

# CATALOG

## 2022-2023



# NEO-ESTHETIQUE EUROPEAN INSTITUTE

**Ave. Winston Churchill # 305 y #307, Urbanización El Señorial,  
Río Piedras, P.R. 00926**

**Tel. 787-748-0020 Fax 787-283-6529**

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Accredited by:  
National Accrediting Commission of Career Arts & Sciences

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# **CATALOG**

## **2022-2023**

### **NON DISCRIMINATION POLICY:**

Neo-Esthetique European Institute does not discriminate in the admission of students or the hiring of employees for reasons of sex, race, political affiliation, age, color, ethnic origin, or religion.

Complaints of discrimination may be presented before the Office of civil rights of the Department of Health and Human Services, Compliance Office of Civil Rights of United States, and the Council of Education of Puerto Rico.

Publication date: August 1, 2022

Effective Date: August 1, 2022 to June 30, 2023 or until it is published the next edition, whichever comes first.

### **CHANGES TO THE SCHOOL'S CATALOG**

The Board of Directors of Neo-Esthetique European Institute reserves the right to modify this catalogue through resolutions. These changes will be published and distributed by the institution, and will appear as official supplements.

## **CREDENTIALS and ACCREDITATIONS**

### **Licensed by the Consejo de Educación de Puerto Rico**



### **Accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS)**



#### Addresses:

**1. Oficina de Registro y Licenciamiento**

Departamento de Estado  
PO Box 9023271  
San Juan, P.R. 00902-3271  
Phone: (787) 641-7100

**2. National Accrediting Commission of Career Arts & Sciences**

3015 Colvin Street,  
Alexandria, VA 22314  
Phone: (703)600-7600

#### **Approvals**

**Consortio - Workforce Innovation and Opportunity Act (WIOA)**

Ley de Innovación y Oportunidad en la Fuerza Laboral

Persons interested in reviewing accreditation documents, licenses and approvals may call 787-748-0020 ext. 28 for an appointment.

## PRESIDENT'S MESSAGE

*Puerto Rico needs good professionals in the field of beauty arts and sciences. To prepare yourself for a professional life in this field is an exciting, unique and pleasant experience that requires an arduous amount work. The challenges you will have to face will help you understand the nature of our institutional atmosphere, the opportunities that you will have, the challenges that will appear before you, the expectations that you have and experience all the good things that all of us want for you.*

*As you experience days of study, you will be more and more conscious that success depends to a large extent - on you. Try to be a worthy example of what God wants of his children. Always feel affection and respect for the Institution and for all the people that work here. We all look to you with love and want the best for you.*

*In this Catalog we present information about the nature, organization, programs, services, and norms of our Institution. It gives you a look at the important and necessary structures for your effective participation at our school, so that the time you spend with us benefits you, contributes towards your spiritual advancement and your quest of each day to become a better person. Please read and familiarize yourself with the information in this catalog.*

*Today, more than ever, our island needs people trained to contribute with efficiency and effectiveness in the profession of beauty arts and sciences. People with the determination and the motivation are necessary to provide this indispensable service with responsibility, art, creativity and care that contribute to improvement of the quality of life of our society.*

*God bless you and guide you all the way towards a life of success.*

*Madeline Anzalota*

**President of the Board of Directors**

## **GENERAL INFORMATION**

### **INSTITUTIONAL PHILOSOPHY, OBJECTIVES AND ASPIRATIONS**

Education is the fundamental element in the development of a society. This is why Neo-Esthetique European Institute recognizes its responsibility as a post-secondary institution; to be a source of skillful personnel, nourished, by technical competency that provide professional services that result in the improvement of the quality of life of Puerto Rican society.

#### **MISSION**

The training programs of Neo-Esthetique European Institute are designed to provide student with the knowledge and the skills necessary to stimulate the development of their professional and personal abilities, so it will allow them to enter the workforce at an entrance level in the field of their election.

#### **OBJECTIVES**

The following institutional objectives have served as a guideline to the educational effort in this first phase of development:

- Offer training programs, at post-secondary level, for people who wish to become professionals of Beauty Arts and Sciences and its related fields.
- Provide experiences of continuous education to specialists of Beauty Arts and Sciences and its related fields that will update and to enrich their professional knowledge and skills.
- Provide orientation and services for an accurate goal towards providing beauty for people in the community who are interested in improving their personal care and quality of life.

#### **GOALS**

The Institution's goal is to continuously scale upwards towards new levels of educational excellence that relate to our field of knowledge and skills. To continuously demonstrate that we are an alternative of excellence as a specialized training center of the Northern region of Puerto Rico. To ensure that Neo-Esthetique European Institute reaches this goal we offer the expertise of a selected group of professional personnel that are capable and well recognized members of beauty arts and sciences.

## **SCHOOL HISTORY**

Neo-Esthetique European Institute is product of a dream come true. It is the work of an enterprising, visionary woman, who dedicated herself with great care to the creation of a school, specialized in the field of Esthetics.

Her knowledge and skills, acquired by means of formal studies in Puerto Rico and Europe awaken in Mrs. Madeline Anzalota, a fervent desire to create an institution of educational excellence, where the most advanced techniques of esthetics are taught and practiced.

Since 1980, Mrs. Anzalota has offered her professional services in esthetics. While she rendered these services, Mrs. Anzalota was informally sharing her knowledge with friends and relatives. Her interest to help others to become qualified in this profession has inspired her to organize educational forums in Spain for those interested in studying Esthetics in the country.

Dermoder International is a recognized esthetic product manufacturer, distributor and a promoter of esthetic schools throughout Europe. The educational model of these institutions was used as the basic model for the creation of Esthetique European Institute in 1998 with the creation of a unique program for esthetics. This was possible with the creation of Neo-Esthetique European Institute, in El Señorial, in the borough of Rio Piedras, San Juan, Puerto Rico.

The dream of Mrs. Anzalota, already has given fruit. Her graduates are practicing this profession, with distinction, responsibility and care; the values that they learned in Neo-Esthetique European Institute. The founder of the Institution continues ahead; develop her vision, for the good of the Puerto Rican community.

**BOARD OF DIRECTORS**

Mrs. Madeline Anzalota	President
Mr. Ricardo González	Secretary
Dr. Benigno González	Treasurer
Mr. Benigno González Pérez	Vocal

**STOCKHOLDERS**

Mrs. Madeline Anzalota and Dr. Benigno González

**ADMINISTRATION**

Mrs. Madeline Anzalota	President of the BOD
Dr. Benigno González	President of Neo-Esthetique European Institute
Mrs. Luz López	Academic Director
Mrs. Carmen Torres	Registrar
Mrs. Lucelenia Vázquez	Collection Officer
Mrs. Vanessa Venegas	Admissions Director
Miss. Zoé González	Admissions Officer
Mrs. Betzaida Fuster	Admissions Officer
Miss. Sofía López	Admissions Officer
Mrs. Luz López	Human Resources Officer
Miss. Amanda Ortiz	Placement Officer
Mrs. Maribel Reyes	Financial Aid Officer
Mr. José Rivera Millán	Fiscal Officer
Mr. Cristian Diez-Muro	Compliance Officer

**FACULTY**

Dr. Benigno Gonzalez	Instructor	MD
Ms. Dionysia Figueroa	Instructor	Professional Esthetician
Ms. Sara Mohammed	Instructor	TME
Ms. Marelis Rosario	Instructor	TME
Ms. Luz López	Instructor	BBA & TME
Ms. Arlene Negrón	Instructor	Professional Makeup Artist
Ms. Yadeliz Baez Delbrey	Instructor	Professional Esthetician
Miss. Génesis Alvelo	Instructor	TME
Ms. Keddy Torres	Instructor	Professional Esthetician
Ms. Iretza Quintero	Instructor	TME
Ms. Maritza Guerra	Instructor	TME
Ms. Gabriela Santiago	Instructor	TME
Ms. Yadira Torres	Instructor	Professional Esthetician
Mr. Viviana Cordero	Instructor	Professional Esthetician
Mr. José Chiclana	Instructor	Massage Therapist

\*This catalog doesn't include any instructor designated to teach the Technology in the car of the nails program because we have not started this program yet.



## **EQUIPMENT AND FACILITIES**

The Institution is located in two (2) two-story buildings at #305 & 307 of Winston Churchill Avenue in Rio Piedras, Puerto Rico. On the first level of building #1 (#305), the administrative and student service offices of the Institution are located and four emergency exits. On the second level, there is one (1) theory class-room and one (1) multipurpose practical laboratory class-room. There are sanitary facilities on each level. In the first level of building #2 (# 307) there are four (4) laboratory class-room and two (2) theory class-rooms, a library, a recreational area, and three (3) toilet-room. The second level has four (4) laboratory class-rooms and three (3) toilet-room. In this building there is also the aesthetic center and sometimes is used by students in their practical phase. The theory class-rooms and laboratories can accommodate a maximum of two hundred (200) students simultaneously for a total of four hundred (400) students (200 day and two hundred night). Each station in the laboratory includes stretchers, tables, machines, chairs, materials, and related equipment. Each classroom or lab can accommodate a maximum of 22 students. The library has literature books and computers with internet access. Each building has four parking spaces for a total of eight (8) parking spaces in front of the Institution. We also have a parking space (land) with a capacity of two hundred (200) cars.

## **ACADEMIC CALENDAR**

Neo-Esthetique European Institute has a program of continuous admissions as part of its academic calendar.

Classes meet on Monday through Thursday of every week.

Classes begin normally during the months of August to December, January to April and April to August. The Institution reserves the right to start programs in other months in which the demand of the program so requires. The Institution reserves the right to change class schedules according to the needs or convenience of the educational program, natural phenomena, disasters, war or other circumstances beyond its control.

## **HOLIDAYS**

New Year (January 1<sup>st</sup>), Three Kings day (January 6<sup>th</sup>), Luther King Jr. Day (January 17<sup>th</sup>), Presidents Day (February 21<sup>st</sup>), American citizen day (March 2<sup>nd</sup>), Abolition of Slave (March 22), Holy Friday (April 7<sup>th</sup>), Memorial Day (May 30<sup>th</sup>), Independence Day (4<sup>th</sup> of July), Labor Day (First Monday of September), Race Day (October 10<sup>th</sup>), Veterans Day (November 11<sup>th</sup>), Puerto Rico Discovery Day (November 19<sup>th</sup>), Thanksgiving Day (November 24<sup>th</sup>), Christmas Break (December 23 to January 9).

## Program Calendars

(This is an example, at each beginning the student receives the current calendar of the enrolled course.)

### Basic Esthetics Program

47 Credits Hours / 1,125 Clock Hours / 54 weeks/12 months

4 days per week/6 hours per day

#### First Semester

Month	Days
August 2022	29,30,31
September 2022	1,(5H),6,7,8,12,13,14,15,19,20,21,22,26,27,28,29
October 2022	3,4,5,6,(10H),11,12,13,17,18, 19,20,24,25,26,27,31
November 2022	1,2,3,7,8,9,10,14,15,16,17,21,22,23,(24H),28,29,30
December 2022	1,5,6,7,8,12,13,14

#### Second Semester

Month	Days
December 2022	15,19,20,21,22
January 2023	9,10,11,12,(16H),17,18,19,23,24,25,26,30,31
February 2023	1,2,6,7,8,9,13,14,15,16,(20H),21,22,23,27,28
March 2023	1,2,6,7,8,9,13,14,15,16,20,21,(22H), 23,27,28,29,30
April 2023	(3H,4H,5H,6H),10,11,12,13,17,18,19,20,24,25,

#### Third Semester

Month	Days
April 2023	26,27
May 2023	1,2,3,4,8,9,10,11,15,16,17,18,22,23,24,25,(29H),30,31
June 2023	1,5,6,7,8,12,13,14,15,19,20,21,22,26,27,28,29
July 2023	3,(4H),5,6,10,11,12,13,17,18,19,20,24,25,26,27,31

## RECESS AND CLASS SCHEDULE

Classes start normally during the months of August, October, January and April. The institution reserves the right to start classes in other months in which the demand for programs required by. Classes are held from Monday to Thursday of each week. Daytime class hours are from 8:00 am to 2:00 pm. Night class hours are from 5:00 p.m. at 10:00 p.m. There will be a 10-minute break for every hour of class. This break will usually be offered after the second hour of classes. The institution reserves the right to provide other periods of rest in compliance with State, federal and accrediting agency. The institution reserves the right modify schedules class according to the needs or convenience of the educational program, natural phenomena, disasters, war or other circumstances beyond its control.

## **OFFICE HOURS**

The Institution is open to the public and its students from Monday through Friday, from 8:00 am to 5:00 pm, and Saturdays, from 9:00 am to 12:00 pm.

## **STUDENT SERVICES**

The Administration and Faculty of Neo-Esthetique European Institute provides candidates for admission as well as students, the information and assistance needed to familiarize themselves with the Institution, its norms, regulations and operation, as well as a preparation stage for their employment.

The Academic Director, with the aid of their instructors, provide support to students who present different situations relating to their adaptation to the scholastic atmosphere and different academic situations.

The Registrar collects from the instructor's information and academic evaluations of each student. The Registrar is entrusted with academic evaluation, school records, determination of academic progress of each student, according to school policy. It is also entrusted with safekeeping of all school, administrative, academic and student records, Academic files. The Registrar is also entrusted with of graduation and study certifications.

**The Institution does not provide services for medical conditions, lodging, transportation or any other service, except for those requiring first aid for any given reason.**

## **REGISTRAR**

The Registrar maintains custody of the academic record of the students. In addition, is responsible for the enrollment of students, issue reports of notes, degree certificates, reports of academic progress, transcripts and diplomas.

## **PLACEMENT**

Our placement office helps students in their search for employment. Neo-Esthetique European Institute does not guarantee work to students who enroll. The institution, nevertheless, maintains communication with different sources of employment to help its graduates in their search for employment. Any graduates who rejects our offer of employment will fill out a form stating the reasons of the rejection.

## **LICENSE**

Neo-Esthetique European Institute is licensed and Authorized (by the Council of Education of Puerto Rico). The license is renewed every five years. License Number #V78-40. See Oficina de Registro y Licenciamiento (Junta de Instituciones Post Secundarias), Departamento de Estado calle San Jorge, Viejo San Juan, San Juan, PR.

## **ACADEMIC UNIT**

One semester is equal to a minimum 15 weeks of instruction. One hour of classes consists of 50 to 60 minutes of instruction. An academic year is equal to any two semesters. The Basic Esthetics course will normally take 47 weeks to complete and the Medical Esthetician takes 52 weeks. The continuity of instruction depends on acts of nature, disasters, state norms, federal norms, war and any other circumstance beyond our control. The school uses Carnegie credit definition as authorized by the Puerto Rico Council of education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For Federal Financial Aid Program participation and payment purposes a credit is considered as 30 hours of instruction. Student's is classified as: 1 to 5 credits, less than half time; 6 to 8, half time; 9 to 11, three quarters and 12 or more, full time

## **LANGUAGE**

Puerto Rico's official language is Spanish. Therefore, all training takes place using the vernacular language.

## **ACADEMIC NORMS REQUIREMENTS AND PROCESS OF ADMISSIONS**

Services are provided and admissions/referrals are made without regard to race, sex, ethnic origin, color, religion, religious creed, ancestry, gender, sexual orientation, disability, age or national origin. Neo-Esthetique European Institute admits students without discrimination due to reasons of ethnic, social, physical, beliefs or characteristics or of another personal nature. The Institution has a policy of admissions of "open doors" and it provides the opportunity of admission to all student graduates of high school or its equivalent, who can benefit from its offers.

Although admission requirements are guided by an open door policy, graduation criteria is rigorous. Therefore, the students must assume their responsibilities and fulfill requirements at a satisfactory level.

## **ACADEMIC NORMS REQUIREMENTS AND PROCESS OF ADMISSIONS (continued)**

The Institution will provide students the necessary assistance to help them achieve their desired professional preparation and success.

All candidates will provide the following documents and must fulfill the following requirements to be considered for admission:

1. Completed Application for Admission.
2. Official Transcript (original), copy of the diploma or certificate of GED that demonstrates to have completed High School or its equivalent, Homeschooling (homeschooling must include a valid certification from the Puerto Rico Department of State and/or an Affidavit). Foreign student's high school diploma must be verified and translated in English by an outside qualified agency and confirm the academic equivalent to a U.S. high school diploma.
3. Proof of citizenship or legal residence (Certificate of original birth in or card of resident for those resident foreigners)
4. Certificate of vaccination PVAC 3 (original, green sheet) for those under 21 years
5. Health Certificate (original)
6. Authorization from father, mother or tutor if younger than 21 years of age.
7. Payment of Admission Fee.
8. Interview with designated officer
9. One photograph 2x2.
10. Identification with photo

The Admissions Officer will review all admissions documents of each candidate. The Officer's observations and the interview will be used to make the final decision to admit or to reject the applicant for admission. Priority will be given to determination of the candidate's probability to benefit and to complete his training.

### **BOOKS, EQUIPMENT AND MATERIALS**

All student must have their text book and other materials in good conditions and are required to bringing them to class every day.

## **REINSTATEMENT/ READMISSION**

Students who have voluntarily withdrawn from the Institution will be able to apply for reinstatement. The student who applies for reinstatement will have to fill the required forms to be reviewed for reinstatement purposes and must have paid all monies due to the school. Students with administrative withdrawals due to disciplinary actions or dismissal must first complete the time specified for non-admission and must demonstrate that the conditions leading to their separation have been satisfactorily addressed. The student will continue instruction on the same status he had at the time of withdrawal. All earned credits up to the time of withdrawal will continue to be recognized by the school for a period not to exceed 3 years from time of withdrawal.

## **READMISSION POLICY OF EXPELLED STUDENTS**

At any time after at least one year after the Director's decision to expel a student, the student may make a written request to the Director readmission. The student must show that he or she is not a threat to the safety of students or employees. With the application, the student must provide documentation to support the request, such as signed statements from persons familiar with the student or documents verifying that the student is participating or has completed a program of counseling or rehabilitation. The Director shall review the information and, within 30 days, provide a written response, admitting, deferring or accepting the student's application. If accepted, the student will continue instruction on the same status he had at the time of withdrawal. All earned credits up to the time of withdrawal will continue to be recognized by the school If earned in a period that does not to exceed 3 years from time of withdrawal.

## **TRANSFERS OF SAP AND CREDITS**

The Neo-Esthetique European Institute will accept the studies carried out in other institutions authorized by the Puerto Rico Council of Education or other state agencies when they are equivalent to those provided by the study program chosen by the student, if the courses have been approved by the student with a minimum average of "C", 1.60 points or 70%. The Institution will not provide credits for a period greater than 40% of the study program.

### **Attendance and Punctuality**

All students must attend classes regularly. Students absent from classes must replace the exams and/or all the work missed. Absences for more than three (3) consecutive days will require of a medical certificate. Unjustified absences to an exam will be graded (“F”). Any justification for absence must be authorized by the Academic Director.

The Institution requires that their students punctually attend classes. Tardiness and absences may be considered towards final grade determination.

All students enrolled in partial distance courses must connect to classes on time and regularly. Tardiness and absences could be considered in calculating the final grade. Absences for more than three (3) consecutive days will require a medical certificate. The student must participate in some activity on campus at least every ten days of education. In addition, all the laboratories, practices and exams will be carried out in person.

### **Makeup Work**

The Academic Director will establish and coordinate a program of makeup hours based on attendance to tutoring classes, works and/or projects intended to measure the acquired skills. Absences may be made up by attendance of the student to tutoring classes covering the subjects they did not received training.

### **Distance Education Policy**

Below are the requirements and the necessary information of the protocols to participate in the distance education program:

- 1. Evaluation** - The student's interaction with the instructor will be validated through quantifiable participation (credit hours). The following evaluations will be used to calculate satisfactory academic progress: (Exams, assignments, projects, participation, among others). These evaluations must be carried out while the student is physically in the institution. The student must participate in some activity on campus at least every ten days of education.
- 2. Official Documents** - Any document (official or unofficial) must be requested by email to the academic director, it will be sent by traditional mail (in the case of official documents) and by email (non-official documents). Any transcript or any other document (official or unofficial) that lists the academic achievements received during distance education, will be identified with the component of “Distance education”.
- 3. Disclaimer** - Prior to enrollment, students are provided a release of responsibility indicating that academic achievement obtained through distance learning may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found and must be kept in the student's file.
- 4. New Students** - The student must file their application for admissions and send all the necessary documents (admission requirements) or that are requested through the email [registradurianeo@gmail.com](mailto:registradurianeo@gmail.com). The admissions office is responsible for guiding the student, evaluating their documents, determining if they have met the requirements and informing them if they have been admitted or not. Once admitted, the registration office will indicate what the enrollment process, payment, and the process to star distance education.
- 5. Course Delivery** – All approved courses that are offered partially in distance education will adhere to this policy. *Neo-Esthetique European Institute* uses mostly Google Classroom as the main learning management system (LMS). All faculty teaching distance education courses use or will use the Google Classroom (asynchronous) and/or Zoom (synchronous) platforms. The *Neo-Esthetique European Institute* management provide technical support for all DE course developers and instructors.

### **Distance Education Policy (continued)**

**6. Necessary equipment and programs** - The student and the teacher must create an email for the exclusive use of distance education and save all the material. Given that we will be using G-Suite "Google Classroom" and some Google tools and for the emails to be uniform it is necessary that they use Gmail and that it has their name, surname and the word "neo" (eg: juandelpuebloneo@gmail.com) to make it easier to identify the students and the teacher. The student and the teacher must have a Computer or Chromebook ("updated") with a camera, auricular with a microphone, with Microsoft applications (Word, Excel, etc.), internet service, cell phone with "WhatsApp" and in some cases additional applications may be required (ex. ZOOM, etc.). Teachers must create a "WhatsApp" group per course with their students to maintain effective and collective communication. If the student does not have this application or cell phone, they must maintain communication by email. This communication must be documented, in the case of emails these are stored in the provider's cloud, communications in "WhatsApp" it is recommended to take a photo ("screen shoot") of everything to ensure that the data is not lost and to be able to document it. All communication, work, exams, or any other type of approach that is maintained with the student about the education or the institution must be documented and kept by the teacher and delivered to the academic director.

**7. Modules of Delivery** - - The school schedule of classes indicates what courses are being offered via distance education and the delivery format (online, hybrid, presential). Distance Education courses are designated as courses taught partially through synchronous instruction (on campus or distance) and partially through asynchronous online, with the hours of instruction as described in the regular 100% presential courses. Students are aware of the meeting dates, times and locations at the time of registration. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be found in the student file.

**8. Teaching and Learning Services** -Two staff members, Dr. Benigno González and the Academic Director was appointed to works with faculty and departments on the infrastructure, design, development, and delivery of distance education courses. Staff work closely with administrative departments to ensure the quality of distance education at Neo-Eshtetique European Institute. Teaching and Learning Services provides support in distance education by providing the following services: •Faculty professional development opportunities in the areas of teaching and learning. •Workshops, info sessions, discussions, and webinars on a variety of distance education topics. •Facilitation of faculty training for hybrid/online course development. •Assistance with the appropriate pedagogical use of technologies.

**9. Requirements and Expectations for Distance Education Facility and Courses** -As with traditional courses, our faculty assumes primary responsibility for and exercises oversight over distance education curricula, ensuring both the rigor of courses and the quality of instruction. With noted differences between teaching distance education courses and teaching courses using "traditional" methodologies, the decision to use distance learning must be made on a course-by-course basis, with consideration given to the content of the course, the needs of the learners, and the interest of the faculty member.



### **Distance Education Policy (continued)**

The interaction with the instructor will be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation will be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s). All distance education courses at NEO are considered comparable to traditional courses and must adhere to the Credit Hour Policy and Course Syllabus Policy. Furthermore, all DE courses must go through the standard curriculum approval process as established by NEO, requiring course proposal approval from the department supervisor and the President. A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. Neo-Esthetique European Institute's goal of offering high-quality distance education experiences taught by highly-trained faculty entails additional requirements and expectations. All courses will meet the NACCAS quality standards based on our accrediting body guidelines. Furthermore, course developers will originally develop most of the course content (it is acceptable to select online course materials from publisher content or other online resources; however, these are considered supplemental to instructor-created content);

**10. Faculty Qualifications** -All faculty to develop or teach an existing distance education course are required to show competence in online instruction by (1) participating in the NEO's course development process facilitated by the instructional designers of the school or (2) providing evidence of another online course delivery training (e.g. certificate of completion) deemed equivalent to the NEO's course development process.

**11. Course Design Quality Review**- It based on our accrediting Body (NACCAS) standards of best practice, as well as research and instructional design principles. •NACCAS' Standards are used as guides throughout the course development process, addressing course quality in the following categories:•Course Overview and Introduction •Learning Outcomes •Assessment and Measurement •Instructional Materials •Learner Activities, Interaction & Support •Course Technology and Tools •Each course will be evaluated collaboratively by the school administration and faculty members

**12. Evaluation of Faculty Teaching and Distance Education Courses** - It is the responsibility of the academic director to perform annual evaluations of their faculty whether they teach using a traditional format or a distance delivery format. Faculty are evaluated in accordance with the guidelines and procedures outlined before

**13.Course Load, Compensation, Ownership of Course Material Copyright**-Distance Education courses are typically part of the faculty member's regular teaching load, with the same rate of compensation as traditional courses.- The ownership rights to course materials for DE courses is governed by the pertinent agreement between faculty member and Neo-Esthetique European Institute and will be determined, in part, by whether or not the faculty member was paid additional compensation (stipend) for developing the course materials. As used in this policy, "course materials" shall include course notes, course descriptions, outlines, syllabi, reading lists, assignments, examinations, instructor guides, content (written, visual, audio) and records of the delivery or presentation of the course in any medium.

**14. Course Development and Delivery Process**-Individual faculty members may propose new DE courses activities for development. To encourage high quality course offerings, proposals for creating new DE courses and programs and proposals for converting existing courses to a distance format are given careful review.

**15. Course and Program Review**-At least, after two years, all DE courses will participate in a course review process using course data as well as data from the DE-specific questions in the course evaluations. This is a collaborative revision process based on feedback from the instructors. Review consists of completing DE course development training if faculty has not already done;

**16. Verification of Student Identity**- Neo-Esthetique European Institute uses mostly Google Classroom (asynchronous) and ZOOM (synchronous) as the main learning management system (LMS). Students registered for online courses in the LMS have a secure and unique credentials (username and password).

### Distance Education Policy (continued)

The LMS uses secure login to ensure that the student who register for a course is the same student who participates in the course at each session of instruction. Verification and participation will be documented within a login and logoff of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s). Also the student must maintain the camera on to interact in real time with the professor and as an additional identity verification. Neo-Esthetique European Institute does not charge a fee related to student identity verification. Students would be notified of additional charges or fees, if any, prior to or during the registration process.

**17. Definitions-** •*Distance Education (DE)* includes the transmission and exchange via the Internet of any outcomes-based learning and instructional material to an audience that is physically separated from the source of the instruction. DE may include fully online courses, asynchronous or synchronous, and hybrid courses. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technologies. •*Online Courses* are those courses delivered wholly online with no location requirements. These courses are generally considered to be asynchronous, but some may have synchronous components. •*Hybrid courses* are those courses intentionally designed with a combination of face-to-face and online learning, although it could refer to a blending of other modalities (such as interactive video and online). This can apply to courses or programs. Hybrid courses require between 25-85% of the instructional contact hours to be synchronous.

### Satisfactory Academic Policy

*Neo-Esthetique European Institute* will evaluate and monitor student's satisfactory academic progress by both the Quantitative (pace) and Qualitative (grade-based) standards at the end of every payment period. Theory and practical elements will be evaluate separately. This policy applies to all enrolled students in *Neo-Esthetique European Institute*, even if they do not receive financial aid for the stated purposes and is provided to applicants prior to enrollment. Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Neo- Esthetique European Institute which is accredited by NACCAS.

### Qualitative Standard (grade-based) – GPA

The qualitative standard measure is express in terms of the general student's academic average. A minimum academic index GPA of 1.6 (C) is necessary for all students at the end of all payment periods. This measure index applied to all the programs. All students will be evaluated by theoretical, practical examinations, clinical work or laboratory performance, projects, homework and participation in class (attendance). Tardiness and absences may be considered towards final grade determination. The Institution will use the traditional academic system of 4 points. All theory and practical work will be graded according to the following grading scale:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

### Satisfactory Academic Policy (continued)

#### Quantitative Standard (pace)

The quantitative standard measure at which students must progress through their program to ensure that they will graduate within the maximum timeframe. This measure is defined in terms of the number of clock hours approved divided by the number of clock hours attempted. The SAP evaluation is based on scheduled hours. To maintain academic progress the student must have a cumulative approval of 67% of clock hours attempted at the end of each payment period (scheduled hours) with a maximum time frame of 150% of the program of the program's duration time as shown below:

Evaluation Period	Clock Hours Accumulated	Maximum Clock Hours Attempted (150%)	Minimum % Clock Hours Attempted and Approved (Quantitative Standard)	Minimum Academic Index – GPA (Qualitative Standard)
1 <sup>st</sup> Payment Period	360	540	67%	1.6
2 <sup>nd</sup> Payment Period	720	1,080	67%	1.6
3 <sup>rd</sup> Payment Period	1,125	1,687	67%	1.6

#### Evaluation Period for Each Program

Satisfactory Academic Progress evaluation for both the Quantitative (pace) and Qualitative (grade-based) standards is measured at the end of each payment period (coincide with payment period established with the US Department of Education for purpose of Title IV funding) for each program as follow:

Program	Total Length	First Evaluation	Second Evaluation	Third Evaluation	Fourth Evaluation
Esthetics Medical Technician	360hrs/52wk	180hrs/26wk	360hrs/52wk	N/A	N/A
Partial Distance Esthetics Medical Technician	360hrs/52wk	180hrs/26wk	360hrs/52wk	N/A	N/A
Basic Esthetics	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Partial Distance Basic Esthetics	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Advanced Esthetics	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Partial Distance Advanced Esthetics	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Massage Therapist	1,125hrs/47wk.	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk

**Satisfactory Academic Policy (continued)**

<b>Program</b>	<b>Total Length</b>	<b>First Evaluation</b>	<b>Second Evaluation</b>	<b>Third Evaluation</b>	<b>Fourth Evaluation</b>
Partial Distance Massage Therapist	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Professional Makeup	1,125hrs/47wk	360hrs/15wk	720hrs/30wk	922.5hrs/38.5wk	1,125hrs/47wk
Technology in the Care of the Nails	720hrs/30wk	360hrs/15wk	720hrs/30wk	N/A	N/A
Esthetics	765hrs/32wk	382.5hrs/16wk	765hrs/32wk	N/A	N/A

\*All evaluation must be completed within seven school business days.

**Maximum Time**

All students must complete studies in a maximum time frame of 150% of the program's stated duration time to be able to receive Financial Aid from the Federal Department of Education of United States. For example, a student in the 32-credit 1125 clock hours program who is a full-time student is contracted for 12 months/1125 clock hours and the maximum time frame would be 18 months/1687 clock hours. Satisfactory Academic Progress is based on clock hours attempted and clock hours completed. A student who is enrolled must approve at least 67% of clock hours attempted to be considered making Satisfactory Academic Progress and to complete the course within the maximum time frame.

Students who exceed the maximum time frame of 150% will be charged terminated from the program. If the student thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-admission policy and will be charge hourly rate of \$15.00 per hour for the hours they have left to complete (Extra Instructional Charges without Financial Aid from the Federal Department of Education). This policy complies with regulations applicable to the school.

Neo-Esthetique European Institute requires its students to make satisfactory progress within a specific time frames up to the attainment of their educational objectives. The Institution has established a policy to measure students' progress. Every student is expected to comply with the policy in order to continue their studies at the Institution.

The student's progress is measured in terms of qualitative and quantitative criteria.

**Leave of Absence**

The Institution will grant a "leave of absence" for the following circumstances: prolonged disease, temporary incapacity, maternity, death in the family or disease of near relative, drastic change in the economic situation of the family, accident that causes temporary incapacity, military service, court appearance or any other justifiable cause. The student has to apply in writing, duly signed, in advance, for an LOA unless unforeseen circumstances prevent the student from doing so. If the student can not apply in advance the LOA, the beginning of the LOA will be determined by the institution being the first day the student is unable to attend the institution.

### **Satisfactory Academic Policy (continued)**

The student will ask for a “leave of absence” in a signed written document and must properly demonstrate his need to the Registrar (i.e.: medical certificates, written and signed declaration of the student, among others.) Once reviewed, a permission may be granted up to 180 day or a denial may occur. The student may request a second leave of absence during the same calendar year if the 180 day maximum is not exceeded during a 12 month period. The institution may not assess the student any additional institutional charges as a result of the LOA.

Leave of absence extends contract period and maximum time from by same number of calendars days taken in LOA. It is expected that the student can solve any situation within this period of time to return successfully. The LOA will have no additional cost to that already established in the tuition cost. The period of LOA is not considered to have withdrawn, and no refund will be calculated. Students who do not return to school after the period of LOA will be withdrawn. The withdrawal date for the purpose of calculating a refund will be the last date of attendance. The institution will extend the student’s contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The following information describes the policy of satisfactory academic progress that must be adhered by all students of the Institution and was provided to applicant prior to enrollment. All courses require a minimum 24 hours a week and/or any other authorized schedule of study.

The student should use the included table as a guide according to his/her particular course requirements to measure his/her progress. At the end of each month all absences and tardiness of the students will be added and will be subject to evaluation. Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Neo- Esthetique European Institute which is accredited by NACCAS. It is printed in the catalog as part of the school’s policy to insure that all students receive a copy prior to enrollment. Students are evaluated on both cumulative quantitative and qualitative elements at designated periods throughout the program. For purposes of the Title IV programs eligibility, the institutional satisfactory academic progress evaluation will be used.

#### **Incompletes**

Students who do not complete the requirements of a subject or course by the stated the time, will be able to request their instructors an incomplete. The Institution grants the students a period of eight (8) working days after the last day of classes to complete pending work and to remove the incomplete. If the student does not comply and does not remove the incomplete, he/she will receive a grade corresponding to the completed work.

#### **Withdrawals**

Neo-Esthetique European Institute classifies student withdrawal in two categories: official and administrative withdrawal

Official withdrawal is when the student voluntarily asks to withdraw at any time he/she wishes. The request it could be made in writing, in person, by phone or any other mean to the Registrar or any authorized administrative or faculty personnel. The termination date or the official date of withdraw for calculation of any refund due will be the date in which the student attended classes for the last time. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Satisfactory Academic Policy (continued)**

**Grounds for Termination**-May terminate a student's enrollment for noncompliance with General Policies, the enrollment agreement contract, or State Laws and Regulations; Administrative withdrawal may occur under the following circumstances:

1. By reasons for conduct and/or violation to the institutional norms, for which the Institution reserves the right.
2. By breach of financial commitments of payment, according to the terms of the contract.
3. For lack of satisfactory academic progress pursuant to the norms and its policy of satisfactory progress.
4. For excessive absences that exceed the period established by the Institution and or the limit established for the leave of absence.

Administrative withdrawals will be notified to the student to his/her last known mailing address, admonishing the student of the reasons that give rise to the involuntary termination since he/she has the right to appeal this decision.

### **Noncredit and Remedial Courses**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Transfer of Hours and Satisfactory Academic Progress**

The policy establishes that transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Regarding Satisfactory Academic Progress, a student's transfer of clock hours will be counted as both attempted and completed clock hours for the purpose of determining the Academic Progress and determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contacted clock hours at the institution.

### **Course Failures**

Students are required to repeat courses where a failing grade has been granted. Repeated course grades will substitute the original grades. Only the highest grade obtained in the repeated course will be included in the calculation of the student's average.

### **Examination**

All student must take their exams at the scheduled date and time. If the student fails an exam, a second opportunity may be given to the student to make up for the failed exam. Only the highest grade will be counted under this circumstance.

## **Satisfactory Academic Policy (continued)**

### **Course Repetition**

All student will have to repeat those subjects they failed. The grade obtained in the class will replace the original grade. The cost for class repetition will be paid by the student. \*If the student receives federal financial aid, the cost for the first repetition will be paid with Title IV funds.

### **Class Attendance**

Students are expected to attend classes or connect via the internet (for partial distance students). Students who are absent from class are responsible for any missed work, assignments or assessments. Faculty members are required to allow students with documented excused absences to make up missed work or assignment when this is feasible. When the nature of the missed work or assignment makes this impossible, faculty members should attempt to make a reasonable adjustment of the assignment.

At the discretion of the instructor and students' grade may be lowered because of class absence. However, instructors should provide, within reason, opportunities to make up missed work as well as quizzes or exams.

If there is a disagreement about opportunities for making up missed work, a student should try to resolve the problem with the course instructor, if the disagreement is not resolved in this manner, the student may seek resolution by contacting the school Academic Director.

The school reserves the right to make an administrative withdrawal of students not meeting the attendance policy.

Students absent from classes for 14 or more consecutive days without notification will lose their financial aid (those who qualifies) and will be withdrawn from the program.

### **Satisfactory Academic Progress Policy Report**

Students who meet minimum requirement are considered making satisfactory academic progress until next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

## **Satisfactory Academic Policy (continued)**

### **Warning**

Students who fail to meet minimum requirements of satisfactory academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. Warning status lasts for one payment period only, during which the student may continue to receive federal funds. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students who fail to make satisfactory progress after the warning period lose their federal funds eligibility unless they successfully appeal and are placed on probation.

### **Academic Probation**

The policy state that a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. If the students fail to meet minimum requirements for academic progress after the warning period may be placed on probation, if the student appeals the decision, and prevails upon appeal of a negative progress determination will placed on probation. For this to occur the student must appeal the negative decision of academic progress. If the student prevails after the appeal will be placed on probation. He will be considered to be making satisfactory academic progress during the probationary period.

Students on probation will be placed in an academic plan and must be able to meet the requirements set forth in the academic plan by the end of the next academic evaluation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, will not be eligible to receive Financial Aid.



## **Satisfactory Academic Policy (continued)**

### **Appeals and Probation**

A student that is determined to not be making satisfactory academic progress may appeal in writing the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and financial aid will be reinstated, if applicable.

A student's financial aid may be reinstated as soon as they regain satisfactory progress status or have successfully appealed for reinstatement and have been placed on (SAP) probation until their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student's termination from financial aid.

### **Other Withdrawals/ Course Incompletes**

Student with satisfactory progress determination at the time of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at the time of re-entry. A student failing to meet satisfactory academic progress requirements at the time of withdrawal will enter with the same status and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are withdrawn from the school for unsatisfactory progress will be permitted to re-enroll one time. If they are withdrawn again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance or performance.

The student on probation will be able to receive financial aid that the school may have available for him, however, if the student does not attain Satisfactory Progress his/her, financial aid will usually be terminated until he regains Satisfactory Progress. The decision of the Academic Director in terms of an extended probation will be final.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## **Graduation Requirements Delivery of Diplomas, Certificates and transcripts**

The Institution will grant graduation to students who have fulfilled the following requirements:

1. Has completed satisfactorily the number of required numbers of hours of its training program.
2. Has completed the requirements of all theoretical, laboratories and practical classes.
3. Has accumulated a minimum academic index of 1.60 or 70%.
4. Has satisfied and completed all commitments with the Institution

### **Diploma**

Upon fulfilling the graduation requirements the student will receive a diploma, conferring recognition of the completed program. The latter may request the transcripts at a cost of fifteen dollars (\$15.00) and a duplicate of the diploma for eighty dollars (\$80.00).

### **Academic Recognitions**

Students who attain an academic index of 3.50, are considered Honor Students. Students who attain an academic index of 3.90 to 4.00 will be considered as High Honor Student.

### **Employment Service**

Neo-Esthetique European Institute maintains a service to facilitate the search for employment for students and graduates, but this does not imply any promise by the institution that it guarantees placement. The school provides assistance to students or graduates in their job search and maintains a program for tracking graduates of its programs. Any student who rejects a job offer obtained through the Institution must fill out a form explaining the reasons for the rejection.

## **Student Code of Conduct**

Neo-Esthetique European Institute expects that each student demonstrates a correct and appropriate behavior, in tone with ethics in the field of esthetic. Compliance with the Code of Conduct is considered part of training. The student will comply with the following norms:

1. Maintain a clean work area.
2. Clear and clean his/her area of work before leaving the Institution.
3. Return the institution's equipment to its corresponding place after its use.
4. Deposit disposable materials in the containers destined for this intention.
5. Avoid social gatherings during classes.
6. Maintain a high level of comradeship.
7. Use suitable vocabulary.
8. Be courteous and helpful.
9. Fulfill the responsibilities, tasks and homework that are entrusted to him.
10. Immediately report all defective equipment to the instructor
11. Use an appropriate voice tone
12. Respect the equipment and facilities of the Institution.
13. Use his/her own equipment; to abstain to request lent to its classmates.
14. Avoid the use of bracelets and rings in work areas.
15. Observe the norms of not smoking.
16. Maintain good appearance and personal care (use the institution's uniform, closed shoes in white color, unpainted short nails, hair up and smooth perfumes).
17. Telephone calls are limited to emergency situations.
18. Please keep your cellular phones in silent mode at all time.
19. Avoid unnecessary exits from the classroom.
20. Abstain from chewing gum.
21. Avoid the use of cellular phone in the hall.

## **DISCIPLINARY SANCTIONS**

The student who incurs in acts of indiscipline will be sanctioned according to the nature of his/her violation. The Academic Director will interview the student and will determine if or not sanctions apply, after the corresponding investigation. Sanctions to be applied can vary, starting from a reprimand, conditional probation, a partial suspension (for a defined time), or the definitive suspension from the Institution.

### **POSSESSION OF CONTROLLED SUBSTANCES, DRUGS**

Students who use or possess controlled substances, drugs and/or alcohol without medical prescription immediately will be reported to pertinent authorities. The student will be suspended until the investigation is completed. If found guilty of illegal possession the student will be expelled and permanently separated from the school.

The same criteria apply to the possession of arms, robbery or any other criminal act. The Institution reserves the right to expel all students whose conduct is detrimental to the security of their classmates and/or the Institution.

### **FINANCIAL AID OFFICE**

The main function of the financial aid office is to guide the candidates, students, parents and/or legal guardians about financial aid programs available in the institution and the forms that must be completed to request financial aid. In addition, the financial aid office advises students of any additional requirement that may be necessary for economic assistance, and the rights and responsibilities of the applicant.

Financial aid means any scholarship, or any other program offered for the sole purpose of help the educational costs of needy students. These grants come from federal funds.

Beginning with 2022-2023, the base year changed from the previous year to the “prior to” year, which means that the 2020 income and tax information you used for 2021-2022 will also be used to complete the FAFSA 2022-2023.

## ELIGIBILITY REQUIREMENTS

To be eligible to participate in federal funding programs, the student must meet the following requirements:

1. US Citizen, resident permanent or naturalized citizen and present evidence when required to do
2. High School Graduate, GED (free screening) or Students learning at home (*Homeschooling*)
3. Have not completed a Bachelor's degree
4. Enrolled as a student in an eligible program leading to an academic degree, certificate or diploma at a participating institution.
5. Registered with selective service (male between the ages of 18-25 years)
6. Have financial need
7. Maintain satisfactory academic progress as provided in federal and institutional policy
8. Do not be in delinquency or delinquency of student loans; do not owe overpayments of federal funds to the Department of Federal Education previously received in any post-secondary institution.

## FEDERAL PELL GRANT

The federal Pell grant is a free economic aid authorized by "Higher Education Act" under which aid is granted in order to help needy students to pay their costs of post-secondary education programs leading to a degree of Bachelor, associate, certificate or diploma.

The Federal Education Department using a standard formula of need analysis determines eligibility for this program. The amount of the federal Pell grant to which the student will be eligible will depend of the family contribution estimated (EFC), the cost of education and the student academic load. The maximum Pell grant in fiscal year 2022-2023 is \$6,895.00 this amount can vary each year according to the reauthorization of Title IV and the assigned federal budget.

**Note:** In fiscal year 2022-2023 students enrolled in the Esthetics program qualify for a maximum of \$6,895.00. The Medical Esthetics Technician program does not qualify for Federal Financial Aid.

The Federal Education Department provides the free federal application for federal funds (FAFSA) and is available in the financial aid office.

## FEDERAL PELL GRANT (continued)

**Note:** A starting from July 1, 2012 the student's eligibility for the federal Pell grant will be affected by the (payments) percent of scholarship that has been used in educational institutions in which it has studied. The Federal Education Department gives the name of "Lifetime Eligibility Used" (LEU) to the percentage of use of scholarship. If the student LEU equals or exceeds **600%** of use of scholarship he will be ineligible for subsequent payments.

## REVENUE OFFICE

The main function of the Revenue Office is to guide the students about the different alternatives of payment offered by the institution. It is in the Revenue Office where the payments made by students are received and credited.

The institution offers students the option of a payment plan to help them afford the difference in balance.

The amount to pay and the time maximum to settle balance will determine it the revenues officer through individual assessment of each case. All outstanding balance must be balance prior to that students begin their practice courses. The student's responsibility is to comply with the terms of its payment plan.

## FEES AND CHARGES FOR INSTRUCTION

### ESTHETICS PROGRAM

Registration fee	\$99.00 *
Tuition	\$5,889.00
Laboratory	\$0.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$125.00
Student "Kit"	\$692.00
<b>Total</b>	<b>\$6,935.00</b>

## FEES AND CHARGES FOR INSTRUCTION (continued)

### BASIC ESTHETICS PROGRAM

Registration fee	\$99.00 *
Tuition	\$11,750.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$200.00
Student "Kit"	\$367.00
<b>Total</b>	<b>\$12,621.00</b>

### BASIC ESTHETICS PROGRAM Partially Distance

Registration fee	\$99.00 *
Tuition	\$11,750.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$200.00
Student "Kit"	\$367.00
<b>Total</b>	<b>\$12,621.00</b>

### ADVANCED ESTHETICS PROGRAM

Registration fee	\$99.00 *
Tuition	\$12,500.00
Laboratory	\$200.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$150.00
Student "Kit"	\$622.00
<b>Total</b>	<b>\$13,701.00</b>

**FEES AND CHARGES FOR INSTRUCTION (continued)****ADVANCED ESTHETICS PROGRAM Partially Distance**

Registration fee	\$99.00 *
Tuition	\$12,500.00
Laboratory	\$200.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$150.00
Student "Kit"	\$622.00
<b>Total</b>	<b>\$13,701.00</b>

**MESSAGE THERAPIST PROGRAM**

Registration fee	\$99.00 *
Tuition	\$11,500.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$125.00
Student "Kit"	\$405.00
<b>Total</b>	<b>\$12,334.00</b>

**MESSAGE THERAPIST PROGRAM Partially Distance**

Registration fee	\$99.00 *
Tuition	\$11,500.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$125.00
Student "Kit"	\$405.00
<b>Total</b>	<b>\$12,334.00</b>



**FEES AND CHARGES FOR INSTRUCTION (continued)****PROFESSIONAL MAKEUP ARTIST PROGRAM**

Registration fee	\$99.00 *
Tuition	\$11,500.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$125.00
Student "Kit"	\$347.00
<b>Total</b>	<b>\$12,276.00</b>

**TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM**

Registration fee	\$99.00 *
Tuition	\$8,250.00
Laboratory	\$75.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$125.00
Student "Kit"	\$200.00
<b>Total</b>	<b>\$8,879.00</b>

**Disclaimer: The MEDICAL ESTHETICS TECHNICIAN PROGRAM does not qualify to participate in the Title IV Federal Programs**

**MEDICAL ESTHETICS TECHNICIAN PROGRAM**

Registration fee	\$99.00 *
Tuition	\$5,350.00
Laboratory	\$200.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$150.00
Student "Kit"	\$555.00
<b>Total</b>	<b>\$6,484.00</b>

## FEES AND CHARGES FOR INSTRUCTION (continued)

### MEDICAL ESTHETICS TECHNICIAN PROGRAM Partially Distance

Registration fee	\$99.00 *
Tuition	\$5,350.00
Laboratory	\$200.00
Identification Card	N/A
Diploma	\$75.00
Graduation Fee	N/A
Student Insurance	\$40.00*
Transcript	\$15.00
Book	\$150.00
Student "Kit"	\$555.00
<b>Total</b>	<b>\$6,484.00</b>

\*The admission fee is paid at the time of application for admission. The school insurance is paid before starting classes.

- The diploma is paid at the beginning of the last period of studies.
- The cost of the program is distributed in monthly payments.
- The institution reserves the right to modify the costs of the program, according to the institutional needs.
- The student can pay by cash, check or credit card Visa, Master Card, American Express or ATH.
- Competency-Based Programs with a Clock Hour Component – If the student complete the program earlier than the estimated timeframe stated in this contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution.

### INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all money paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "official cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or do not comply with the Academic Progress Policy or the last date of attendance if an approved Leave of Absence student does not return.

## **INSTITUTIONAL REFUND POLICY (continued)**

The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. The unofficial withdrawals for non-clock hour's students are determined by the school through monitoring of student's completion of classes participation in learning activities such as class assignments, tutorials, computer-assisted instruction, participations in academic advisement, or other academically related activities. The unofficial withdrawal determination for clock hours students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. For clock hour schools, the refund is calculated based on the student's last date of attendance.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all money paid to the school less the registration fee in the amount of \$99.00. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENTAGE LENGTH COMPLETED TO OWED TO THE SCHOOL TOTAL LENGTH OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PERIOD, PER CONTRACT</b>	<b>AMOUNT OF TOTAL TUITION</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 59.9%	70%
60% and over	100%

Any money due to the applicant or student shall be refunded within 45 days of official or unofficial cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school is permanently closed or is no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.

## **INSTITUTIONAL REFUND POLICY (continued)**

If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach-Out Agreement or provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## **RETURN OF TITLE IV FUNDS POLICY**

All institutions participating in title IV funds must implement Title IV rules to determine the funds earned by the student at the time in which he withdraws or ceases to attend school. This is known as "Return of Title IV" (R2T4).

When a participating student of title IV (Pell, FSEOG, or Federal direct loan) funds withdraws or abandons his studies during the payment period in which began to attend, the institution must determine the amount of funds to which the student is entitled as well as the unearned amount.

If the amount of title IV earned is less than the amount disbursed, the difference between such amounts must be reimbursed to the federal Title IV funds. If the amount disbursed to the student is less than the amount earned, the student is entitled to a late payment of the amount of aid that did not receive.

## **RETURN OF TITLE IV FUNDS POLICY (continued)**

The amounts of earned title IV funds calculation is in proportion to the days assisted within the payment period. After 60% of each pay period, the student has earned 100% of funding for that payment period.

The registration office has 30 calendar days from end of the last day of classes to determine the date of unofficial withdrawal. Title IV refunds are made within 45 days of the date in which the institution determines the date of withdrawal. Calendar days that make up the payment period or semester (first day of school to the last day), including final examinations) will have reduced periods of recess of at least five (5) consecutive work days.

The order included in the R2TIV to reimburse the funds the Department is as follows: loan Stafford / direct not subsidized Stafford/direct subsidized loan, Perkins Loan, FFELP/direct PLUS loan (graduate student), FFELP/direct PLUS loan (parent), Pell grant, FSEOG, other Federal Aid of Title IV.

### **OTHER PROVISIONS**

- a) Copy of the student record can be sent to persons or agencies concerned, by mail, only with the written authorization of the student. Personally delivered copies of the student record will be marked "Student Copy" and will not be usable for official business. The cost of the copy will be \$5.00 each.
- b) The Academic Director can cancel this student enrollment agreement before the student completes the program of studies for disciplinary reasons, drugs and/or controlled substance sale or possession of drugs, crime, security, breach of duties, or obligations, insubordination, harassment, immorality, progress not satisfactory, dangerous actions, delays or any other act that harms or endangers the security or good name of Neo-Esthetique European Institute.
- c) Special cases - in cases of illness, accident, and tragedy in the family or any other circumstance which hinders students from completing their training, the institution may make an arrangement that is reasonable and acceptable to both parties. The institution reserves the right to cancel, make changes to the schedules and contents of the classes, block of instruction, textbooks and/or programs as well as to propose dates for the beginning of classes, etc. In this case students will not be financially penalized.

## **EMERGENCIES**

The Institution will only be responsible for administering first aid in case of illness or accidents that occur within the School's facilities.

### **PROCEDURE FOR THE SUBMISSION OF COMPLAINTS AND OTHER APPEALS**

Any student who has a complaint regarding the academic or administrative operation of the Institution has the right to present it to the Administration following the established procedure:

1. Present the complaint to the Instructor. If the student is not satisfied with the way the complaint was handled, he/she may proceed to the next step.
2. Present the complaint in writing to the Academic Director or person in charge. If the student is not satisfied, he/she may proceed to the next step.
3. Present the complaint in writing to the Executive Director. The Executive Director will handle the case. If it is necessary, a meeting of the Appeals Committee will be summoned to analyze the situation. The Committee will reach the corresponding agreements in benefit of the student and of the Institution. The Executive Director's decision is final.

If the situation or approach has not been corrected and understand that the Institution has not yet meet the student's claim, the student can contact the licensing agency in PR: Oficina de Registro y Licenciamiento de Instituciones de Educación - San José Street, Old San Juan, Puerto Rico 00902- Tel. 722-2121, or to our accrediting agency National Accrediting Commission of Career Arts and Sciences (NACCAS). The complainer must fill and submit the official NACCAS complaint form in the NACCAS Website <http://www.naccas.org/>.

In those instances where students have been granted an administrative withdrawal, may appeal using the following established procedure:

1. The student will request the Appeals Form at the Registrar's Office. The appeal will be submitted in writing to the Academic Director of the Institution, no later than five (5) working days after the date of receipt of the withdrawal notification.
2. The Academic Director will summon the student to an administrative hearing no later than five (5) working days after the appeal's request has been received.
3. The Appeal's Committee will hold the administrative hearing and communicate its decision to the student no later than five (5) working days after the hearing has been held.

## **STUDENT'S RECORD PRIVACY**

Neo-Esthetique European Institute complies with the dispositions of the "Family Educational Rights and Privacy Act of 1973, approved by the U.S. Congress and the Buckley Act, which requires that Institutions protect the privacy and security of the student records. These documents will not be accessible to other persons without the student's written consent, except for those cases required by law and our accrediting agency. Each requires need a specific authorization.

## **INSTITUTIONAL POLICIES**

### **INSTITUTION'S SECURITY POLICY**

Neo-Esthetique European Institute has established a policy to fight against, report and eradicate criminal acts in its facilities. The Institution has also established a policy regarding the use, possession or abuse of controlled substances and alcohol for students and/or employees. Both policies comprise the anti-crime policy. On September 1 of each year, the Institution will publish its campus security report.

### **POLICY OF CONTROLLED SUBSTANCES**

Neo-Esthetique European Institute also has elaborated a Policy of controlled substances, whose content is described in a document published by the Institution. This policy is distributed among the school's community and is available to the prospective students.

### **INSTITUTIONAL PROCEDURES ON THE PRIVACY OF FILES ("FERPA")**

The Institution has instituted norms and procedures to protect the privacy of the student's, records in harmony with the statutes of the "Family Educational Rights and Privacy Act" of 1974, and the Buckley amendment **and Law 186 of the 1 of September of 2006**. Students (and the parents of dependent minors) have the right to review the student file: to ask for amendments and to previously be consulted regarding any release of privileged information must be approved in writing previously. No privileged information can be disclosed to third parties without the previous consent in writing by the student, except for those cases required by law and our accrediting agency. Each requires need a specific authorization.

## **POLICY AGAINST THE SEXUAL HARASSMENT**

Neo-Esthetique European Institute energetically rejects the sexual harassment. For this reason it why affirmatively states that it is the duty of all the employees, candidates, students, visitors, sales person and/or any person who makes business with the Institution, maintain a study atmosphere and free work of sexual harassment. Any member of the personnel, student, visitor and/or sales person that incurs sexual harassment, does in violation to the norms and the policy of the Institution and will be severely sanctioned.

## **POLICY AGAINST DOMESTIC VIOLENCE**

Neo-Esthetique European Institute vigorously rejects domestic violence, since this is contrary to the values of peace, dignity and respect which every human being deserves. In compliance with Law #217 of 2006, the Institution has established a protocol to handle domestic violence situations applicable to students or employees. This policy may be obtained at the Executive Director's office. Those students or employees who are victims of domestic violence may seek advice from the Executive Director in a confidential manner.

## **VACCINATION POLICY**

Law Num. 25 September 1983 establishes that any public or private institution authorized by the Council of Education of Puerto Rico to practice in the Commonwealth of Puerto Rico requires every student admitted less than twenty-one (21) years of age or officially enrolled a certificate of immunization PVAC-3.

To such purposes, Neo - Esthetique European Institute aware of the importance of immunization of students (21) the original certificate of immunization PVAC-3, signed and certified by the doctor or health care professional that administered vaccines. This is required of all students under the age of twenty-one.

## **CHANGE IN STUDEN'S ADDRESS**

Any student who changes his/her address shall immediately report it to the Registrar's Office. If the address is not updated, the Institution will not be responsible for the notifications being sent to the students. All official notices or notifications will be sent by mail to the student's address, as it appears in his/her file.



## **AVAILABILITY OF COMPARABLE PROGRAMS**

Neo-Esthetique European Institute programs are comparable to others provided by similar institutions. Persons interested in obtaining information on the duration and costs of these programs may contact the Accrediting Commission of Career Schools and Colleges of Technology to the address included in a previous section of this Catalog.

## **CHANGES IN THE INSTITUTION'S CATALOG**

The Board of Directors of Neo-Esthetique European Institute reserves the right to amend this Catalog through resolutions. These changes will be published and distributed by the Institution and will appear as official supplements

## **CURRICULAR PROGRAMS**

Neo-Esthetique European Institute offers the following programs: Esthetics leading to a diploma with a value of 32 credits hours (765 clock hours), Medical Esthetic Technician leading to a diploma with a value of 15 credits hours (360 clock hours), Medical Esthetic Technician PARTIAL DISTANCE MODEL leading to a diploma with a value of 15 credits hours (360 clock hours; 42% DE), the Basic Esthetics program leading to a diploma with a value of 47 credit hours (1,125 clock hours), the Basic Esthetics PARTIAL DISTANCE MODEL program leading to a diploma with a value of 47 credit hours (1,125 clock hours; 32% DE), Advanced Esthetics leading to a diploma with a value of 50 credits hours (1,125 clock hours), Advanced Esthetics PARTIAL DISTANCE MODEL leading to a diploma with a value of 50 credits hours (1,125 clock hours; 40% DE), Massage Therapist leading to a diploma with a value of 50 credits hours (1,125 clock hours), Massage Therapist PARTIAL DISTANCE MODEL leading to a diploma with a value of 50 credits hours (1,125 clock hours; 29% DE), Professional Makeup Artist leading to a diploma with a value of 46 credits hours (1,125 clock hours) and Technology in the Care of the Nails leading to a diploma with a value of 33 credits hours (720 clock hours).

**ESTHETICS PROGRAM****SEQUENTIAL MODEL OF THE ESTHETICS PROGRAM**

32 Credits Hours/765 Clock Hours/32 Weeks/8 Months  
4 days per week: 6 hours per day

**Esthetic 1er semester (16 Credits Hours, 330 clock hours)**

<b>Code</b>	<b>Course</b>	<b>Theory Clock Hours</b>	<b>Laboratory Clock Hours</b>	<b>Practice Clock Hours</b>	<b>Total Credits Hours</b>
<b>EST. 100</b>	Introduction to Esthetics	15			1
<b>EST 105</b>	Structure of the Skin	30			2
<b>CIE 110</b>	Bacteriology and Sterilization	15			1
<b>CIE 120</b>	Anatomy	15			1
<b>EST 120</b>	Composition of cosmetics products	15	30		2
<b>EST 110</b>	Make-up Removal and Face Massage	15	30		2
<b>EST 115</b>	Analysis of the Skin	15	30		2
<b>EST 122</b>	Deep Cleansing, and Extirpation	15	60		3
<b>EST 127</b>	Specifics Facial Treatments	15	30		2
<b>TOTAL</b>		150	180		16

**Esthetic 2nd semester (16 Credits Hours, 435 clock hours)**

<b>Code</b>	<b>Course</b>	<b>Theory Clock Hours</b>	<b>Laboratory Clock Hours</b>	<b>Practice Clock Hours</b>	<b>Total Credits</b>
<b>EST 125</b>	Aparatology and Electricity	15	30		2
<b>EST 130</b>	Make-up	15	30		2
<b>EST 135</b>	Corporal Massage and Treatments	30	30		3
<b>EST 140</b>	Waxing Techniques	15	30		2
<b>MP 100</b>	Manicure and Pedicure	15	30		2
<b>ADM 100</b>	Business Administration	15			1
<b>EST 200</b>	Clinical Practice (Face)			90	2
<b>EST 201</b>	Clinical Practice (Body)			90	2
<b>TOTAL</b>		105	150	180	16

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE ESTHETIC PROGRAM**

The purpose of the Esthetic Program is to equip the students with the knowledge and skills in the field of the beauty, preparing them to occupy entry level positions as professional estheticians, and in related occupations such as beauty product cosmetic salesperson or investigators, demonstrators, among others. It offers the opportunity to deeply analyze the composition, principles, content of the profession of esthetician, the equipment used in the industry, the treatments and applications, its functions and appropriate methods of application. The graduates of this program will be able to work in esthetics clinics, beauty parlors, distribution businesses, esthetics schools, offices of doctors with esthetic, cosmetic department's stores, gymnasiums, weight control clinics, among others.

## **SPECIFIC OBJECTIVES OF THE ESTHETIC PROGRAM**

When finalizing the Esthetics Program the student will:

1. Describe the historical development of the field of the esthetics.
2. Identify the structure and functions of the main systems of the human body, and their relationship with health and beauty.
3. Identify the treatments to maintain healthy skin.
4. Identify correctly, describe and use, the equipment used in the esthetics procedures.
5. Exhibit the desirable knowledge and personal attitudes that allow them to plan, choose equipment, machines, utensils and procedures applicable to the industry.
6. Enumerate and apply the correct techniques of hygiene and cleaning before, during and after performing the esthetic procedures.
7. Describe and apply the correct techniques of depilation and wax treatments.
8. Explain and demonstrate correct techniques of facial and corporal massage.
9. Explain and apply correct techniques the treatment to prevent cellulitis.
10. Describe and demonstrate the correct procedures of the treatment of the breasts.
11. Explain and demonstrate the administrative processes that they realized performed in an establishment dedicated to esthetics.
12. Demonstrate by means of simulated situations, through clinical practice the ethical principles of the profession.

## **COMPONENTS**

The Esthetic Program entails a total of 32 credits hours. This is equivalent to 765 clock hours of training. These are distributed of the following way: 255 clock hours of lecture (theory), 330 clock hours of laboratory training and 180 clock hours of practice. The students practice initially with each others in the laboratories of the institution. Afterwards they move to the clinical phase, where they work with clients who visit the Institution for their beauty treatments.

## INSTRUCTIONAL METHOD AND GRADING PROCEDURE

Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program. All students will be evaluated by theoretical, practical examinations, clinical work or laboratory performance, projects, homework and participation in class. The institution will use the traditional academic system of 4 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## DESCRIPTION OF SUBJECTS ESTHETIC PROGRAM

**Introduction to Esthetics 75 hours**-This course has been designed so that the student has knowledge of the origins of the profession, how it was in antiquity and its evolution to the present. The aptitudes and qualities required in the profession, as well as its scope of action and limitations.

**Structure of the skin 360 hours** -In this course the student will acquire knowledge related to the structure, irrigation, preservation and properties of the skin. It will master the functions of the skin, the composition of the skin surface and the variations of a normal skin.

**Bacteriology and sterilization 45 hours** -This course intends to provide the student with knowledge of the most common microorganisms that inhabit in the surface of the skin and the most common bacteria that can cause cutaneous infections. The student will dominate the techniques of sterilization within the esthetics cabin.

**Anatomy 75 hours** - The student will acquire fundamental concepts of the human anatomy and physiology. Will become familiar particularly with the musculoskeletal system, body tissues and their functions.

**Makeup removal and face massage 45 hours** - **This** course has been designed so that the student comes in contact with the techniques used in makeup removal. The student will practice the techniques and will execute the necessary movements for a correct makeup removal. Will become familiar with cosmetics used and their purpose. She/he will obtain in addition, the theoretical knowledge and the practical skills for the application of facial massages, using correct movements, with precision and gentleness.

**Analysis of the skin 45 hours** - This course has been designed so that the student develops analytical skills allow the factors that can condition a certain type of skin. The student will classify the skin by its sebaceous secretions into: dry skin, very greasy or seborrhea, aliped skin, asphyxiated skin and mixed skin; and by its water content in: skin to hyper-hydrated, aliped skin, dehydrated, endemic skin and don skin.

**Deep Cleaning and excisions 45 hours** - She/he will learn in addition, the suitable techniques of deep cleaning of the skin, by means of demonstrations and practical exercises. The student will rationally develop the correct sequence performing a deep cleaning and will demonstrate the correct form of performing extirpation.

**Composition of cosmetic products and treatments of the skin 45 hours** - During this course, the student will acquire knowledge of the role of cosmetics and their chemical composition. The student will practice with the greatest possible number of cosmetics. He/she will learn to apply different types of professional esthetic treatments currently in existence.

**Apparatus and electricity 45 hours** -This course has been designed so that the student acquires appropriate knowledge of the handling, use and conservation of different types equipment used in cosmetology treatments. The student will acquire knowledge of electricity and the application of electrical currents for esthetic treatments.

**Makeup 45 hours** - This course is designed to provide educational experiences to the student that will enables him/her to apply make-up correctly. The student will identify different products used for these purposes, will learn the correct use of all equipment and tools will master the techniques of make-up, organization and cleaning of the equipment used.

**Corporal Massage and treatments 60 hours** - The student will identify each massage technique and will apply it appropriately, will correctly execute each manual technique of corporal massage, will correctly select and apply specific techniques of each type of massage; and will apply the knowledge and correct techniques of corporal treatments.

**Waxing 45 hours** - The student will acquire basic knowledge of the physiology of the hair. He/she will learn meet and apply correctly the different of waxing techniques. He/she will also acquire progressive waxing skills.

**Manicure and Pedicure 45 hours** - This course is designed so that the student acquire appropriate knowledge, practice and execute the correct technique for a manicure and pedicure: area preparation, hygiene products used and steps to follow.

**Businesses Administration 15 hours** -This course has been designed to prepare students with the administrative and commercial skills leading to the establishments of esthetics services. The student will become familiar with sanitary procedures and norms and security procedures applicable to these facilities.

**Clinical Practice I, II 180 hours** - The student will practice at a esthetics clinic of the institution and other establishments of esthetic under the supervision of esthetics professionals. The student will apply the knowledge acquired in the institution as he services customer and involves himself in the daily activities of esthetics.

## ESTHETICS MEDICAL TECHNICIAN PROGRAM

**Disclaimer: The MEDICAL ESTHETICS TECHNICIAN PROGRAM does not qualify to participate in the Title IV Federal Programs**

### SEQUENTIAL MODEL OF THE ESTHETICS MEDICAL TECHNICIAN PROGRAM

15 Credits Hours/360 Clock Hours/52 Weeks/12 Months  
1 day per week: 7 hours per day

**1\*Semester, 180 clock hours, 6 credits hours**

Code	Course	Theory Clock Hours	Laboratory Clock Hours	Practice Clock Hours	Total Credit Hours
TME 100	Introduction to Esthetics	15			1
TME 101	Vital Signs Basic Clinical History	15	30	30	2
TME 104	Medical Records, Medical Vocabulary, Related to Esthetics	15			1
TME 105	Medical Instruments related to Esthetics	15	30	30	2
<b>TOTAL</b>		60	60	60	6

**2nd Semester, 180 clock hours, 9 credits hours**

Code	Course	Theory Clock Hours	Laboratory Clock Hours	Practice Clock Hours	Total Credit Hours
TME 107	Basic Concepts of Microdermabrasion	15	30		2
TME 108	Indications and contraindications Demonstration of Botox & Collagen Applications	15			1
TME 109	Light Treatment, Fotodepilation, Acne & Anti-Aging	30	30		3
TME 110	Telangiectasia	15			1
TME 111	Endermology and cavitation	15	30		2
<b>TOTAL</b>		90	90		9

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **ESTHETICS MEDICAL TECHNICIAN COURSE MISSION**

This course is intended to prepare the student with the knowledge and the necessary skills required to become Esthetics Medical Technician. The course offers the student an opportunity to review and update his/her basic knowledge of esthetics, to check vital signs, to understand basic medical orders, learn to prepare a medical history attender to their functions, the composition of a medical record, to learn and apply the appropriate vocabulary related to this health area, the correct use of instruments used for treatments, the basic concepts and knowledge of microdermabrasion. He/she will learn the use of materials used by physicians for the application of Botox and facial fillers, the basic concepts of light treatments, the diverse procedures for the treatment of telangiectasia and will learn the concepts for Edermologie. The participant will be able to work assisting dermatologists, plastic surgeons, beneficiary clinics, at esthetics clinics, Spas, beauty parlors and related products distributors.

### **SPECIFIC OBJECTIVES**

Upon completion of the course of Esthetics Medical Technician:

1. Will know the concepts of the Esthetics Medical Technician work.
2. Will understand and apply the appropriate technique for taking of vital signs.
3. Will understand the basics concepts of medical history.
4. Will understand and recognize the composition a medical record.
5. Will understand and recognize the associated vocabulary used by the medical esthetics technician.
6. Will be able to identify and recognize related medical instruments used by the Medical Esthetics Technician.
7. Will Know explain, recommend, and use microdermabrasion.
8. Will be able to identify and recommend treatment of cosmetic Botox and face fillings and answer related questions to the treatment.
9. Will know, understand and apply light treatments for depilation, face acne and rejuvenations.
10. Will know, understand, and recommend treatments for the elimination of telangiectasia.
11. Will know, understand and apply Edermologie and Cavitation treatments.

### **COMPONENTS**

The Esthetic Medical Technician program consists of 15 credits hours. This is equivalent to 360 clock hours of training. These are distributed as: 10 credits hours of lecture (theory) (equivalent to 150 clock hours of training), 5 credits hours of laboratory training (equivalent to 150 clock hours of laboratory training) and 60 clock hours of practical application (equivalent to 60 clock hours of laboratory practice). The students will train practice with each other during laboratory training and during practice, they will work with models.

### INSTRUCTIONAL METHOD AND GRADING PROCEDURE

Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program. All students will be evaluated by theoretical, practical examinations, clinical work or laboratory performance, projects, homework and participation in class. The institution will use the traditional academic system of 4 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

### DESCRIPTION OF SUBJECTS ESTHETICS MEDICAL TECHNICIAN

**Introduction to Esthetics 15 hours** -This course is designed for the students' review of his/her knowledge acquired on the general esthetics course.

**Vital Signs, Basic Medical History 75 hours** - During this course the student will acquire the required knowledge and understanding of the circulatory system. He/she will learn the correct techniques for vital sign recognition, and will learn about basic clinical history including its components.

**Medical Records and Medical Vocabulary Related to Esthetics 15 hours** - The purpose of this course is to provide the students with the knowledge required for medical record organization. The student will also acquire the knowledge of the medical vocabulary that is necessary for good communication with healthcare personnel.

**Medical Instruments related to Esthetics 75 hours** - This course has been designed to teach the student to identify medical instruments used in esthetic applications, its use and sterilization.

**Basic Concepts of Microdermabrasion 45 hours** —The purpose of this discourse is to teach the student the different components of micro-dermoabrations machines. He/she will also learn the proper use and maintenance of the equipment.

**Demonstration Course of Botox & Collagen Applications 15 hours** - This course has been designed so that the student learn which are the necessary instrument for the application of dose products. They will also be able to answer most frequent questions usually asked by their customers.

**Light Treatment, Fotodepilation, Acne & Anti-Aging 60 hours** – This course has been designed to familiarize students with pulse light treatment equipment in the market, and so that they can answer their customers most frequent questions and will dominate security procedures, indications and contraindications of this equipment.



**Telangiectasia 15 hours** - This course has been designed to provide the students with an understanding of the telangiectasia elimination procedure performed by a physician. They will also recognize necessary materials for its application, and will be able to answer any basic questions related to this procedure.

**Endermology 45 hours** - The specific design of this course is to provide students with appropriate techniques to apply Endermology treatment. They will also learn the indications, contraindications and will be able to answer their customer's questions regarding to this procedure.

## ESTHETICS MEDICAL TECHNICIAN PROGRAM PARTIAL DISTANCE MODEL

**Disclaimer: The ESTHETICS MEDICAL TECHNICIAN PROGRAM PARTIAL DISTANCE MODEL does not qualify to participate in the Title IV Federal Programs**

### SEQUENTIAL MODEL OF THE ESTHETICS MEDICAL TECHNICIAN PROGRAM PARTIAL DISTANCE MODEL

15 Credits Hours/360 Clock Hours (42% DE)/52 Weeks/12 Months  
1 day per week: 7 hours per day

**1<sup>st</sup> Semester, 180 clock hours, 6 credits hours**

Code	Course	Distance Theory Clock Hours	Presential Laboratory Clock Hours	Presential Practice Clock Hours	Total Credit Hours
TME 100	Introduction to Esthetics	15			1
TME 101	Vital Signs Basic Clinical History	15	30	30	2
TME 104	Medical Records, Medical Vocabulary, Related to Esthetics	15			1
TME 105	Medical Instruments related to Esthetics	15	30	30	2
<b>TOTAL</b>		60	60	60	6

**2nd Semester, 180 clock hours, 9 credits hours**

Code	Course	Distance Theory Clock Hours	Laboratory Clock Hours	Practice Clock Hours	Total Credit Hours
TME 107	Basic Concepts of Microdermabrasion	15	30		2
TME 108	Indications and contraindications Demonstration of Botox & Collagen Applications	15			1
TME 109	Light Treatment, Fotodepilation, Acne & Anti-Aging	30	30		3
TME 110	Telangiectasia	15			1
TME 111	Endermology and cavitation	15	30		2
<b>TOTAL</b>		90	90		9

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **ESTHETICS MEDICAL TECHNICIAN PARTIAL DISTANCE COURSE MISSION**

This course is intended to prepare the student with the knowledge and the necessary skills required to become Esthetics Medical Technician. The course offers the student an opportunity to review and update his/her basic knowledge of esthetics, to check vital signs, to understand basic medical orders, learn to prepare a medical history attender to their functions, the composition of a medical record, to learn and apply the appropriate vocabulary related to this health area, the correct use of instruments used for treatments, the basic concepts and knowledge of microdermabrasion. He/she will learn the use of materials used by physicians for the application of Botox and facial fillers, the basic concepts of light treatments, the diverse procedures for the treatment of telangiectasia and will learn the concepts for Edermologie. The participant will be able to work assisting dermatologists, plastic surgeons, beneficiary clinics, at esthetics clinics, Spas, beauty parlors and related products distributors.

### **SPECIFIC OBJECTIVES**

Upon completion of the course of Esthetics Medical Technician:

1. Will know the concepts of the Esthetics Medical Technician work.
2. Will understand and apply the appropriate technique for taking of vital signs.
3. Will understand the basics concepts of medical history.
4. Will understand and recognize the composition a medical record.
5. Will understand and recognize the associated vocabulary used by the medical esthetics technician.
6. Will be able to identify and recognize related medical instruments used by the Medical Esthetics Technician.
7. Will Know explain, recommend, and use microdermabrasion.
8. Will be able to identify and recommend treatment of cosmetic Botox and face fillings and answer related questions to the treatment.
9. Will know, understand and apply light treatments for depilation, face acne and rejuvenations.
10. Will know, understand, and recommend treatments for the elimination of telangiectasia.
11. Will know, understand and apply Edermologie and Cavitation treatments.

### **Distance Education Technology**

The students must have access to: high speed internet, a computer with camera and microphone, Gmail account, Google classroom account, Zoom account and Whats App.

### **COMPONENTS**

The Esthetic Medical Technician program consists of 15 credits hours. This is equivalent to 360 clock hours of training. These are distributed as: 10 credits hours of lecture (theory) (equivalent to 150 distance clock hours of training), 5 credits hours of laboratory training (equivalent to 150 presential clock hours of laboratory training) and 60 clock hours of presential external practical application. The students will train practice with each other during laboratory training and during practice, they will work with models.

## INSTRUCTIONAL METHOD AND GRADING PROCEDURE

Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program. All students will be evaluated by theoretical, practical examinations, clinical work or laboratory performance, projects, homework and participation in class. The institution will use the traditional academic system of 4 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## DESCRIPTION OF SUBJECTS

### ESTHETICS MEDICAL TECHNICIAN PARTIAL DISTANCE

**Introduction to Esthetics (15 hours DE)** -This course is designed for the students' review of his/her knowledge acquired on the general esthetics course.

**Vital Signs, Basic Medical History 75 hours (15 hours DE)** - During this course the student will acquire the required knowledge and understanding of the circulatory system. He/she will learn the correct techniques for vital sign recognition, and will learn about basic clinical history including its components.

**Medical Records and Medical Vocabulary Related to Esthetics (15 hours DE)** - The purpose of this course is to provide the students with the knowledge required for medical record organization. The student will also acquire the knowledge of the medical vocabulary that is necessary for good communication with healthcare personnel.

**Medical Instruments related to Esthetics 75 hours (15 hours DE)** - This course has been designed to teach the student to identify medical instruments used in esthetic applications, its use and sterilization.

**Basic Concepts of Microdermabrasion 45 hours (15 hours DE)** –The purpose of this discourse is to teach the student the different components of micro-dermoabrations machines. He/she will also learn the proper use and maintenance of the equipment.

**Demonstration Course of Botox & Collagen Applications (15 hours DE)** - This course has been designed so that the student learn which are the necessary instrument for the application of dose products. They will also be able to answer most frequent questions usually asked by their customers.

**Light Treatment, Fotodepilation, Acne & Anti-Aging 60 hours (30 hours DE)** – This course has been designed to familiarize students with pulse light treatment equipment in the market, and so that they can answer their customers most frequent questions and will dominate security procedures, indications and contraindications of this equipment.

**Telangiectasia (15 hours DE)** - This course has been designed to provide the students with an understanding of the telangiectasia elimination procedure performed by a physician. They will

also recognize necessary materials for its application, and will be able to answer any basic questions related to this procedure.

**Endermology 45 hours (15 hours DE)** - The specific design of this course is to provide students with appropriate techniques to apply Edermology treatment. They will also learn the indications, contraindications and will be able to answer their customer's questions regarding to this procedure.

**Total Hours 360 hours (150 hrs. DE)** – The above hours requirements must be meet by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

**BASIC ESTHETIC PROGRAM**  
**SEQUENTIAL MODEL OF THE BASIC ESTHETIC PROGRAM**

47 Credits Hours / 1,125 Clock Hours/ 47 weeks / 12 Months

4 days per week: 6 hours per day

**1<sup>st</sup> Semester 18 Credits Hours / 360 Clock Hours**

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 100	Introduction to Aesthetics and the Esthetic's Cabin	30	60		4
ETB 110	Basic Principles of Infectology, Anatomy and Physiology of the skin	60	30		5
ETB 120	Basic Principles of Chemistry, Nutrition, Electricity and Apparatus	60	30		5
ETB 130	Skin Pathology, Makeup Removal and Facial Massage	30	60		4
<b>Total</b>		<b>180</b>	<b>180</b>		<b>18</b>

**2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours**

Code	Course	Theoretical Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 140	Skin Analysis and Composition of Products	30	60		4
ETB 150	Deep Facial Cleaning	30	60		4
ETB 170	Spa Manicure, Pedicure and Makeup	30	60		4
ETB 180	Hair removal	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

**3<sup>rd</sup> Semester 13 Credits Hours / 405 Clock Hours**

Code	Course	Theoretical Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 160	Specific Facial Treatments	30	60		4
ETB 190	Body treatments	30	60		4
ETB 200	Clinical practice			225	5
<b>Total</b>		<b>60</b>	<b>120</b>	<b>225</b>	<b>13</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE BASIC ESTHETICS PROGRAM**

The program's Esthetics aims to equip students with the knowledge and skills of the field of beauty, preparing them to fill entry-level positions as professional estheticians, and related occupations; such as vendors or researchers of cosmetics, beauty products, among other demonstrators.

It gives them the opportunity to analyze in its composition, principles, content of the profession of Esthetics, basic equipment used in the industry, treatments and applications, its functions and methods of application. People graduates of this program may work in clinics of aesthetic, beauty salons, and schools of esthetics, distribution houses, and offices of physicians with esthetics, cosmetic stores by departments, gyms and clinics of weight control, among others.

## **SPECIFIC OBJECTIVES OF THE BASIC ESTHETICS PROGRAM**

At the end of the Esthetics program students:

1. Will describe the historical development of the field of esthetic.
2. Identify the structure and functions of the major systems of the human body, and its relationship with health and beauty.
3. Identify treatments to maintain healthy skin.
4. Will identify, describe and used correctly, the equipment used in cosmetic procedures.
5. Will demonstrate knowledge and desirable personal attitudes that allow them to plan, choosing equipment, machines, tools and procedures applicable to the industry.
6. Will list and apply correct hygiene and sanitation techniques before, during and after of esthetic procedures.
7. Will describe and apply the correct techniques of hair removal and wax treatments.
8. Will explain and demonstrate proper techniques for facial and body massage.
9. Will explain and apply the correct techniques to prevent cellulite.
10. Will describe and demonstrate the correct procedures of treatment for the breasts.
11. Will explain and will demonstrate the administrative processes that are carried out in a establishment dedicated to Esthetics.
12. Will demonstrate by using simulated situations, in clinical practice the ethical principles of the profession.

## COMPONENTS

The Basic Aesthetics program is usually divided into three semesters. These are usually distributed as follows: 360 clock hours of theory, 540 clock hours of laboratory and 225 clock hours of external practice. In addition, this course requires 225 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution, Then, they go on to the clinical phase, where they work with clients that come to the Institution for their beauty treatments. In the last cycle of the program, students have the opportunity to practice at beauty establishments in the community.

### INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (eg: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

### COURSE DESCRIPTION BASIC ESTHETICS PROGRAM

**Introduction to Aesthetics and the Esthetic's Cabin 90 hours** - This course has been designed so that the student has knowledge of the origins of the profession, how it was in antiquity and its evolution to this day. In addition, you will learn job opportunities in the field of aesthetics and professional image that a professional beautician should have. Finally, you will learn the presentation, setting, furniture, equipment and preparation of an aesthetic treatment room.

**Basic Principles of Infectology, Anatomy and Physiology of the skin 90 hours** - This course aims to provide students with knowledge of the most common microorganisms that inhabit the surface of the skin and the most common bacteria that can cause skin infections. In addition, it will provide students with all the knowledge of basic anatomy (bones, muscles and nervous system). Finally, students will learn the systems of the human body, the cell, the tissues and the structures that make up the skin.



**Basic Principles of Chemistry, Nutrition, Electricity and Apparatus 90 hours** - The objective of this course is for students to obtain basic knowledge of organic chemistry, inorganic chemistry, matter, atoms, molecules and the physical chemical properties of matter. In addition, they will learn the chemical applications of cosmetics, the PH and their chemical reactions. In addition, you will obtain the necessary knowledge of nutrition to maintain a healthy skin. It will provide knowledge of electricity, safety of electrical equipment and learn the correct handling of the equipment used in aesthetics.

**Skin Pathology, Makeup Removal and Facial Massage 90 hours** - This course has been designed so that the student knows and identifies the most frequent pathologies of the skin. It is related to the techniques used in Makeup Removal. In addition, the theoretical knowledge and practical skills for the application of facial massages, using correct movements, with precision and delicacy.

**Skin Analysis and Composition of Products 90 hours** - This course has been designed so that the student develops critical judgment skills on the factors that can condition a certain type of skin. The student will classify the skin by its sebaceous secretions in: dry, very oily or seborrheic skin, alipic skin, asphyxiated skin and mixed skin; and for its aqueous content in: hyper hydrated skin, alipic skin, dehydrated, endemic skin and devitalized skin. In addition, you will learn the chemistry of cosmetics. The ingredients of the products, the right choice of cosmetic products to use with customers and know the products for the home. In addition, it has been designed to guide the student in the marketing and administration of aesthetic establishments. The student will also become familiar with the sanitary and safety regulations applicable to these facilities.

**Deep Facial Cleaning 90 hours** - You will also learn the proper techniques of deep cleansing of the skin, through demonstrations and practical exercises. The student will rationally develop the correct sequence in performing the deep cleaning and demonstrate the correct way to perform an extirpation.

**Specific Facial Treatments 90 hours** - In this course, the student will acquire knowledge of the function of cosmetics and their chemical composition. You will practice with as many cosmetics as possible. You will learn to perform different types of aesthetic treatments currently available.

**Spa Manicure, Pedicure and Makeup 90 hours** - This course has been designed so that the student has knowledge about the necessary products for the realization of a Spa manicure and pedicure, that knows the steps for its realization. Also, that you have the knowledge about makeup and the correct preparation of basic makeup.

**Hair removal 90 hours** - This course has been designed so that the student learns the physiology of the hair and its different phases of growth. You will learn to perform correctly the different types of hair removal.

**Body treatments 90 hours** - In this course, the student will identify each massage technique and apply it rationally. It will correctly execute each maneuver of the corporal massage. It will select and correctly perform the specific techniques of each type of massage. Apply the knowledge and correct techniques of body treatments.

**Clinical practice 225 hours** - In these educational experiences, the student will practice in the aesthetic center of the institution and in aesthetic establishments under the supervision of professionals in that field. You can apply all the knowledge acquired in the institution.

**BASIC ESTHETIC PROGRAM PARTIAL DISTANCE****SEQUENTIAL MODEL OF THE BASIC ESTHETIC PROGRAM  
PARTIAL DISTANCE MODEL**

47 Credits Hours / 1,125 Clock Hours (32% DE)/ 47 weeks / 12 Months  
4 days per week: 6 hours per day

**1<sup>st</sup> Semester 18 Credits Hours / 360 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 100	Introduction to Aesthetics and the Esthetic's Cabin	30	60		4
ETB 110	Basic Principles of Infectology, Anatomy and Physiology of the skin	60	30		5
ETB 120	Basic Principles of Chemistry, Nutrition, Electricity and Apparatus	60	30		5
ETB 130	Skin Pathology, Makeup Removal and Facial Massage	30	60		4
<b>Total</b>		<b>180</b>	<b>180</b>		<b>18</b>

**2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 140	Skin Analysis and Composition of Products	30	60		4
ETB 150	Deep Facial Cleaning	30	60		4
ETB 170	Spa Manicure, Pedicure and Makeup	30	60		4
ETB 180	Hair removal	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

**3<sup>rd</sup> Semester 13 Credits Hours / 405 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
ETB 160	Specific Facial Treatments	30	60		4
ETB 190	Body treatments	30	60		4
ETB 200	Clinical practice			225	5
<b>Total</b>		<b>60</b>	<b>120</b>	<b>225</b>	<b>13</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE BASIC ESTHETICS PROGRAM PARTIAL DISTANCE**

The program's Esthetics aims to equip students with the knowledge and skills of the field of beauty, preparing them to fill entry-level positions as professional estheticians, and related occupations; such as vendors or researchers of cosmetics, beauty products, among other demonstrators.

It gives them the opportunity to analyze in its composition, principles, content of the profession of Esthetics, basic equipment used in the industry, treatments and applications, its functions and methods of application. People graduates of this program may work in clinics of aesthetic, beauty salons, and schools of esthetics, distribution houses, and offices of physicians with esthetics, cosmetic stores by departments, gyms and clinics of weight control, among others.

## **SPECIFIC OBJECTIVES OF THE BASIC ESTHETICS PROGRAM PARTIAL DISTANCE**

At the end of the Esthetics program students:

1. Will describe the historical development of the field of esthetic.
2. Identify the structure and functions of the major systems of the human body, and its relationship with health and beauty.
3. Identify treatments to maintain healthy skin.
4. Will identify, describe and used correctly, the equipment used in cosmetic procedures.
5. Will demonstrate knowledge and desirable personal attitudes that allow them to plan, choosing equipment, machines, tools and procedures applicable to the industry.
6. Will list and apply correct hygiene and sanitation techniques before, during and after of esthetic procedures.
7. Will describe and apply the correct techniques of hair removal and wax treatments.
8. Will explain and demonstrate proper techniques for facial and body massage.
9. Will explain and apply the correct techniques to prevent cellulite.
10. Will describe and demonstrate the correct procedures of treatment for the breasts.
11. Will explain and will demonstrate the administrative processes that are carried out in a establishment dedicated to Esthetics.
12. Will demonstrate by using simulated situations, in clinical practice the ethical principles of the profession.

### **Distance Education Technology**

The students must have access to: high speed internet, a computer with camera and microphone, Gmail account, Google classroom account, Zoom account and Whats App.

## COMPONENTS

The Basic Aesthetics program is usually divided into three semesters. These are usually distributed as follows: 360 clock hours of distance theory, 540 clock hours of presential laboratory and 225 clock hours of presential external practice. In addition, this course requires 225 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution, Then, they go on to the clinical phase, where they work with clients that come to the Institution for their beauty treatments. In the last cycle of the program, students have the opportunity to practice at beauty establishments in the community.

### INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (eg: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

### COURSE DESCRIPTION BASIC ESTHETICS PROGRAM PARTIAL DISTANCE

**Introduction to Aesthetics and the Esthetic's Cabin 90 hours (30 hours DE)** - This course has been designed so that the student has knowledge of the origins of the profession, how it was in antiquity and its evolution to this day. In addition, you will learn job opportunities in the field of aesthetics and professional image that a professional beautician should have. Finally, you will learn the presentation, setting, furniture, equipment and preparation of an aesthetic treatment room.

**Basic Principles of Infectology, Anatomy and Physiology of the skin 90 hours (60 hours DE)** - This course aims to provide students with knowledge of the most common microorganisms that inhabit the surface of the skin and the most common bacteria that can cause skin infections. In addition, it will provide students with all the knowledge of basic anatomy (bones, muscles and nervous system). Finally, students will learn the systems of the human body, the cell, the tissues and the structures that make up the skin.

**Basic Principles of Chemistry, Nutrition, Electricity and Apparatus 90 hours (60 hours DE)** - The objective of this course is for students to obtain basic knowledge of organic chemistry, inorganic chemistry, matter, atoms, molecules and the physical chemical properties of matter. In addition, they will learn the chemical applications of cosmetics, the PH and their chemical reactions. In addition, you will obtain the necessary knowledge of nutrition to maintain a healthy skin. It will provide knowledge of electricity, safety of electrical equipment and learn the correct handling of the equipment used in aesthetics.

**Skin Pathology, Makeup Removal and Facial Massage 90 hours (30 hours DE)** - This course has been designed so that the student knows and identifies the most frequent pathologies of the skin. It is related to the techniques used in Makeup Removal. In addition, the theoretical knowledge and practical skills for the application of facial massages, using correct movements, with precision and delicacy.

**Skin Analysis and Composition of Products 90 hours (30 hours DE)** - This course has been designed so that the student develops critical judgment skills on the factors that can condition a certain type of skin. The student will classify the skin by its sebaceous secretions in: dry, very oily or seborrheic skin, alipic skin, asphyxiated skin and mixed skin; and for its aqueous content in: hyper hydrated skin, alipic skin, dehydrated, endemic skin and devitalized skin. In addition, you will learn the chemistry of cosmetics. The ingredients of the products, the right choice of cosmetic products to use with customers and know the products for the home. In addition, it has been designed to guide the student in the marketing and administration of aesthetic establishments. The student will also become familiar with the sanitary and safety regulations applicable to these facilities.

**Deep Facial Cleaning 90 hours (30 hours DE)** - You will also learn the proper techniques of deep cleansing of the skin, through demonstrations and practical exercises. The student will rationally develop the correct sequence in performing the deep cleaning and demonstrate the correct way to perform an extirpation.

**Specific Facial Treatments 90 hours (30 hours DE)** - In this course, the student will acquire knowledge of the function of cosmetics and their chemical composition. You will practice with as many cosmetics as possible. You will learn to perform different types of aesthetic treatments currently available.

**Spa Manicure, Pedicure and Makeup 90 hours (30 hours DE)** - This course has been designed so that the student has knowledge about the necessary products for the realization of a Spa manicure and pedicure, that knows the steps for its realization. Also, that you have the knowledge about makeup and the correct preparation of basic makeup.

**Hair removal 90 hours (30 hours DE)** - This course has been designed so that the student learns the physiology of the hair and its different phases of growth. You will learn to perform correctly the different types of hair removal.

**Body treatments 90 hours (30 hours DE)** - In this course, the student will identify each massage technique and apply it rationally. It will correctly execute each maneuver of the corporal massage. It will select and correctly perform the specific techniques of each type of massage. Apply the knowledge and correct techniques of body treatments.

**Clinical practice 225 hours-** In these educational experiences, the student will practice in the aesthetic center of the institution and in aesthetic establishments under the supervision of professionals in that field. You can apply all the knowledge acquired in the institution.

**Total Hours 1,125 hours (360 hrs. DE)** – The above hours requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## ADVANCED ESTHETICS PROGRAM SEQUENTIAL MODEL OF THE ADVANCED ESTHETICS PROGRAM

50 Credits Hours / 1,125 Clock Hours/ 47 weeks / 12 Months

4 days per week: 6 hours per day

### 1<sup>st</sup> Semester 20 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 100	Evolution of Aesthetics Advanced Pathology and Skin Aging	60	30		5
EA 110	Infectology, Histology and Endocrinology in Advanced Aesthetics	60	30		5
EA 120	Anatomy, Physiology and Biochemistry in Advanced Aesthetics	60	30		5
EA 130	Cosmetic Chemistry, Aromatherapy, Botany And Pharmacology	60	30		5
<b>Total</b>		<b>240</b>	<b>120</b>		<b>20</b>

### 2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 140	Advanced Facial Techniques	30	60		4
EA 150	Advanced techniques of Facial Massage	30	60		4
EA 160	Laser, Energy Light	30	60		4
EA 170	Advanced Apparatus	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

### 3<sup>rd</sup> Semester 14 Credits Hours / 405 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 180	Treatments and Complem Spa Therapies	30	60		4
EA 190	Business success	60	30		5
EA 200	External Practice			225	5
<b>Total</b>		<b>90</b>	<b>90</b>	<b>225</b>	<b>14</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE ADVANCED ESTHETICS PROGRAM**

The Advanced Aesthetics program aims to equip students with the most advanced knowledge and skills in the field of beauty, preparing them to occupy entry-level positions as advanced beauticians and related occupations; as directors or supervisors of spa or researchers of cosmetics and beauty products, among others.

It gives them the opportunity to analyze the development of the aesthetics profession, advanced equipment used in the industry, treatments and applications, their functions and methods of application. Graduates of this program can work in aesthetic clinics, beauty salons and beauty schools, distribution houses and offices of doctors with aesthetics, cosmetics shops by departments, gyms and weight control clinics, among others.

## **SPECIFIC OBJECTIVES OF THE ADVANCED ESTHETICS PROGRAM**

At the end of the Advanced Esthetics program students:

1. You will know the Evolution of Aesthetics.
2. You will recognize and be able to refer different skin diseases to the doctor.
3. Know and treat the processes of skin aging.
4. You will know and be able to advise the use of different cosmetic products according to the condition of the skin.
5. Know and perform aromatherapy.
6. Will have basic knowledge of pharmacology.
7. You will have knowledge of botany.
8. Make variations to the basic facial treatments according to the needs of each client.
9. Know and perform advanced techniques of facial massage.
10. You will know the laser machines; intense pulsed light and you can perform different treatments.
11. Know and perform skin treatments with advanced machinery.
12. Know and perform complementary therapies Spa.
13. You will know and carry out marketing and accounting strategies.

## COMPONENTS

The Advanced Aesthetics program usually is divided into three semesters. These are usually distributed as follows: 450 theory clock hours, 450 laboratory clock hours and 225 clock hours of external practice. In addition, this course requires 225 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution, then they go on to the clinical phase, where they work with clients that come to the Institution for their beauty treatments. In the last cycle of the program, students have the opportunity to practice at beauty establishments in the community.

### INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION ESTHETICS PROGRAM

**Evolution of Aesthetics, Advanced Pathology and Skin Aging 90 hours** - This course has been designed so that the student can describe the evolution of the aesthetics industry, understand the importance of studying advanced aesthetics and can list the variety of jobs that can be obtained by continuing to study advanced aesthetics. Identify and discuss the steps of critical thinking and steps to solve problems. You can explain the skills and how to incorporate wings in your work. You will know the different covers of medical plans and you will know the HIPPA law.

In addition, you can explain the inflammatory processes in the skin, the healing process will identify the wounds caused by Laser and other therapeutic modalities, define the damage caused by the sun in the short and long term, identify the photo long-term aging, rosacea and will recognize skin disorders that can be referred to a medical professional.

Finally, you will learn the different ways of evaluating a skin, the Fitzpatrick scale, the Glogau and Rubin classification.



**Infectology, Histology and Endocrinology in Advance Aesthetics 90 hours -**

This course has been designed so that the student knows the purpose of the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC). Describe the most common pathogens found in the blood and the autoimmune disorders caused by these pathogens. You will know the principles of infection control, identify the hazards that a beautician may encounter in your profession, and establish and follow the safety guidelines of an esthetician. It will recognize the cell and its components, the functions of the skin, the strata of the skin, the cellular reproduction of the skin, the proteins that make up the skin, the immune system, the mechanisms of exfoliation and the principles of penetration and permeability. It will identify the endocrine glands, the production of hormones and their classification. Describe the stages of pregnancy and their impact on the skin. It will explain the impact of birth control pills, menopause and skin conditions that accompany menopause. You will know the recommendations for hirsutism.

**Anatomy, Physiology and Biochemistry in Advance Aesthetics 90 hours -**

This course has been designed so that the student knows the name and description of the muscle types, the difference between voluntary and involuntary muscles recognizes the skeletal muscles of the body, describes how the muscles receive the nerve impulses of the brain, identify and locate the muscles of facial expression and function of the facial muscles and nerves. In addition, it has been designed so that the student can demonstrate his knowledge in chemistry and its fundamentals recognize the chemical reactions and the importance for the Aesthetician.

**Cosmetic Chemistry, Aromatherapy, Botany and Pharmacology 90 hours -**

This course has been designed so that the student knows the difference between function and performance of the ingredients, will know the different categories, types of cosmetics and ingredients for skin care. You will know the forms of penetration of the ingredients in the skin, how the AHA, BHA and retinol work. You will know how sunscreens work and regulation potential. You will know the definition of the ingredients and botanical extracts, the benefits and uses of the botanical products for the skin care, identify the compounds of the plants and discuss the methods of botanical extraction. You will know the indications and contraindications of essential oils and how to combine them. The practice of aromatherapy for ambience and holistic consultation. You will know the drug and FDA approval process, identify different conditions and medications used to treat them, cook different frequently used medications and describe the effects on the skin. Understand the need for estheticians to know about the medication and its side effects.

**Advanced Facial Techniques 90 hours -**

This course has been designed so that the student knows the classification and use of variations in treatments for the skin. You will know the development and use of protocols for specific conditions of the skin. You will learn to identify sensitive skins and their conditions. Learn to select and use superficial and medium peels according to the condition of the client's skin. will know how to perform microdermabrasion manually and with machines.

**Advanced techniques of Facial Massage 90 hours** - This course has been designed so that the student knows advanced massage movements and the incorporation of these to the basic massage. In addition, you will know advanced movement for neck and neck massage and its inclusion in basic massages. You will know how to appropriately attach advanced massage maneuvers in the back treatment. You will know how to identify advanced movements according to the client's needs. You will learn to perform Shiatsu face massage, the incorporation of stones in the face massage and the lymphatic drainage massage in the face.

**Laser, Energy Light 90 hours** - This course has been designed so that the student knows the history and creation of laser machines and intense pulsed light. In addition, you will know the regulatory agencies that govern this type of machinery, the safety measures, the utilities of the laser in the cosmetic industry and know the utility of the LED machines.

**Advanced Apparatus 90 hours** - This course has been designed so that the student knows the steps to follow when buying equipment for cosmetic technology, the technique of facial rejuvenation, the technique and benefits of laser hair removal, the advantages of LED treatments, the use of machines of ultrasound, the use of microcurrent machines, the use of electro dissection equipment, the use of "dermaplaning", the use of "dermarolling" and the management of complications.

**Treatments and Complementary Spa Therapies 90 hours** - This course has been designed so that the student knows the difference between the types of Spa, the services they offer, the preparation of a client according to the type of treatment, the different types of wrappings, mask options, the confidentiality of the procedures and Privacy. In addition, they will learn to prepare tables that identify the need for materials and equipment for the various treatments. And finally, they will learn the relationship between energy balance, complementary therapies and different procedures related to these topics.

**Business success 90 hours** - This course has been designed so that the student knows the risks involved in owning their own business, the importance of a business plan, the existing methods to finance their business, financial tools used to control their business, the importance of insurance, the methods for compensation that are used in the skin care company and the importance of understanding the payment of taxes.

**External Practice 225 hours** - In these educational experiences, the student will practice in the aesthetic center of the institution and in aesthetic establishments under the supervision of professionals in that field. You can apply all the knowledge acquired in the institution.

**ADVANCED ESTHETICS PROGRAM PARTIAL DISTANCE  
SEQUENTIAL MODEL OF THE ADVANCED ESTHETICS PROGRAM  
PARTIAL DISTANCE MODEL**

50 Credits Hours / 1,125 Clock Hours (40% DE)/ 47 weeks / 12 Months  
4 days per week: 6 hours per day

**1<sup>st</sup> Semester 20 Credits Hours / 360 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 100	Evolution of Aesthetics Advanced Pathology and Skin Aging	60	30		5
EA 110	Infectology, Histology and Endocrinology in Advanced Aesthetics	60	30		5
EA 120	Anatomy, Physiology and Biochemistry in Advanced Aesthetics	60	30		5
EA 130	Cosmetic Chemistry, Aromatherapy, Botany And Pharmacology	60	30		5
<b>Total</b>		<b>240</b>	<b>120</b>		<b>20</b>

**2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 140	Advanced Facial Techniques	30	60		4
EA 150	Advanced techniques of Facial Massage	30	60		4
EA 160	Laser, Energy Light	30	60		4
EA 170	Advanced Apparatus	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

**3<sup>rd</sup> Semester 14 Credits Hours / 405 Clock Hours**

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
EA 180	Treatments and Complementary Spa Therapies	30	60		4
EA 190	Business success	60	30		5
EA 200	External Practice			225	5
<b>Total</b>		<b>90</b>	<b>90</b>	<b>225</b>	<b>14</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE ADVANCED ESTHETICS PROGRAM PARTIAL DISTANCE**

The Advanced Aesthetics program aims to equip students with the most advanced knowledge and skills in the field of beauty, preparing them to occupy entry-level positions as advanced beauticians and related occupations; as directors or supervisors of spa or researchers of cosmetics and beauty products, among others.

It gives them the opportunity to analyze the development of the aesthetics profession, advanced equipment used in the industry, treatments and applications, their functions and methods of application. Graduates of this program can work in aesthetic clinics, beauty salons and beauty schools, distribution houses and offices of doctors with aesthetics, cosmetics shops by departments, gyms and weight control clinics, among others.

### **SPECIFIC OBJECTIVES OF THE ADVANCED ESTHETICS PROGRAM PARTIAL DISTANCE**

At the end of the Advanced Esthetics program students:

1. You will know the Evolution of Aesthetics.
2. You will recognize and be able to refer different skin diseases to the doctor.
3. Know and treat the processes of skin aging.
4. You will know and be able to advise the use of different cosmetic products according to the condition of the skin.
5. Know and perform aromatherapy.
6. Will have basic knowledge of pharmacology.
7. You will have knowledge of botany.
8. Make variations to the basic facial treatments according to the needs of each client.
9. Know and perform advanced techniques of facial massage.
10. You will know the laser machines; intense pulsed light and you can perform different treatments.
11. Know and perform skin treatments with advanced machinery.
12. Know and perform complementary therapies Spa.
13. You will know and carry out marketing and accounting strategies.

### **Distance Education Technology**

The students must have access to: high speed internet, a computer with camera and microphone, Gmail account, Google classroom account, Zoom account and Whats App.

### **COMPONENTS**

The Advanced Aesthetics program usually is divided into three semesters. These are usually distributed as follows: 450 distance theory clock hours, 450 presential laboratory clock hours and 225 clock hours of presential external practice. In addition, this course requires 225 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution, then they go on to the clinical phase, where they work with clients that come to the Institution for their beauty treatments. In the last cycle of the program, students have the opportunity to practice at beauty establishments in the community.

## INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION ADVANCED ESTHETICS PROGRAM

**Evolution of Aesthetics, Advanced Pathology and Skin Aging 90 hours(60 hours DE)** - This course has been designed so that the student can describe the evolution of the aesthetics industry, understand the importance of studying advanced aesthetics and can list the variety of jobs that can be obtained by continuing to study advanced aesthetics. Identify and discuss the steps of critical thinking and steps to solve problems. You can explain the skills and how to incorporate wings in your work. You will know the different covers of medical plans and you will know the HIPPA law.

In addition, you can explain the inflammatory processes in the skin, the healing process will identify the wounds caused by Laser and other therapeutic modalities, define the damage caused by the sun in the short and long term, identify the photo long-term aging, rosacea and will recognize skin disorders that can be referred to a medical professional.

Finally, you will learn the different ways of evaluating a skin, the Fitzpatrick scale, the Glogau and Rubin classification.

**Infectology, Histology and Endocrinology in Advanced Aesthetics 90 hours (60 hours DE)** -This course has been designed so that the student knows the purpose of the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC). Describe the most common pathogens found in the blood and the autoimmune disorders caused by these pathogens. You will know the principles of infection control, identify the hazards that a beautician may encounter in your profession, and establish and follow the safety guidelines of an esthetician. It will recognize the cell and its components, the functions of the skin, the strata of the skin, the cellular reproduction of the skin, the proteins that make up the skin, the immune system, the mechanisms of exfoliation and the principles of penetration and permeability. It will identify the endocrine glands, the

production of hormones and their classification. Describe the stages of pregnancy and their impact on the skin. It will explain the impact of birth control pills, menopause and skin conditions that accompany menopause. You will know the recommendations for hirsutism.

**Anatomy, Physiology and Biochemistry in Advanced Aesthetics 90 hours (60 hours DE)** - This course has been designed so that the student knows the name and description of the muscle types, the difference between voluntary and involuntary muscles recognizes the skeletal muscles of the body, describes how the muscles receive the nerve impulses of the brain, identify and locate the muscles of facial expression and function of the facial muscles and nerves. In addition, it has been designed so that the student can demonstrate his knowledge in chemistry and its fundamentals recognize the chemical reactions and the importance for the Aesthetician.

**Cosmetic Chemistry, Aromatherapy, Botany and Pharmacology 90 hours (60 hours DE)** - This course has been designed so that the student knows the difference between function and performance of the ingredients, will know the different categories, types of cosmetics and ingredients for skin care. You will know the forms of penetration of the ingredients in the skin, how the AHA, BHA and retinol work. You will know how sunscreens work and regulation potential. You will know the definition of the ingredients and botanical extracts, the benefits and uses of the botanical products for the skin care, identify the compounds of the plants and discuss the methods of botanical extraction. You will know the indications and contraindications of essential oils and how to combine them. The practice of aromatherapy for ambience and holistic consultation. You will know the drug and FDA approval process, identify different conditions and medications used to treat them, cook different frequently used medications and describe the effects on the skin. Understand the need for estheticians to know about the medication and its side effects.

**Advanced Facial Techniques 90 hours (30 hours DE)** - This course has been designed so that the student knows the classification and use of variations in treatments for the skin. You will know the development and use of protocols for specific conditions of the skin. You will learn to identify sensitive skins and their conditions. Learn to select and use superficial and medium peels according to the condition of the client's skin will know how to perform microdermabrasion manually and with machines.

**Advanced techniques of Facial Massage 90 hours (30 hours DE)** - This course has been designed so that the student knows advanced massage movements and the incorporation of these to the basic massage. In addition, you will know advanced movement for neck and neck massage and its inclusion in basic massages. You will know how to appropriately attach advanced massage maneuvers in the back treatment. You will know how to identify advanced movements according to the client's needs. You will learn to perform Shiatsu face massage, the incorporation of stones in the face massage and the lymphatic drainage massage in the face.

**Laser, Energy Light 90 hours (30 hours DE)** - This course has been designed so that the student knows the history and creation of laser machines and intense pulsed light. In addition, you will know the regulatory agencies that govern this type of machinery, the safety measures, the utilities of the laser in the cosmetic industry and know the utility of the LED machines.

**Advanced Apparatus 90 hours (30 hours DE)** - This course has been designed so that the student knows the steps to follow when buying equipment for cosmetic technology, the technique of facial rejuvenation, the technique and benefits of laser hair removal, the advantages of LED treatments, the use of machines of ultrasound, the use of microcurrent machines, the use of electro dissection equipment, the use of "dermaplaning", the use of "dermarolling" and the management of complications.

**Treatments and Complementary Spa Therapies 90 hours (30 hours DE)** - This course has been designed so that the student knows the difference between the types of Spa, the services they offer, the preparation of a client according to the type of treatment, the different types of wrappings, mask options, the confidentiality of the procedures and Privacy. In addition, they will learn to prepare tables that identify the need for materials and equipment for the various treatments. And finally, they will learn the relationship between energy balance, complementary therapies and different procedures related to these topics.

**Business success 90 hours (60 hours DE)** - This course has been designed so that the student knows the risks involved in owning their own business, the importance of a business plan, the existing methods to finance their business, financial tools used to control their business, the importance of insurance, the methods for compensation that are used in the skin care company and the importance of understanding the payment of taxes.

**External Practice 225 hours-** In these educational experiences, the student will practice in the aesthetic center of the institution and in aesthetic establishments under the supervision of professionals in that field. You can apply all the knowledge acquired in the institution.

**Total Hours 1,125 hours (450 hrs. DE)** – The above hours requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## MESSAGE THERAPIST PROGRAM

### SEQUENTIAL MODEL OF THE MESSAGE THERAPIST PROGRAM

46 Credits Hours / 1,125 Clock Hours/ 47 weeks / 12 Months

4 days per week: 6 hours per day

#### 1<sup>st</sup> Semester 17 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 100	INTRODUCTION AND SCIENCES RELATED TO MASSAGE	60	30		5
MAS 110	SWEDISH MASSAGE	60	120		8
MAS 160	LYMPHATIC DRAINAGE TECHNIQUES	30	60		4
<b>Total</b>		<b>150</b>	<b>210</b>		<b>17</b>

#### 2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 120	REFLEXOLOGY AND SHIATSU	30	60		4
MAS 130	THERAPEUTIC MASSAGE TECHNIQUES	30	60		4
MAS 140	SPA TECHNIQUES	30	60		4
MAS 170	MASSAGE TECHNIQUES IN SPECIAL POPULATIONS	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

#### 3<sup>rd</sup> Semester 13 Credits Hours / 405 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 150	SPORTS MASSAGE TECHNIQUES	30	60		4
MAS 180	COMMERCIAL PRACTICE OF MASSAGE	30	60		4
MAS 190	CLINICAL PRACTICES			225	5
<b>Total</b>		<b>60</b>	<b>120</b>	<b>225</b>	<b>13</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.



## **MISSION OF THE MASSAGE THERAPIST PROGRAM**

The program's Massage Therapist aims to equip students with the knowledge and skills of the field of massages, preparing them to fill entry-level positions as professional Therapeutics Massage, and related occupations; such as vendors or researchers of massage products, massage products, among other demonstrators.

It gives them the opportunity to analyze in its composition, principles, content of the profession of Massage Therapist, equipment used in the industry, treatments and applications, its functions and methods of application. People graduates of this program may work in clinics of aesthetic clinics, Spas, and schools of massage therapist, distribution houses, and offices of physicians with massage therapist, gyms and clinics of weight control, among others.

### **SPECIFIC OBJECTIVES OF THE MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE**

At the end of the Massage Therapist program students:

1. Will know the history and evolution of therapeutic massage
2. Will know and put into practice the professional ethic of the massage therapist
3. Will know the human anatomy and physiology
4. Will know and perform the correct Swedish massage techniques
5. Will know and correctly perform the Shiatsu massage technique
6. Will know and correctly perform Reflexology techniques
7. Will know and perform correctly the techniques of Deep Massage
8. Will know and perform the different Spa techniques
9. Will know and perform sports massage techniques
10. Will know and perform the techniques of lymphatic drainage
11. Will know and perform work techniques for special populations
12. Will know the rules that regulate the profession and how to build a massage business

### **COMPONENTS**

The Therapeutic Massage program is usually divided into three semesters. These are usually distributed as follows: 330 theory clock hours, 570 laboratory clock hours and 225 external practice clock hours. In addition, this course requires 225 clock hours of supervised work. The students initially practice with each other in the institution's laboratories and then go on to work directly with clients who visit our institution as well as in external clinics such as health clinics. In the last cycle of the program, students have the opportunity to practice in community massage and spa centers.

## INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION MASSAGE THERAPIST PROGRAM

**INTRODUCTION AND SCIENCES RELATED TO MASSAGE 90 hours** - This course has been designed so that the student has knowledge of the origins of the profession and its evolution to this day. The skills and qualities required in the profession in addition to the field of action and limitations. In addition, in this course the student will acquire the basic knowledge of anatomy, physiology, kinesiology and pathology.

**SWEDISH MASSAGE 180 hours** - In this course the student will learn about the effect, benefit, indications and contra indications of massage. In this course, the future masseuse will learn the techniques of traditional western massage or what is commonly known as Swedish massage and selected manipulations of soft tissues of therapeutic massage. They will learn that the effects of the massage differ from one client to another according to the needs of the individual person, the objectives and the intentions with which the massage is administered.

**REFLEXOLOGY AND SHIATSU 90 hours** - In this course the student will learn to use the fingers to press the parts of the body through the energy channels better known as meridians. Acupressure will also be studied and how to use it to relieve body aches and learn postures and postures and positions of the procedure of this therapy.

**THERAPEUTIC MASSAGE TECHNIQUES 90 hours** - In this course the student will learn neurophysiological therapy, trigger point techniques, myofascial massage, muscle energy massage, craniosacral therapy and deep massage.

**SPA TECHNIQUES 90 hours** - This course has been designed for the student to learn the theory and way to perform different Spa techniques in laboratories such as: Cryotherapy, cold applications, thermotherapy, types of baths, contrast therapy, massage practice in an environment of spa, stone massage, aromatherapy, exfoliation, body wraps, policies and philosophy of the spa company and customer service among others.

**SPORTS MASSAGE TECHNIQUES 90 hours** - This course has been designed to make the student learn the theory and way to perform different techniques of athletic or athletic massage, learn to use maso-therapy techniques that combine a deep knowledge of human anatomy and physiology and training and conditioning aimed at increasing of muscle strength and specific maso-therapeutic skills to improve athletic performance.

**LYMPHATIC DRAINAGE TECHNIQUES 90 hours** - This course has been designed to make the student learn the history, the description of the lymphatic system, effects, techniques and procedure of a lymphatic massage.

**MASSAGE TECHNIQUES IN SPECIAL POPULATIONS 90 hours** - This course has been designed to make the student learn to work with special groups that can benefit if special considerations are taken when they are given a massage. Due to needs or unique physiological characteristics, for certain segments of the population it is necessary, or at least beneficial, to offer physical assistance, special positions and adaptation of massage techniques in order to adjust to the particular conditions they present. These groups include: pregnant women, infants, children, elderly clients, people with disabilities and people with critical illnesses.

**COMMERCIAL PRACTICE OF MASSAGE 90 hours** - This course has been designed to make the student learn the creation of the professional image, the creation of their own logo, the necessary steps before starting their own business, the risks and benefits, the initial costs, the choice of the name of the business, the importance of location, compliance with licenses and permits, the importance of insurance. In addition, you will learn to have effective communication with your customers, the establishment of rates and the importance of marketing.

**CLINICAL PRACTICES 225 hours** - In these educational experiences, the student will practice in the center of aesthetics of the institution and in establishments where therapeutic massage is practiced under the supervision of professionals in said field. You can apply all the knowledge acquired in the institution.

**Total Hours 1,125 hours**– The above hours requirements must be meet by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area. The program length of the NEO Massage Therapist program is 1,125 hours because it include courses to develop technical skills (also known as “hard-skills”) as required by the Puerto Rico Examination Board) and communication / interpersonal skills (“soft-skills”) that according to the existing literature related to labor management and employers that we consulted, enable employees to be successful at work.

## MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE

### SEQUENTIAL MODEL OF THE MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE MODEL

46 Credits Hours / 1,125 Clock Hours (29% DE)/ 47 weeks / 12 Months  
4 days per week: 6 hours per day

#### 1<sup>st</sup> Semester 17 Credits Hours / 360 Clock Hours

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 100	INTRODUCTION AND SCIENCES RELATED TO MASSAGE	60	30		5
MAS 110	SWEDISH MASSAGE	60	120		8
MAS 160	LYMPHATIC DRAINAGE TECHNIQUES	30	60		4
<b>Total</b>		<b>150</b>	<b>210</b>		<b>17</b>

#### 2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Distance Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 120	REFLEXOLOGY AND SHIATSU	30	60		4
MAS 130	THERAPEUTIC MASSAGE TECHNIQUES	30	60		4
MAS 140	SPA TECHNIQUES	30	60		4
MAS 170	MASSAGE TECHNIQUES IN SPECIAL POPULATIONS	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

#### 3<sup>rd</sup> Semester 13 Credits Hours / 405 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAS 150	SPORTS MASSAGE TECHNIQUES	30	60		4
MAS 180	COMMERCIAL PRACTICE OF MASSAGE	30	60		4
MAS 190	CLINICAL PRACTICES			225	5
<b>Total</b>		<b>60</b>	<b>120</b>	<b>225</b>	<b>13</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE**

The program's Massage Therapist aims to equip students with the knowledge and skills of the field of massages, preparing them to fill entry-level positions as professional Therapeutics Massage, and related occupations; such as vendors or researchers of massage products, massage products, among other demonstrators.

It gives them the opportunity to analyze in its composition, principles, content of the profession of Massage Therapist, equipment used in the industry, treatments and applications, its functions and methods of application. People graduates of this program may work in clinics of aesthetic clinics, Spas, and schools of massage therapist, distribution houses, and offices of physicians with massage therapist, gyms and clinics of weight control, among others.

### **SPECIFIC OBJECTIVES OF THE MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE**

At the end of the Massage Therapist program students:

1. Will know the history and evolution of therapeutic massage
2. Will know and put into practice the professional ethic of the massage therapist
3. Will know the human anatomy and physiology
4. Will know and perform the correct Swedish massage techniques
5. Will know and correctly perform the Shiatsu massage technique
6. Will know and correctly perform Reflexology techniques
7. Will know and perform correctly the techniques of Deep Massage
8. Will know and perform the different Spa techniques
9. Will know and perform sports massage techniques
10. Will know and perform the techniques of lymphatic drainage
11. Will know and perform work techniques for special populations
12. Will know the rules that regulate the profession and how to build a massage business

### **Distance Education Technology**

The students must have access to: high speed internet, a computer with camera and microphone, Gmail account, Google classroom account, Zoom account and Whats App.

## **COMPONENTS**

The Therapeutic Massage program is usually divided into three semesters. These are usually distributed as follows: 330 distance theory clock hours, 570 presential laboratory clock hours and 225 presential external practice clock hours. In addition, this course requires 225 clock hours of supervised work. The students initially practice with each other in the institution's laboratories and then go on to work directly with clients who visit our institution as well as in external clinics such as health clinics. In the last cycle of the program, students have the opportunity to practice in community massage and spa centers.

## INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION MASSAGE THERAPIST PROGRAM PARTIAL DISTANCE

**INTRODUCTION AND SCIENCES RELATED TO MASSAGE 90 hours (60 hours DE)** - This course has been designed so that the student has knowledge of the origins of the profession and its evolution to this day. The skills and qualities required in the profession in addition to the field of action and limitations. In addition, in this course the student will acquire the basic knowledge of anatomy, physiology, kinesiology and pathology.

**SWEDISH MASSAGE 180 hours (60 hours DE)** - In this course the student will learn about the effect, benefit, indications and contra indications of massage. In this course, the future masseuse will learn the techniques of traditional western massage or what is commonly known as Swedish massage and selected manipulations of soft tissues of therapeutic massage. They will learn that the effects of the massage differ from one client to another according to the needs of the individual person, the objectives and the intentions with which the massage is administered.

**REFLEXOLOGY AND SHIATSU 90 hours (30 hours DE)** - In this course the student will learn to use the fingers to press the parts of the body through the energy channels better known as meridians. Acupressure will also be studied and how to use it to relieve body aches and learn postures and postures and positions of the procedure of this therapy.

**THERAPEUTIC MASSAGE TECHNIQUES 90 hours (30 hours DE)** - In this course the student will learn neurophysiological therapy, trigger point techniques, myofascial massage, muscle energy massage, craniosacral therapy and deep massage.

**SPA TECHNIQUES 90 hours (30 hours DE)** - This course has been designed for the student to learn the theory and way to perform different Spa techniques in laboratories

such as: Cryotherapy, cold applications, thermotherapy, types of baths, contrast therapy, massage practice in an environment of spa, stone massage, aromatherapy, exfoliation, body wraps, policies and philosophy of the spa company and customer service among others.

**SPORTS MASSAGE TECHNIQUES 90 hours (30 hours DE)** - This course has been designed to make the student learn the theory and way to perform different techniques of athletic or athletic massage, learn to use maso-therapy techniques that combine a deep knowledge of human anatomy and physiology and training and conditioning aimed at increasing of muscle strength and specific maso-therapeutic skills to improve athletic performance.

**LYMPHATIC DRAINAGE TECHNIQUES 90 hours (30 hours DE)** - This course has been designed to make the student learn the history, the description of the lymphatic system, effects, techniques and procedure of a lymphatic massage.

**MASSAGE TECHNIQUES IN SPECIAL POPULATIONS 90 hours (30 hours DE)** - This course has been designed to make the student learn to work with special groups that can benefit if special considerations are taken when they are given a massage. Due to needs or unique physiological characteristics, for certain segments of the population it is necessary, or at least beneficial, to offer physical assistance, special positions and adaptation of massage techniques in order to adjust to the particular conditions they present. These groups include: pregnant women, infants, children, elderly clients, people with disabilities and people with critical illnesses.

**COMMERCIAL PRACTICE OF MASSAGE 90 hours (30 hours DE)** - This course has been designed to make the student learn the creation of the professional image, the creation of their own logo, the necessary steps before starting their own business, the risks and benefits, the initial costs, the choice of the name of the business, the importance of location, compliance with licenses and permits, the importance of insurance. In addition, you will learn to have effective communication with your customers, the establishment of rates and the importance of marketing.

**CLINICAL PRACTICES 225 hours-** In these educational experiences, the student will practice in the center of aesthetics of the institution and in establishments where therapeutic massage is practiced under the supervision of professionals in said field. You can apply all the knowledge acquired in the institution.

**Total Hours 1,125 hours (330 hrs. DE)** – The above hours requirements must be meet by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area. The program length of the NEO Massage Therapist program is 1,125 hours because it include courses to develop technical skills (also known as “hard-skills”) as required by the Puerto Rico Examination Board) and communication / interpersonal skills (“soft-skills”) that according to the existing literature related to labor management and employers that we consulted, enable employees to be successful at work.

## PROFESSIONAL MAKEUP PROGRAM

### SEQUENTIAL MODEL OF THE PROFESSIONAL MAKEUP PROGRAM

46 Credits Hours / 1,125 Clock Hours/ 47 weeks / 12 Months

4 days per week: 6 hours per day

#### 1<sup>st</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAQ 100	Initial Consultation	30	60		4
MAQ 110	Infection Control and Canvas Creation	30	60		4
MAQ 120	Anatomy and Facial Features	30	60		4
MAQ 130	Makeup for Various Occasions	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

#### 2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAQ 140	High Definition and Airbrush	30	60		4
MAQ 150	Men, Adolescents and Elderly	30	60		4
MAQ 160	Camouflage and False Eyelashes	30	60		4
MAQ 170	Body makeup	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

#### 3<sup>rd</sup> Semester 14 Credits Hours / 405 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total of Credits Hours
MAQ 180	Fantasy and Special Effects	30	60		4
MAQ 190	Image and Business of Makeup	60	30		5
MAQ 200	External Practice			225	5
<b>Total</b>		<b>90</b>	<b>90</b>	<b>225</b>	<b>14</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.



## **MISSION OF THE PROFESSIONAL MAKEUP PROGRAM**

The Professional Makeup Program is intended to equip students with the knowledge and skills of the field of beauty, preparing them to occupy positions at entry level as professional makeup artists, and in related occupations; such as sellers or researchers of cosmetics, demonstrators of beauty products, among others. It gives them the opportunity to analyze in their background the composition, principles, content of the makeup profession, the equipment used in the industry, the procedure and applications, their functions and appropriate methods of application. The graduates of this program will be able to work in Spas, beauty salons, Beauty schools, distribution houses, and cosmetic stores by departments, television channels and film production, among others.

## **SPECIFIC OBJECTIVES OF THE PROFESSIONAL MAKEUP PROGRAM**

At the end of the Professional Makeup program students:

1. Will know the makeup story
2. Will know and perform properly the initial consultation with your client
3. Will know the facial and body anatomy to properly perform makeup
4. Will know and perform the correct cleaning and disinfection of materials
5. Will Know and make makeup for special occasions
6. Will Know and make airbrush makeup
7. Will Know and make makeup for television and cinema in high definition
8. Will Know and make makeup for men, seniors and children
9. Will Know and perform camouflage makeup
10. Will know and apply false eyelashes
11. Will Know and perform body makeup
12. Will Know and perform fantasy makeup
13. Will Know and perform special effects makeup
14. Will know and apply commercial techniques

## **COMPONENTS**

The Professional Makeup Program is divided into three semesters. These are distributed as follows: 300 theory clock hours, 600 laboratory clock hours and 225 external practice clock hours. In addition, this course requires 225 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution. Then, they go to the clinical phase, where they work with clients who come to the Institution to be made up. In the last cycle of the program, students have the opportunity to practice at beauty establishments in the community.

## INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION PROFESSIONAL MAKEUP ARTIST PROGRAM

**Initial Consultation 90 hours** - This course has been designed so that the student has knowledge of the study of the make-up, the professional image of the make-up artist, the employment opportunities, the evolution of the makeup, the importance of the first impression, the forms of initial consultation and the evaluation of the client's traits.

**Infection Control and Canvas Creation 90 hours** - This course has been designed so that the student learns infection control. In addition, you will learn the correct application of base, concealer, powder and blush, for the creation of the make-up canvas. Simultaneously you will learn the special considerations that you must consider because of the different facial shapes.

**Anatomy and Facial Features 90 hours** - This course has been designed so that the student learns everything related to the study of bone structures, muscles and skin. You will also learn the various forms, products and tools used for makeup of eyes, eyebrows, eyelashes and lips taking into account special considerations.

**Makeup for Various Occasions 90 hours** - This course has been designed so that the student learns how to use and select the work tools and the correct maintenance of them. In addition, you will learn the color wheel, the temperature of the colors, the saturation of the color and the harmony. Study and practice how to make makeup for special events, special styles and photography tips.

**High Definition and Airbrush 90 hours** - This course has been designed so that the student learns the fashionable faces, the current tendencies, as it is the work of the makeup artist behind the scenes, as the fashion in the dress influences in the makeup, the makeup of high definition and the procedures that must realize. You will learn everything related to the airbrush as a working tool in professional makeup.

**Men, Adolescents and Elderly 90 hours** - This course has been designed for the student to learn the male structure, work with facial hair, know the products for men, know the special considerations and work with scars and facial pigmentation. In addition, you will learn the consultation of the adolescent client, the basic care of the adolescent skin, the adolescent makeup.

**Camouflage and False Eyelashes 90 hours** - This course has been designed so that the student learns the most used techniques to make camouflage makeup, those of corrective makeup and will know the conditions that can be covered with camouflage. In addition, you will know everything about the study of eyelashes, the extensions of semi-permanent eyelashes, the variations of eyelashes, the extraction of eyelashes, the permanent of eyelashes and the tincture of eyelashes.

**Body makeup 90 hours** - This course has been designed for the student to learn the principles and techniques of body makeup, the types of products used for body makeup both male and female. In addition, you will learn the techniques of personification.

**Fantasy and Special Effects 90 hours** - This course has been designed for the student to learn advanced techniques of fantasy makeup, cutting-edge techniques, mortuary makeup, mendhi makeup and special effects makeup.

**Image and Business of Makeup 90 hours** - This course has been designed so that the student learns everything related to the professional image, the creation of the personal portfolio, the importance of continuing education, the earnings of a makeup artist, employment options and marketing.

**External Practice 225 hours** - In these educational experiences, the student will practice in the makeup center of the institution and / or makeup establishments under the supervision of professionals in that field. You can apply all the knowledge acquired in the institution.

## TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM

### SEQUENTIAL MODEL OF THE TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM

33 Credits Hours / 720 Clock Hours/ 30 weeks / 7 Months  
4 days per week: 6 hours per day

#### 1<sup>st</sup> Semester 17 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total Credits Hours
TCU-100	Sciences related to the Care of the Nails	60	30		5
TCU-110	Manicure	30	60		4
TCU-120	Pedicure	30	60		4
TCU-130	Filing and false nails	30	60		4
<b>Total</b>		<b>150</b>	<b>210</b>		<b>17</b>

### SEQUENTIAL MODEL OF THE TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM (continued)

#### 2<sup>nd</sup> Semester 16 Credits Hours / 360 Clock Hours

Code	Course	Theory Clock hours	Laboratory Clock hours	Practice Clock hours	Total Credits Hours
TCU-140	Liquid Monomer and Polymer Powder Nails	30	60		4
TCU-150	UV gels and LED	30	60		4
TCU-160	Nail Design	30	60		4
TCU-170	Commercial Skills	30	60		4
<b>Total</b>		<b>120</b>	<b>240</b>		<b>16</b>

The school uses Carnegie credit definition as authorized by the Puerto Rico Council of Education. This system states 1 credit is equal to 15 hours of lecture (Theory) 30 hours of laboratory work and 45 hours of practice. For the purposes of participation and payment of the Federal Financial Aid Program a credit is considered as 30 hours of instruction.

## **MISSION OF THE PROFESSIONAL TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM**

The NAIL CARE TECHNOLOGY Program is designed to equip students with the knowledge and skills of the beauty field, preparing them for entry-level positions as a Nail Care Technician, and in related occupations; as vendors or researchers of products for the nails, demonstrators of products for the nails, among others. It gives them the opportunity to analyze the composition, the principles, the content of the profession of Nail Care Technician, the equipment used in the industry, the procedure and applications, their functions and the appropriate application methods. Graduates of this program will be able to work in Spa, beauty salons, beauty schools, distribution houses, cosmetics shops by department, among others.

## **SPECIFIC OBJECTIVES OF THE TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM**

At the end of the TECHNOLOGY IN THE CARE OF THE NAILS program students:

1. Will know and follow the regulations of the profession
2. Will know and perform the correct hygiene to control infections
3. Will know the anatomy and physiology of the hands and feet
4. Will Know and recognize the different diseases of the nails
5. Will Know and perform all the steps to perform a manicure
6. Will Know and perform all the steps to perform a correct pedicure
7. Will Know and perform the correct nail filing procedure
8. Will know and perform the procedure for the application of false nails
9. Will Know and perform the procedure to perform gel nails
10. Will know and apply a correct application of UV and LED glazing
11. Will Know and make artistic designs on the nails
12. Will Know and apply business skills in your area of work

## **COMPONENTS**

The Technology Program in Nail Care is usually divided into two semesters. These are usually distributed as follows: 270 theory clock hours and 450 laboratory clock hours. In addition, this course requires 180 clock hours of supervised work. The students practice initially with each other in the laboratories of the institution and then they go on to the clinical phase, where they work with clients that come to the Institution.

## INSTRUCTIONAL METHODOLOGY AND EVALUATION PROCEDURES

Theoretical and practical teaching methods (ex.: discussion, questions and answers, demonstrations, education group, resolve problems, interactive lessons, individualized instruction, individual and group presentations, laboratory and student activities in the Hall) are used during the program. All students will be evaluated by tests theoretical and practical work clinical or laboratory, projects, assignments and participation in classes. The institution will use the traditional academic system of 4.00 points. All theoretical and practical work will be evaluated according to the evaluation table presented below:

Symbol	Description	Academic	Points	Percent
A	Exelent	4.00-3.50	4	90% - 100%
B	Good	3.49-2.50	3	80% - 89%
C	Satisfactory	2.49-1.60	2	70% - 79%
D	Deficient	1.59-0.80	1	60% - 69%
F	Failed	0.79-0.00	0	0% - 59%
WF	Administrative Withdrawal	0	0	0
W	Official Withdrawal	0	0	0
I	Incomplete	0	0	0

## COURSE DESCRIPTION TECHNOLOGY IN THE CARE OF THE NAILS PROGRAM

**Sciences related to the Care of the Nails 90 hours** - This course has been designed for the student to learn the regulations, infection control, bacteriology, cleaning and disinfecting processes of the equipment, the cell, the body systems, skin anatomy analysis, nail structure, disorders of the nails, and the signs of infection and the affections of the nails.

**Manicure 90 hours** - This course has been designed for the student to learn basic concepts of chemistry, electricity, station preparation, professional products, spa manicure procedure, manicure for men, aromatherapy, hand massage, arm massage and paraffin treatments.

**Pedicure 90 hours** - This course has been designed so that the student learns the tools for the pedicure, product selection, spa pedicure, pedicure massage, elderly client treatment, reflexology and pedicure massage.

**Filing and false nails 90 hours** - This course has been designed so that the student learns the types of files, the different machines for filing, safety tips, the importance of continuing education, false nails, nail application, maintenance, repair and removal of nails false.

**Liquid Monomer and Polymer Powder Nails 90 hours** - This course has been designed so that the student learns the chemistry of nail enhancements, the realization of acrylic nails, maintenance, repair and breaks. In addition, acrylic products, color products and process demonstrations will be discussed.

**UV gels and LED 90 hours** - This course has been designed for the student to learn the chemistry, indications, contraindications, how to choose the right products, the types of light bulbs and lamps, the gel glazes, the application, maintenance and removal of these materials.

**Nail Design 90 hours** - This course has been designed so that the student learns the art in the nails, the presentation of the art, theory of the color, enamel, painting, art with monomers (liquid and in dust), nail art UV gel, the adornments, the competitions of nails, and inlaid design.

**Commercial Skills 90 hours** - This course has been designed so that the student learns how to obtain a job, the preparation of a curriculum, work history, job interview, the world of work, sales techniques, how to maintain a clientele, how to become independent, the operation of a classroom and how to create your own business.

APPENDIX -A  
1-2

**Veteran's Attendance Policy**

Students exceeding 10 % total absences in a term (quarter, semester, evaluation period, etc.) will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one term after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

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**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each term (quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 2.00 at the end of any term (quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.00 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00

This Addendum becomes a part of the Catalog for all intents and purposes.

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

School Official Signature: [Handwritten Signature]

Title: CEO

Date: 8/31/2018

School Name: Neo-Esthetique European Institute

Address: Ave. Winston Churchill #305, Urb. El Señoral

City, State, Zip Code: San Juan, P.R. 00926



APPENDIX -A  
2-2

**Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the student notified.

School Official Signature: 

Title: CEO

Date: 8/31/2018

School Name: Neo-Esthetique European Institute

Address: Ave. Winston Churchill #305, Urb. El Sañorial

City, State, Zip Code: San Juan, P.R. 00926