



# CEN Beauty Academy LLC

## SCHOOL CATALOG

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**January 1st 2020 until December 31st 2020**

## TABLE OF CONTENTS

CATALOG DISCLOSURE.....	3
MISSION.....	4
Objectives .....	4
Non-Discrimination Policy .....	4
Disclosure Statements.....	4
FACILITIES .....	6
Learning Resources .....	6
ADMISSIONS POLICIES.....	7
Procedures for Admissions .....	7
General Admissions Criteria.....	7
Admission Standards .....	8
English Language Requirement.....	8
Notice concerning transferability of credits and credentials earned at our institution .....	8
ACADEMIC POLICIES.....	9
Attendance/Probation/Dismissal .....	9
Letter Grade and Grade Point System.....	9
Course Retake Policy.....	10
Maximum Time in Which to Complete .....	10
Leave Of Absence.....	10
Attendance Probation.....	11
Make-Up Work.....	11
Automatic Withdrawal.....	11
STUDENT ACTIVITIES AND SERVICES .....	12
Academic Counseling.....	12
Academic Advisement.....	12
Placement Services .....	12
GENERAL TERMS AND CONDITIONS.....	13
Dress Code .....	13
Dress for Success.....	13
General Conduct.....	14
Important Notice.....	14
Groundings For Disciplinary Action .....	16

Student Grievance Procedure .....	17
Liability.....	18
Retention of Records.....	18
Transcripts.....	18
SCHEDULE OF CHARGES .....	19
Student Tuition Recovery Fund .....	19
CANCELLATION AND REFUND POLICY .....	21
Students Right to Cancel.....	21
Student Withdrawal, Refund Policy.....	21
CERTIFICATE PROGRAMS .....	23
Cosmetology.....	23
Esthetician.....	26
Manicurist .....	28
Teacher Training.....	30
Barbering.....	31
Eyelash Extensions Application Course .....	33
Ownership.....	34
Administrative Control .....	34
Staff.....	34
Faculty.....	34
Academic Calendar 2020 .....	35

## CATALOG DISCLOSURE

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It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution’s website to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Revised 1/1/2020

## MISSION

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

## OBJECTIVES

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

## NON-DISCRIMINATION POLICY

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CEN Beauty Academy LLC is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## DISCLOSURE STATEMENTS

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- ✓ CEN Beauty Academy LLC is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ CEN Beauty Academy LLC is not accredited.
- ✓ CEN Beauty Academy LLC does not offer distance education and does not plan to offer distance education.

- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ 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.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ CEN Beauty Academy LLC does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ CEN Beauty Academy LLC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- ✓ CEN Beauty Academy LLC does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- ✓ The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ CEN Beauty Academy LLC is not approved to participate in State or Federal Student Aid programs.
- ✓ CEN Beauty Academy LLC does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ CEN Beauty Academy LLC does not provide housing assistance services to the students.
- ✓ There are available housing options located reasonably near the institution's facilities.
- ✓ The average cost for a room or apartment rental varying from between \$550 for a room per month to \$1,250 per month for a 1-bedroom apartment.
- ✓ Students will find rental information on Craig's List at <http://inlandempire.craigslist.org/apa/>
- ✓ CEN Beauty Academy LLC has no responsibility to find or assist a student to find housing.

## FACILITIES

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All class sessions are held at the main CEN Beauty Academy LLC campus which occupies 3,000 square feet located at 7900 Limonite Ave, Suite C-E, Riverside, CA 92509, which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms for male and female students. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicuring tables and tools, and other equipment are furnished for the benefit of students. The school assumes no responsibility or liability for lost or stolen personal item.

Classrooms are equipped with digital, visual aids and/or other instructional resources, which are for the use of students. A practical supplies consisting with all equipment necessary to complete their chosen course of study are purchased by the students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The campus is wheel chair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

## LEARNING RESOURCES

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Books or other materials, including videos of procedures and theory lessons, are available from the Resource Center for student use while attending this school.

## ADMISSIONS POLICIES

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### PROCEDURES FOR ADMISSIONS

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

### GENERAL ADMISSIONS CRITERIA

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

- ✓ CEN Beauty Academy LLC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.
- ✓ CEN Beauty Academy LLC has no articulation agreement in place with other schools or colleges. At this time CEN Beauty Academy LLC does not recognize transferability of credits you earn at other colleges.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

## ADMISSION STANDARDS

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For admission to one of the CEN Beauty Academy LLC's programs, a potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a high school equivalency certificate (GED). All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at CEN Beauty Academy LLC. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Attain an acceptable score on the applicable admission test given to all certificate program applicants where necessary.
- ✓ Attend a new student orientation (prior or on first day of class)
- ✓ Complete, sign, and submit a CEN Beauty Academy LLC enrollment form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$100.00 and initial deposit, as part of the institution's in-house payment plan.

## ENGLISH LANGUAGE REQUIREMENT:

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

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

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



## ACADEMIC POLICIES

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

### ATTENDANCE/PROBATION/DISMISSAL

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The faculty and staff of CEN Beauty Academy LLC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) may be placed on probation. If the student's attendance does not improve at the next evaluation point, the student may be dropped from the program. Any student absent for ten (10) consecutive scheduled school days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief of Academic Officer. A student is expected to be in class at scheduled start time; a student arriving after scheduled class start time will be counted absent for the day with a corresponding reduction in their required attendance hours

### LETTER GRADE AND GRADE POINT SYSTEM

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

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

Students may need to retake tests scored below 75%. 75% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation.

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

### **COURSE RETAKE POLICY**

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

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

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

### **LEAVE OF ABSENCE**

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Students are entitled to take only one leave of absence during any calendar year and have attended classes for a minimum of 200 hours. The duration of the leave of absence is minimum 14 consecutive school/business days and may not exceed sixty (60) consecutive school/business days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to Academy as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## ATTENDANCE PROBATION

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

## MAKE-UP WORK

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Students can make-up missed class hours at the end of their scheduled program hours with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an Academy instructor is present. All assignments, tests and homework may be made up. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as "0" (zero) when calculating the academic progress grade point average.

## AUTOMATIC WITHDRAWAL

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

- ✓ Failure to attend Academy for ten (10) consecutive scheduled class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive evaluation points and/or months
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice (at specific evaluation points) during the one enrollment period

## STUDENT ACTIVITIES AND SERVICES

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

### ACADEMIC COUNSELING

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

### ACADEMIC ADVISEMENT

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The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by CEN Beauty Academy has to be preauthorized by the Chief Academic Officer.

### PLACEMENT SERVICES

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CEN Beauty Academy LLC does not guarantee employment for its graduates. CEN Beauty Academy LLC assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The Academy makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Academy to assist in the placement process.

In addition, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct held by the Academy's staff.

### OCCUPATIONAL CLASSIFICATION CODE PER PROGRAM

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39-5012 Cosmetology – Cosmetologist, Hairstylist  
39-5094 Esthetician – Esthetician, Skin Care Specialist  
39-5092 Manicuring – Manicurist, Pedicurist  
39-5011 Barbering - Barbers



## GENERAL TERMS AND CONDITIONS

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### DRESS CODE

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

For Estheticians and students enrolled in all skin care programs, in addition, attire may include a white lab coat. Dress code colors will also apply to coats, sweaters, jackets, etc. For more details, see below "Dress for Success".

### DRESS FOR SUCCESS

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

NOTE: Pants must not have any frayed bottoms or "designer-type" tears or cuts.

Black top that must adequately cover cleavage, underarms, belly and back. If needed for comfort, a black sweater may be worn. Limited jewelry.

Shoes of any color, must be closed from toe to heel, no heels. The dress code can be adjusted as deemed necessary

### NOT RECOMMENDED ATTIRE

- Backless Attire
- Bare Midriff/Low cut tops
- Tank Tops/Halters
- Leggings, Jeggings, jeans/denims
- Hat/Cap/Hair Net
- Shorts, Athletic Attire
- Heels, sandals
- See-through Clothing
- Ragged, Frayed Clothing
- Spandex Pants, Jeans/Denims

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

## GENERAL CONDUCT

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Students are expected to comply with Academy policy regarding curriculum, testing, absences, and makeup while displaying courtesy and consideration towards instructors, staff and other students. CEN Beauty Academy LLC defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for Academy policy. Improper conduct is cause for suspension or expulsion.

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

## IMPORTANT NOTICE

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

- Eating and/drinking is not allowed in any of the classrooms at any time.
- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- Telephone: The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment, this is reserved for personnel.

An important part of the training at CEN Beauty Academy LLC includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, CEN Beauty Academy LLC has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action.

The effectiveness of any training program is dependent upon the full cooperation between students and Academy staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. CEN Beauty Academy LLC's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment.

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

### **PAYMENT POLICY**

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

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

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

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

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

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



## GROUNDINGS FOR DISCIPLINARY ACTION

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- 1) Unsatisfactory Academic performance.
- 2) Unsatisfactory Attendance.
- 3) Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students. This includes any posting on any platform of social media.
- 4) Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- 5) Failure to meet Financial Requirements.
- 6) Inappropriate professional clothing worn during training.
- 7) Failure to abide by the Rules and Regulations of the Academy.
- 8) Failure to pay tuition (or any other charges) when due.
- 9) Breach of school enrollment agreement.
- 10) Cheating.
- 11) Falsifying school records.
- 12) Carrying a concealed or potentially dangerous weapon.
- 13) Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- 14) Instigation and/or participation in rebellious activities against the school and/or its student(s).
- 15) Solicitation, which reflects unfavorably upon the school and/or its students.
- 16) Vandalism of school property.
- 17) Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- 18) Fighting (physical or verbal)
- 19) Verbal confrontation with any staff member and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure Student Grievance Procedure as noted in this catalog.

## STUDENT GRIEVANCE PROCEDURE

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From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 15 business days and will be sent to the student in writing.

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

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

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

*Mailing address is:*

P. O. Box 980818 W. Sacramento, CA 95798-0818

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959 Fax: (916) 263-1897

By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## LIABILITY

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

## RETENTION OF RECORDS

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CEN Beauty Academy LLC will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours.

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

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

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

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

## TRANSCRIPTS

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

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

The usual processing fee is \$10.00 for the second copy. Certificate and official transcripts of records are available within fifteen (15) business days from the receipt of a written request by the Registrar. Subject to processing fees/charges.

## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Uniform and Supplies	**Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Non Refundable</i>	
<b>BARBERING</b>	<b>\$100.00</b>	<b>\$10,100</b>	<b>\$0.00</b>	<b>\$1,200</b>	<b>\$11,400</b>
<b>Cosmetology</b>	<b>\$100.00</b>	<b>\$10,275</b>	<b>\$0.00</b>	<b>\$1,525</b>	<b>\$11,900</b>
<b>Esthetician</b>	<b>\$100.00</b>	<b>\$5,974</b>	<b>\$0.00</b>	<b>\$725</b>	<b>\$6,799</b>
<b>Teacher Training</b>	<b>\$100.00</b>	<b>\$5,774</b>	<b>\$0.00</b>	<b>\$725</b>	<b>\$6,599</b>
<b>Manicurist</b>	<b>\$100.00</b>	<b>\$3,400</b>	<b>\$0.00</b>	<b>\$525</b>	<b>\$3,925</b>

\*Since January 1st 2015 the STRF fee has temporarily been reduced to \$0.00

\*\*These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program, subject to change.

### STUDENT TUITION RECOVERY FUND

*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.*

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

## CANCELLATION AND REFUND POLICY

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### STUDENTS RIGHT TO CANCEL

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You have the right to cancel the enrollment agreement you sign for a course of instruction including any unused/ unopened equipment, such as unused/unopened books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance after the day of enrollment through the seventh day after the first class session, as described in the NOTICE of CANCELLATION.* Cancellation shall occur when you give written notice of cancellation at the address of the Academy shown on the top of the front page of the enrollment agreement.

You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

You will be given notice of cancellation form with this enrollment agreement at enrollment. If you choose to cancel, you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused following the date of your notice of cancellation.

If you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you.

Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

### STUDENT WITHDRAWAL, REFUND POLICY

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The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled. If the student withdraws prior to completion of the Program of study in which she/he is enrolled the Academy determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program.

If the number of scheduled hours during the student's enrollment in the Program is sixty percent (60%) or more of the total hours in the Program, the Academy shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained in the Enrollment Agreement.

If the student withdraws from his/her program of study after the deadline for the student's right to cancel the agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the Academy will issue such refund to the student less a registration fee, supplies/kit, within 45 days after the student's cancellation notice was received by the Academy, as stipulated in "Cancellation and Refund Policy".

A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 1,600-hour Program, pays \$8,900.00 (= \$5.56/hour) for tuition, \$100.00 for registration, and \$1,100.00 for supplies as specified in an enrollment agreement and was enrolled 600 hours ( $600 \times \$5.56 = \$3,336.00$ ) at the time of withdrawal, without returning the Books and Supplies she/he obtained.

The pro rata refund to the student would be \$5,564.00 ( $\$8,900.00 - \$3,336.00 = \$5,564.00$ ).

Registration fee \$100.00 and supplies/kit are non-refundable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition (unopened/unused) immediately following the date of your withdrawal, the school shall refund the charge for the unopened/unused books or equipment paid by you.

If you fail to return books or equipment in good condition (unopened/unused) immediately following the date of your withdrawal, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

## CERTIFICATE PROGRAMS

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### COSMETOLOGY

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#### 1600 Clock Hours Certificate program

##### *Program Description:*

A student completing the Cosmetology program is prepared for employment as a licensed Cosmetologist or Hairdresser or Hairstylists. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

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

##### *Program Objectives:*

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

##### *Course completion:*

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

##### *Occupational Objectives:*

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

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

##### *Licensing requirements:*

Applicants must be 17 years of age or older and have a High School Diploma or GED Certificate. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.



*Program Outline*

Class Code	Class Title	Lecture Hours	Lab Hours	Clock Hours
	<b>INSTRUCTIONAL IN HEALTH &amp; SAFETY &lt;200Hrs&gt;</b>			
COS 101	BARB. COSMET. ACT & BOARD RULE AND REGULATIONS	20	0	20
COS 102	COMETOLOGY CHEMISTRY	40	0	40
COS 103	HEALTH & SAFETY HAZARDOUS SUBSTANCES	40	0	40
COS 104	ANATOMY, PHYSIOLOGY	20	0	20
COS 105	DISINFECTION & SANITATION	30	10	40
COS 106	BACTERIOLOGY,	40	0	40
		<b>190</b>	<b>10</b>	<b>200</b>
	<b>HAIR SECTION &lt;1100 Hrs&gt;</b>			
COS 202	WET HAIR STYLING	40	200	240
COS 203	THERMAL HAIRSTYLING	40	40	80
COS 204	PRESS & CURL	20	20	40
COS 205	PERMANENT WAVING	30	100	130
COS 206	CHEMICAL STRIGHTENING	30	40	70
COS 207	HAIR CUTTING	40	200	240
COS 208	HAIR COLORING & BLEACHING	40	140	180
COS 209	SCAP & HAIR TREATMENTS	10	30	40
COS 210	BLEACHING	20	60	80
		<b>270</b>	<b>830</b>	<b>1100</b>
	<b>SKIN CARE SECTION &lt; 200Hrs&gt;</b>			
COS 301	FACIALS MANUAL	10	20	30
COS 302	FACIAL ELECTRICAL	15	30	45
COS 303	CHEMICAL SKINPEELS, MASKS, ETC	20	20	40
COS 304	EYEBROW ARCHING & HAIR REMOVAL	0	10	10
COS 305	TWEEZERS	5	10	15
COS 306	WAX & DEPILATORIES	10	20	30
COS 307	MAKE-UP	10	20	30
		<b>70</b>	<b>130</b>	<b>200</b>

	<b>NAIL SECTION &lt; 100 Hrs&gt;</b>			
COS 401	WATER & OIL MANICURES	10	10	20
COS 402	COMPLETE PEDICURE	10	10	20
COS 403	ACRYLICS-LIQUID AND POWDER BRUSH-ON	10	20	30
COS 404	ARTIFICIAL NAIL TIPS	10	10	20
COS 405	NAIL WRAPS & REPAIRS	0	10	10
		<b>40</b>	<b>60</b>	<b>100</b>
	<b>Total</b>	<b>570</b>	<b>1030</b>	<b>1600</b>

*Class Schedule*

1600 Clock Hours    Day: 23 hours a week

## ESTHETICIAN

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### 600 Clock Hours Certificate program

#### *Program Description:*

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

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

#### *Program Objectives:*

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

#### *Course completion:*

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

#### *Occupational Objectives:*

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

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

#### **Licensing requirements:**

Applicants must be 17 years of age or older and have a High School Diploma or GED Certificate. A license will be granted by the State of California only after the student has successfully completed and graduated from the program as described above and passed the licensing exam with an overall average of 75%.

*Program Outline*

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

*Course Schedule*

600 clock hours      15 hours/week

## MANICURIST

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400 Clock Hours Certificate program

### *Program Description:*

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

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

### *Program Objective:*

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

### *Course completion:*

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

### *Occupational Objectives:*

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

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

### **Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10th grade. A license will be granted by the State of California only after the student has successfully completed and graduated from the program as described above and passed the licensing exam with an overall average of 75%.

*Program Outline*

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

*Course Schedule*

400 clock hours      15 hours/week

## TEACHER TRAINING

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### 600 Clock Hours Certificate Program

#### *Program Description*

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

#### *Admission Requirements*

A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2 ½ years of technical experience in the industry.

*Program Objectives:* To develop the ability to teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids, and tests. To provide information about specific teaching techniques used by the vocational teacher in the working area as well as in the class room

*Occupational Objective:* The program will prepare a student to work as a Cosmetology/Esthetician Instructor.

#### *Program Outline*

Module	Module Title	Lecture	Lab	Clock
TT 101	BBC/BPPE Rules & Regulations	10		10
TT 102	Preparatory Instruction: Theory of Teaching	240		240
TT 103	Conducting Theory Class & Practical Demonstration	100	100	200
TT 104	Clinic Floor Work	140		140
TT 105	Career Development	10		10
	Total Hours			600

#### *Course Schedule*

600 clock hours      See program schedules

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

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

## BARBERING

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### 1500 Clock Hours Certificate Program

#### *Program Description*

A student completing the Barbering program is prepared for employment as a licensed Barber. Instruction is designed to qualify students for employment upon successfully obtaining a Barbering license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules, 1100 Hours of Technical Instruction and Practical Training in Hair Dressing; 200 Hours of Technical Instruction and Practical Training in Shaving; 200 Hours of Technical Instruction in Health and Safety

#### SUBJECTS OF TECHNICAL INSTRUCTION      Required Hours of Technical Instruction

:

Health and Safety (200)	
Laws and Regulations	20
Health & Safety Considerations	45
Disinfection and Sanitation	20
Anatomy and Physiology	15
Additional Health and Safety	100
Hair Dressing (1100)	
Hair Styling	65
Permanent Waving & Chem. Straightening	40
Hair Cutting	20
Hair Coloring/Bleaching	60
Additional Hair Dressing	110
Shaving (200)	
Shaving	100
Additional Shaving	18

SUBJECTS OF PRACTICAL OPERATIONS	Required Practical Operations:
Hair Styling	240
Permanent Waving & Chem. Straightening	105
Hair Coloring/Bleaching	50
Hair Cutting	80
Additional Hair Dressing	330
Additional Shaving	42

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

#### *Program Objectives:*

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



*Course completion:*

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

*Occupational Objectives:*

The barbering program will prepare students for work as a barber.

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

*Licensing requirements:*

Applicants must be 17 years of age or older and have a High School Diploma or GED Certificate. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering program as described above and passed the licensing exam with an overall average of 75%.

*Class Schedule*

1500 Clock Hours    TBD

\*COSMETOLOGIST: 1600 hours

\*ESTHETICIAN: 600 hours

\*MANICURIST: 400 hours

\*Applicants must take written and practical exam.

\*BARBERING; 1500 HOURS

TEACHER TRAINING: 600 hours

California State Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento, CA 94244-2260

1-800-952-5210 (phone) 916-575-7281 (fax)

## EYELASH EXTENSIONS APPLICATION COURSE

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

Course Outline:

### Before Application

- i) verification of client's eyes and eyelashes without extensions to ensure that she/he is a good candidate for lash extensions
- ii) verification that the consent form is reviewed and signed
- iii) Verification that all rules of safety and hygiene are met.

### During Application

- i) Verification of proper application of eye gel pads and medical 3M tape to ensure safety
- ii) Verification that the proper size of extension is selected (density and length) for client's lashes and lash design
- iii) Verification that the upper lids are frequently lifted to ensure that the lower lashes aren't being caught in the adhesive
- iv) Verification that student checks their work periodically to make sure lashes are perfectly bonded and that the student is able to successfully make corrections when needed (separate lashes that have accidentally stuck together, etc.).

### After Application

- i) Verification of proper sequence and placement of eyelash extensions.
- ii) Ensure that the extensions were placed properly on top of the natural lash, that they were not too close to the skin (leaving at least 1 to 2 mm from the hair follicle and eyelids) and that the adhesive did not come in contact with the skin
- iii) Verify that all lashes that can be placed are.
- iv) Verify that top lashes are not attached to bottom lashes.

### Admissions requirements:

This Course is open to everyone who wants to learn how to apply eyelash extensions properly. It is also open to our students Cosmetology and Esthetician, and open to students who are enrolled at other Beauty Schools, and licensed professionals.

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED).

Students are required to speak English. All classes are taught in English.

Potential student must complete, sign, and submit a CEN Beauty Academy LLC enrollment form.

Pay a \$100 registration fee. Balance of cost due prior to class start. Current total cost is \$480 (includes basic kit and registration).

Upon completion of the course and upon passing a test, the student will receive a "Certificate of Completion" from CEN Beauty Academy LLC

## OWNERSHIP

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CEN Beauty Academy LLC is owned by Ruby Damwyk

## ADMINISTRATIVE CONTROL

## STAFF

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Ruby Damwyk	Chief Executive Officer
Ruby Damwyk	Chief Academic Officer
Ruby Damwyk	Chief Operating Officer
T/B/D	Director of Student Services and Placement

## FACULTY

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

Cosmetology Instructor: Rocio Fernandez Lic# 385122  
Esthetician Instructor: Ruby Damwyk License # 60431  
Esthetician Instructor: Huma Taimur License # 130368  
Manicuring Instructor: Rocio Fernandez Lic# 385122  
Manicuring Instructor: Ruby Damwyk License #264996  
Teacher Training Instructor: Ruby Damwyk License # 60431 and #264996  
Teacher Training Instructor: Rocio Fernandez Lic# 385122

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### *Office Hours*

Business office hours are Monday through Friday from 9:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. CEN Beauty Academy LLC observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below.

### **ACADEMIC CALENDAR 2020**

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The school has an open enrollment period: weekly

New Year's Day January 1

Martin Luther King Day January 20

President's Day February 17

Memorial Day May 25

Independence Day July 4

Labor Day September 7

Thanksgiving Day November 26-28

Christmas December 25

Winter Holidays will last from December 24, 2020 until January 2, 2021. Additional holidays or school closures may be declared at the discretion of the School Director.