957.86</b>
<i>Massage Therapy</i>	9/1/2023	\$37.50	\$833.11	\$234.34	\$350.00	\$6,758.47	\$6,758.46	N/A	<b>\$14,971.88</b>
<i>Medical Assisting</i>	9/1/2023	\$37.50	\$248.72	\$234.34	\$350.00	\$7,324.33	\$7,324.33	N/A	<b>\$15,519.22</b>

\* Non-refundable.

**Additional Cost Disclosures:**

**Massage Therapy Students** will be responsible for upkeep and maintenance of their tables and sheets for class use. Massage Therapy Students will receive sample oils upon enrollment, but will be responsible for obtaining additional oils and lotions as needed.

**Externship Students** will be responsible for their own transportation to and from the externship sites. Student cost may vary due to location of externship site and student's choice of transportation.

**Book Costs** - Students have to option to purchase required books and materials separately, see Enrollment Agreement.

## CATALOG INSERT III - CLASS START CALENDAR AND STUDENT HOLIDAYS

**MILAN INSTITUTE**  
 6500 S. Mooney Blvd.  
 Visalia, CA 93277  
 P: (559) 684-3900 F: (559) 738-7714  
 www.milaninstitute.edu

**Business Hours:**  
 Monday-Friday 8:00am-6:00pm

### CLASS START CALENDAR-Effective September 23, 2023

2023	Administrative Medical Assistant, Massage Therapy, Medical Assisting, Dental Assistant (Day & Afternoon)	Administrative Medical Assistant, Medical Assisting, Dental Assistant (Evening)	Barbering*, and Cosmetology Day MTS	Cosmetology Day WThF	Cosmetology Eve	Esthetician M-W	Advanced Esthetician and Esthetician Day Thurs-Sat	Esthetician Eve	Manicurist Day	Manicurist Eve	Advanced Cosmetology Day MTS	Advanced Cosmetology Day W-F	Advanced Cosmetology Eve
January	No Start	1/30/2023	1/23/2023	1/11/2023 1/25/2023	1/23/2023	1/30/2023	No Start	1/3/2023	1/23/2023	1/17/2023	1/23/2023	1/11/2023 1/25/2023	1/17/2023
February	2/1/2023	No Start	2/6/2023	2/22/2023	2/27/2023	No Start	No Start	2/13/2023	2/27/2023	2/21/2023	2/6/2023	2/22/2023	2/27/2023
March	3/6/2023	3/1/2023 3/30/2023	3/6/2023 3/20/2023	3/8/2023	3/20/2023	3/6/2023	No Start	3/27/2023	No Start	3/27/2023	3/6/2023 3/20/2023	3/8/2023	3/20/2023
April	4/4/2023	No Start	4/17/2023	4/5/2023 4/19/2023	No Start	4/10/2023	No Start	No Start	4/3/2023	No Start	4/17/2023	4/5/2023 4/19/2023	No Start
May	5/3/2023	5/1/2023 5/31/2023	5/1/2023 5/30/2023	5/17/2023 5/31/2023	5/1/2023 5/22/2023	5/15/2023	No Start	5/8/2023	5/8/2023	05/01/23	5/1/2023 5/30/2023	5/17/2023 5/31/2023	5/1/2023 5/22/2023
June	6/5/2023	6/29/2023	6/12/2023	6/28/2023	No Start	6/19/2023	No Start	6/19/2023	6/12/2023	06/05/23	6/12/2023	6/28/2023	No Start
July	7/11/2023	No Start	7/17/2023 7/31/2023	7/19/2023	7/10/2023 7/31/2023	7/31/2023	No Start	No Start	7/24/2023	07/17/23	7/17/2023 7/31/2023	7/19/2023	7/10/2023 7/31/2023
August	8/9/2023	8/7/2023	8/28/2023	8/16/2023 8/30/2023	No Start	No Start	No Start	8/7/2023	8/28/2023	08/21/23	8/28/2023	8/16/2023	No Start
September	9/11/2023	9/6/2023	9/11/2023	9/27/2023	9/11/2023	9/5/2023	No Start	9/18/2023	No Start	09/25/23	9/11/2023	9/27/2023	09/11/23
October	10/10/2023	10/5/2023	10/9/2023 *10/23/2023	10/11/2023	10/2/2023	10/9/2023	No Start	10/30/2023	10/2/2023	10/30/23	10/9/2023 10/23/2023	10/11/2023	10/02/23
November	11/8/2023	11/6/2023	11/27/2023	11/8/2023 11/29/2023	11/13/2023	11/13/2023	11/9/2023	No Start	11/6/2023	No Start	11/27/2023	11/8/2023 11/29/2023	11/13/23
December	12/11/2023	12/6/2023	12/11/2023	No Start	12/11/2023	12/18/2023	12/21/2023	12/18/2023	12/11/2023	12/11/23	12/11/2023	No Start	12/11/23

\*First start date for new program.

\*\*If classes are cancelled due to extenuating circumstances, notification will be announced through the local media and a message will be placed on the school's phone system.

### STUDENT HOLIDAY CALENDAR

2023 STUDENT HOLIDAY CALENDAR	
Winter Break Cont. (student's unscheduled)	1/1/2023-1/2/2023
New Year's Day - CLOSED	1/2/2023
Martin Luther King, Jr. Day - CLOSED	1/16/2023
President's Day - CLOSED	2/20/2023
Memorial Day - CLOSED	5/29/2023
Summer Break (Student unscheduled)	7/2/2023-7/9/2023
Independence Day - CLOSED	7/4/2023
Labor Day - CLOSED	9/4/2023
Thanksgiving - CLOSED	11/23/2023-11/26/2023
Winter Break - (students unscheduled)	12/24/2023-12/31/2023
Christmas Day - CLOSED	12/25/2023

### Program Schedules

All instruction takes place at Milan Institute located at 6500 South Mooney in Visalia, CA 93277.

#### Administrative Medical Assistant:

Day classes are Monday – Thursday from 8:00 a.m. to 1:00p.m. Evening classes are Monday – Thursday 5:30 p.m. to 10:30 p.m. Specific class times vary per module.

#### Barbering:

Day classes are offered Monday and Tuesday 8:00 am - 6:30 pm

#### Cosmetology:

Day classes are offered Monday, Tuesday, Saturday or Wednesday through Friday, 8:00 a.m. to 6:30 p.m. Evening classes are offered: Monday through Friday, 5:30 p.m. to 9:30 p.m.

#### Advanced Cosmetology:

Session I/Day classes are offered Monday, Tuesday and Saturday, 8:30 a.m to 6:30 p.m. Session II/Day classes are offered Wednesday to Friday 8:00 a.m. to 6:30 p.m.

Evening classes are offered Monday to Friday 5:30 p.m. to 9:30 p.m.

#### Dental Assistant:

Session I/Day Classes are offered Monday through Thursday, 8:00 a.m. to 1:00 p.m. Session II/Day Classes are offered Monday through Thursday, 10:00 a.m. to 3:00 p.m. Session IV Evening Classes are offered Monday through Thursday, 5:30 p.m. to 10:30 p.m.

#### Esthetician

Day Classes are offered: Monday through Wednesday, 8:00 a.m to 4:50 p.m. and Wednesday through Friday 8:00 a.m. to 4:50 p.m.

Evening classes are offered: Monday through Friday, 5:30 p.m. to 9:30 p.m.

#### Advanced Esthetician:

Day Classes are offered: Thursday through Saturday 8:00 a.m. to 4:50 p.m.

#### Manicurist:

Day classes are offered: Monday through Thursday, 8:00 a.m. to 2:45 p.m. Evening classes are offered Monday - Friday from 5:30 p.m. to 9:30 p.m.

#### Medical Assisting:

Session I classes are offered Monday through Thursday, 8:00 a.m. to 1:00 p.m. Session III classes are offered Monday through Thursday, 5:30 p.m. to 10:30 p.m. Session IV classes are offered Monday through Thursday, 9:00 a.m. to 2:00 p.m. Specific class times vary per module.

#### Massage Therapy:

Day classes are Monday – Thursday from 8:00 a.m. to 1:00p.m.

#### Modular programs

The Administrative Medical Assistant, Administrative Specialist, Dental Assistant, and Medical Assistant programs are modular and open-entry by module. Students may enter the program at the beginning of a module and progress through until all modules are completed. At the completion of the modules, students will enter into an externship at an assigned medical/dental facility. The extern hours must be completed prior to graduation from the program.