Course Catalog
2018/19
305 Kearny St, San Francisco, CA 94108
Satellite Campus: 333 Kearny St, San Francisco, CA 94108
Satellite Campus: 23 Grant 3rd Floor, San Francisco, CA 94108
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San Jose P (408)217-0761
Catalog update 7/1/2018
www.cintaaaveda.edu
Aveda Institutes’ Founder

Horst M. Rechelbacher

Aveda Corporation founder Horst M. Rechelbacher has redefined the face of beauty worldwide. For nearly four decades, he has been a major, motivating force in hair care and the beauty industry. A world-renowned hair stylist, artist, entrepreneur and educator, he’s a master of innovation: moved by a keen intelligence, artistic talent and quest for knowledge, he has invented and perfected cutting-edge techniques, trends, products and treatments imbued with the multiple benefits of pure flower and plant ingredients.

His beliefs in the powers of nature and his efforts to preserve the environment, combined with his lifelong commitment to excellence, have spawned a new sense of beauty that goes far beyond surface image. Reflected in Aveda’s expanding global network of educational Institutes, salons, spas and Environmental Lifestyle Stores, the Aveda concept of beauty encompasses a complete system of care, using plant-based products, treatments and simple rituals to enhance appearance, well-being and the quality of life. In turn, this approach also advocates more environmentally responsible business practices and lifestyles.

Horst’s dynamic vision and ideas are embodied in the Aveda Institute, which he founded in 1976. Under his vital leadership, the Aveda Institute has become an internationally acclaimed center of learning for professionals in cosmetology, esthiology, manicuring, spa body care and massage. Still actively involved in education, Horst continues to develop and direct various aspects of Institute curriculum and training, always evolving new techniques and technologies. The very essence of Horst’s vision and ideas, the Aveda Institute is a stimulating, interactive learning center that offers a comprehensive program that blends basic theory with practical experience in real-life salon and spa environments.
If you’re looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to the Cinta Aveda Institute and let yourself grow!

**Index**

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Aveda Founder</td>
</tr>
<tr>
<td>03</td>
<td>Index</td>
</tr>
<tr>
<td>04</td>
<td>Institute Mission / Areas of Study / About The Institute</td>
</tr>
<tr>
<td>05</td>
<td>Career Opportunities / Education &amp; Other Fields</td>
</tr>
<tr>
<td>06</td>
<td>Administration</td>
</tr>
<tr>
<td>07</td>
<td>Educational Staff &amp; Cosmetology</td>
</tr>
<tr>
<td>11</td>
<td>Cosmetology/Barbering</td>
</tr>
<tr>
<td>15</td>
<td>Barbering</td>
</tr>
<tr>
<td>17</td>
<td>Esthiology</td>
</tr>
<tr>
<td>20</td>
<td>CIDESCO: Esthetics &amp; Beauty Therapy</td>
</tr>
<tr>
<td>23</td>
<td>Teachers Training</td>
</tr>
<tr>
<td>25</td>
<td>Externship</td>
</tr>
<tr>
<td>25</td>
<td>Admissions</td>
</tr>
<tr>
<td>27</td>
<td>Financial Assistance</td>
</tr>
<tr>
<td>28</td>
<td>Attendance</td>
</tr>
<tr>
<td>31</td>
<td>Student Services</td>
</tr>
<tr>
<td>32</td>
<td>Satisfactory Academic Policy</td>
</tr>
<tr>
<td>35</td>
<td>Student Records - FERPA</td>
</tr>
<tr>
<td>36</td>
<td>CAMTC / Graduation &amp; Licensing Requirements</td>
</tr>
<tr>
<td>37</td>
<td>Policies and Standards / Grievances</td>
</tr>
<tr>
<td>41</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>42</td>
<td>Grounds For Termination</td>
</tr>
<tr>
<td>43</td>
<td>Cancellation &amp; Refund Policy</td>
</tr>
<tr>
<td>46</td>
<td>Student Tuition Recovery Fund</td>
</tr>
<tr>
<td>48</td>
<td>Tuition, Fees &amp; Holiday Closures</td>
</tr>
<tr>
<td>49</td>
<td>Institute Licensing</td>
</tr>
</tbody>
</table>
Cinta Aveda Institute Mission

Our mission at Cinta Aveda Institute is to cultivate our industry’s next leaders. By providing quality education and encouraging the continuous quest for knowledge and growth, we set the stage for excellence. We train our students with the technical skills to thrive in the beauty industry while teaching environmental sustainability and responsibility; creating a team of inspired, artistic, and prepared future beauty and wellness professionals.

About The Institute

This is the place! The Cinta Aveda Institute is a private institution that is approved to operate by the Bureau for Private and Postsecondary Education. The Aveda Institute was founded to create the most successful entrepreneurs in the professional beauty industry. We have created an atmosphere of excellence where students are able to flourish under the guidance of superior educators. Our faculty draws from many years of professional experience in the beauty industry. The educators maintain their expertise with on-going educational seminars and trainings.

The Institute places great emphasis on wellbeing, which relates to the individual as well as the environment. This is reflected in our exclusive use of Aveda pure flower and plant essences. Students are taught the relationship between personal beauty, wellbeing and environment. Cinta Aveda Institute is located in exciting downtown San Francisco, just blocks from Union Square. Classes are held at 305 Kearny St, 333 Kearny St, and 23 Grant Ave, San Francisco, CA 94108.

Areas of Study

- Cosmetology
- Cosmetology/Barbering Crossover
- Esthiology
- Instructor Training
- CIDESCO: Esthetics and Beauty Therapy
- Massage
- Master Barber

Your training will encompass three types of learning:

1. **Theoretical knowledge**: the foundation of your education.
2. **Practical experience**: the application of your knowledge.
3. **Professional business-building skills**: vital for your success.
Career Opportunities

Salon / Spa Industry

- Hair stylist
- Barber
- Esthetician
- Makeup artist
- Nail technician
- Massage Therapist
- CIDESCO Diplomat
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / spa manager

Education & Other Fields

Guest Services

A diverse array of guests visits the Aveda Institute for beauty and wellness services. As a student you will have the opportunity to perform a spectrum of hair, skin, nail and/or massage services in a virtual salon/spa setting, under the supervision of your educators.

Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities. Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms will provide seating with tables, and whiteboards and projectors. Workshop rooms will contain station areas (mirrors and ledges, or beds and carts). Some rooms combine both lecture and workshop rooms with all previously listed amenities. Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual spa rooms for Esthiology services. Both service floors will have brow bars and an active dispense area. The Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers. CIDESCO and Esthiology students will have access to a variety of facial and body machines along with magnifying lamps, steamers, and wax pots.

- State Board member or inspector
- Educational Director for a product Manufacturer
- Consultant/ trainer
- Paramedical esthetician
- School owner
- Freelance makeup artist
- Stylist or makeup artist for film, theater, fashion or print

Resource Library and Administrative Offices

A resource library with computers has books on styling, motivation, health and wellness for your reference. Computers are located in 305 Kearny on the 2nd and Lower Level for student use. Educators and administrative personnel are also available to respond to your questions and concerns. Additional resource books can be found in the administrative offices and are available to be checked out. Current periodicals are found throughout the classrooms.
Aveda Experience Center

A retail center for Aveda hair, skin, body care, makeup and lifestyle products. The store gives you the opportunity to practice your client service and retailing skills.

Housing

Cinta Aveda Institute does not have any dormitory facilities under its control. Housing is available as close to the Institute as across the street. The surrounding 1 mile radius of the school offers many housing opportunities. Efficiencies can be found for as low as $600 across the street ranging to $3500 for apartments on Nob Hill. The neighborhoods surrounding the Institute are: Nob Hill, China Town, Financial District, Tender Nob, SOMA, Tenderloin, North Beach, and Embarcadero. The Cinta Aveda Institute holds no responsibility to find or assist a student in finding housing.

Enrolled Students

All students enrolled at the Cinta Aveda Institute will adhere to the policies and procedures in this catalog set forth by NACCAS, DOE and the State of California.

Physical & Safety Demands of Industry Professionals

* Repetitive hand, arm and wrist motions
* Possible chemical smell
* Working with sharp objects
* Contact with communicable disease

Administration

Cinta Gibbons - President/Owner

With over 20 years in the beauty industry in Europe and the US, and having run a successful San Francisco salon for over 25 years, Cinta Gibbons is the ideal partner to own and operate the Cinta Aveda Institute, San Francisco. Cinta Salon opened in 1991, and from the beginning attracted the best and brightest in the beauty industry; salon professionals passionate about beauty and dedicated to delivering current and cutting-edge styles. In April of 1995, her salon was invited to join the prestigious Intercoiffure Mondial, an international association that promotes excellence in the beauty industry. Cinta is committed to continually mentoring and nurturing new talent, and is a renowned leader in promoting the highest level of excellence in the profession.

Gerard Gibbons - Treasurer/Owner

Gerard Gibbons co-founded Cinta Aveda Institute with Cinta Gibbons in 2008. With a background in architecture, Gerard designed Cinta Aveda Institute to be not only cutting edge in the beauty industry, but also to be green in line with Aveda’s mission. He continues to play a part behind the scenes in the daily operations of the Institute and has played a key part in the Institute’s expansion and renovation. Gerard has also worked in partnership with Cinta on other projects including award-winning Cinta Salon.
EDUCATIONAL STAFF

**Cosmetology Educators**
Jasmine Knight  
Nicole Surette  
Christopher Ohnesorge  
Rachel Soboleski  
Jennifer Smith  
Garrettson Ward  
Candace Meadows  
Sandra Keugah-Toyo  
Shawn Peltier  
Joseph Gomez

**Barber Educators**
Jason Pulido  
Aaron Watson  
Brandon Lynch

**Esthetician Educators**
Elisabeth Kiss  
Jennifer Goddard  
Cynthia Joy

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**Cosmetology**

**Cosmetology- Curriculum Overview**

Full-time Flex Schedules  
58 weeks – 1600 Hours

**Flex Schedules**

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm  
-or-  
Mon, Wed, Fri 9:00 am – 8:00pm

**2018-2019 Start Dates:** Aug. 17 & 18, Oct. 5 & 6, Nov. 28 & 29, Jan. 18 & 19, Mar. 6 & 7, Apr. 22 & 23, Jun. 6 & 7

Express your creativity and talent in hair, skin, nail care, and makeup application. Our cosmetology course incorporates 1,600 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed cosmetologist.

**Phase 1: Intro Phase**

Total Instruction: 200 hours  
Full Time: weeks 1 - 7

You’ll start by learning the foundations of hair: shampooing, styling, and haircutting. Men’s grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge.
You’ll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

**Phases 2 & 3: Alpha & Beta Phases**
Total Instruction: 800 hours
Full Time: weeks 7 – 35

Unlock your creativity as you explore the latest trends and techniques in men’s grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time on the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

**Phase 4: Gamma Phase**
Total Instruction: 400 hours
Full Time: weeks 35 – 51

Get ready to launch your career with in-depth training in guest services, time management, self-promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. It’s time to realize your dreams as a salon professional.

**Phase 5: Salon Life Phase**
Total Instruction: 100 hours
Full Time: weeks 51 – 55

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men’s cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

**Phases 2 & 3: Alpha & Beta Phases**
Total Instruction: 800 hours
Full Time: weeks 15 – 42

Unlock your creativity as you explore the latest trends and techniques in hair cutting, styling, coloring, permanent waving and chemical restructuring. Time in the on Salon floor allows you to become increasingly confident in your professional abilities, and you begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

**Phase 4: Gamma Phase**
Total Instruction: 400 hours
Full Time: weeks 43 - 56

Get ready to launch your career with in-depth training in guest services, time management, self-promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. It’s time to realize your dreams as a salon professional.

**Cosmetology- California Requirements**
An Aveda Institute education is rigorous and thorough. Throughout the Cosmetology program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical
operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Cosmetology/Barbering Unit Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Hair Dressing – 1100 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
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<tr>
<td><strong>65 hours</strong></td>
<td><strong>240</strong></td>
<td>Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</td>
</tr>
<tr>
<td><strong>40 hours</strong></td>
<td><strong>105</strong></td>
<td>Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions</td>
</tr>
<tr>
<td><strong>60 hours</strong></td>
<td><strong>50</strong></td>
<td>Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers</td>
</tr>
<tr>
<td><strong>20 hours</strong></td>
<td><strong>80</strong></td>
<td>Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting</td>
</tr>
<tr>
<td><strong>915 hours</strong></td>
<td>-</td>
<td>Guided Practice</td>
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<tr>
<td><strong>Health and Safety- 200 hours</strong></td>
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<tr>
<td>To be completed in the following subject matters:</td>
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<tr>
<td><strong>20 hours</strong></td>
<td>-</td>
<td>Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</td>
</tr>
<tr>
<td><strong>45 hours</strong></td>
<td>-</td>
<td>Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</td>
</tr>
<tr>
<td><strong>20 hours</strong></td>
<td>-</td>
<td>Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection</td>
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<tr>
<td>Procedures</td>
<td>Description</td>
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<tr>
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<td>procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</td>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>Topics</th>
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<tbody>
<tr>
<td>15</td>
<td>Anatomy and Physiology: Human Anatomy, Human Physiology.</td>
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<tr>
<td>100</td>
<td>Guided Practice</td>
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</tbody>
</table>

**Esthetics – 200 hours**

To be completed in the following subject matters:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Topics</th>
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<tbody>
<tr>
<td>25</td>
<td>Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</td>
</tr>
<tr>
<td>25</td>
<td>Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</td>
</tr>
<tr>
<td>150</td>
<td>Guided Practice</td>
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</tbody>
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**Manicuring and Pedicuring- 100 hours**

To be completed in the following subject matters:

<table>
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<tr>
<th>Hours</th>
<th>Topics</th>
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<tbody>
<tr>
<td>10</td>
<td>Manicuring and Pedicuring: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</td>
</tr>
<tr>
<td>25</td>
<td>Artificial Nails and Wraps: acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</td>
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<tr>
<td>65</td>
<td>Guided Practice</td>
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**Professional Skills**

Training in the area of communication skills, including professional ethics, salesmanship, decorum & record keeping.
Cosmetology / Barbering

Cosmetology/Barbering- Curriculum Overview

Full-time Flex Schedules
67 weeks – 1800 hours

Flex Schedules
 Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

Express your creativity and talent in hair, skin, nail care, and makeup application. Our Cosmetology/Barbering course incorporates 2,000 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed cosmetologist or barber.

Phase 1: Intro Phase
Total Instruction: 400 hours
Full Time: weeks 1 - 14

The emphasis of the Intro Phase is to introduce the fundamentals of Cosmetology. You will spend the first 3 months in a 6 week rotation of introductory classes. Depending where in the rotation you join the class, you will be doing one of the following: hair cutting, styling, coloring, permanent waving, skin, or nail care. Students learn state safety requirements, and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Students also learn retail merchandising, makeup artistry, guest servicing and personal development skills to further their professional achievement. Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute’s service concept, and advance to Phase 2.

Phases 2 & 3: Alpha & Beta Phases

Total Instruction: 800 hours
Full Time: weeks 15 – 42

In the Alpha and Beta phases you will learn how to apply your knowledge and advance the skills necessary to succeed in the salon. During the Alpha Phase you will receive instruction on industry job requirements, interviewing techniques, resume writing, employee benefits and wages, in addition to being introduced to the student salon. In the Beta phases, you will be introduced to contemporary techniques in haircutting, hair styling, and hair coloring, permanent waving, chemical restructuring hair, and nail care. These units expand upon your practical skills that will now become standard behavior. Through the review of theoretical knowledge and practical experience in the student salon, you will see improvement in confidence, dexterity and technical performance. After successfully completing the Alpha and Beta phases, you will advance to Phase 4.
Phase 4: Gamma Phase
Total Instruction: 400 hours
Full Time: weeks 43 - 56

In the Gamma phase you will receive in-depth training in guest servicing, time management, self-promotion, communication, goal-setting, merchandising and successful salon entrepreneurship, in addition to spending the remainder of your educational time getting practical experience in the student salon. You will be coached to fine-tune your coordination, speed, accuracy and concentration to meet entry-level salon requirements. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Phase 5: Barber Phase
Total Instruction: 200 hours
Full Time: weeks 57 - 67

During this last and final phase of the Cosmetology/Barbering course, you will complete your knowledge in facial shaving and hair removal. Additionally you will concentrate on specific modalities in barbering haircuts. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Cosmetology/Barbering- Curriculum Overview (continued)
An Aveda Institute education is rigorous and thorough. Throughout the Cosmetology/Barbering program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

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<td>Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions</td>
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<td>915 hours</td>
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<td>Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</td>
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### Health and Safety - 200 hours
To be completed in the following subject matters:

| 20 hours | - | Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations. |
| 45 hours | - | Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets. |
| 20 hours | - | Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. |
| 15 hours | - | Anatomy and Physiology: Human Anatomy, Human Physiology. |
| 100 hours | - | Guided Practice |

### Esthetics – 200 hours
To be completed in the following subject matters:

| 25 hours | 40 | Manual, Electrical and Chemical Facials: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate |
so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

| 25 hours | 30 | Eyebrow Beautification and Make-up: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes. |
| 150 | - | Guided Practice. |

**Manicuring and Pedicuring- 100 hours**  
To be completed in the following subject matters:

| 10 hours | 25 | Manicuring and Pedicuring: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage. |
| 25 hours | 120 nails | Artificial Nails and Wraps: acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs |
| 65 hours | - | Guided Practice |

**Barber Techniques- 200 hours**  
To be completed in the following subject matters:

| 50 hours | 40 | Shaves |
| 25 hours | 40 | Rest Facials |
| 20 hours | 60 | Barber Hair Cuts and Hair styles |
| 10 hours | 20 | Scalp Manipulations |
| 10 hours | 5 | Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages. |
| 85 | - | Guided Practice. |

**Professional Skills**  
Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service records.

**Grading Procedures** (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 –below Unsatisfactory)
Barbering

Barbering - Curriculum Overview

Full-time Flex Schedules
50 Weeks - 1500 Hours

Flex Schedules
Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm


Express your creativity and talent in hair, and barbering skills. Our Barbering course incorporates 1500 hours of extensive hands-on learning to provide you a complete understanding of beauty, barbering and wellness. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you will be ready to succeed as a licensed barber.

Phase 1: Intro Phase
Total Instruction: 200 hours
Full Time: weeks 1 - 7

You’ll start by learning the foundations of hair: shampooing, styling, and haircutting. Men’s grooming and the related sciences will also be a focus. Lectures, demonstrations, and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You’ll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

Phases 2 & 3: Alpha & Beta Phases
Total Instruction: 800 hours
Full Time: weeks 7 – 35

Unlock your creativity as you explore the latest trends and techniques in men’s grooming, hair cutting, styling, coloring, permanent waving, and chemical restructuring. Time on the Salon Floor classroom allows you to become increasingly confident in your professional abilities. You will begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

Phase 4: Gamma Phase

Total Instruction: 400 hours
Full Time: weeks 35 - 51

Get ready to launch your career with in-depth training in guest services, time management, self promotion, goal setting, merchandising, and entrepreneurship. Your speed, accuracy, and concentration are now ready for the salon. You can demonstrate competency in all tasks required for
the skill-certification examination and possess the theoretical knowledge you need to pass the written examination required by the Cinta Aveda Institute and the state of California for licensure. It’s time to realize your dreams as a salon professional.

**Phase 5: Salon Life Phase**
Total Instruction: 100 hours
Full Time: weeks 51 - 55

A focus will be placed on business with an emphasis on professionalism and salon floor experience. Industry trends will be explored by focusing on advanced techniques in men’s cutting, color, styling, and grooming. Students will also learn how to build their portfolio and prepare for photo shoots.

**Barbering- Curriculum Overview (continued)**
An Aveda Institute education is rigorous and thorough. Throughout the Barbering program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career.

Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person or on a mannequin.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hair Dressing – 1100 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 hours</td>
<td>400</td>
<td>Hair Styling- Including but not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</td>
</tr>
<tr>
<td>40 hours</td>
<td>100</td>
<td>Permanent Waving and Chemical Straightening- Including but not limited to: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions</td>
</tr>
<tr>
<td>60 hours</td>
<td>50</td>
<td>Hair Coloring and Bleaching- Including but not limited to: the use of semi-permanent and demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers</td>
</tr>
<tr>
<td>100 hours</td>
<td>150</td>
<td>Hair Cutting- Including but not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting</td>
</tr>
</tbody>
</table>
### Health and Safety - 200 hours
To be completed in the following subject matters:

| 40 hours | - | Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations. |
| 85 hours | - | Health and Safety Considerations: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including: HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets. |
| 40 hours | - | Disinfection and Sanitation: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. |
| 35 hours | - | Anatomy and Physiology: Human Anatomy, Human Physiology. |

### Barber Techniques - 200 hours
To be completed in the following subject matters:

| 100 hours | 100 | Shaves |

Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 –below Unsatisfactory)

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### Esthiology

**Esthiology- Curriculum Overview**

Full-time Flex Schedules
21 weeks – 600 hours

**Flex Schedules**

Mon, Wed, Fri 9:00am – 8:00pm or-

Tues, Thurs 9:00am – 8:00pm & Saturday 8:30am – 7:30pm

Prepare for an exciting future in skin care with Cinta Aveda Institute. Our Esthiology curriculum provides 600 hours of skin care training with an emphasis on using pure flower and plant essences in treatments. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed esthetician.

**Phase 1: Intro Phase**

Total Instruction: 300 hours  
Full Time: weeks 1-10

The emphasis of the Intro Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops.  
Upon successful completion of this phase, you will have the primary skills and experience to meet the Aveda Institute’s spa service concept, and advance to Phase 2.

**Phase 2: Alpha Phase**

Total Instruction: 300 hours  
Full Time: weeks 11-21

During the Alpha Phase you will refine your practical skills by spending time in the student spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis is placed on makeup, aromology, the art of retailing, and guest servicing. Students will learn business skills about the industry job requirements, interviewing techniques, resume writing, employee benefits and wages. Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

**Esthiology- California Requirements**

An Aveda Institute education is rigorous and thorough. Throughout the Esthiology program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operations</th>
<th>Cosmetology/Barbering Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facials – 350 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be completed in the following subject matters:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>275 hours</td>
<td>140</td>
<td>Manual, Electrical and Chemical Facials: Manual Facials</td>
</tr>
</tbody>
</table>
including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.

| 75 hours | - | Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills. |

**Health and Safety - 200 hours**

To be completed in the following subject matters:

| 50 hours | - | Law and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations. |

| 50 hours | - | Health and Safety Considerations: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment. |

| 50 hours | - | Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. |

| 50 hours | - | Anatomy and Physiology: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions. |

**Hair Removal and Make-up - 50 hours**

To be completed in the following subject matters:

| 25 hours | 50 | Eyebrow Beautification: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories. |

| 25 hours | 40 | Make-up: Skin analysis, basic and corrective application, application of false eyelashes. |
Professional Skills
Training in the area of communication skills, including professional ethics, salesmanship, decorum, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers.

Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 Below- Unsatisfactory)

CIDESCO

CIDESCO: Esthetics & Beauty Therapy - Curriculum Overview

Full-time Flex Schedules
43 weeks – 1200 hours (9)

Full Time Schedules
Mon, Wed, Fri (Only) 9:00am – 8:00pm

Take your skin care career to the next level with Cinta Aveda Institute. Our CIDESCO: Esthetics & Beauty Therapy curriculum provides 1500 hours of skin care training covering all aspects of skin care, make-up, electrical equipment, full body massage, manicure and pedicure in its natural form. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you’ll be ready to succeed as a licensed spa therapist, proficient in skin care, massage therapy manicure and pedicure. The CIDESCO diploma is recognized internationally in 30 Countries.

Phase 1: Beta Phase
Total Instruction: 600 hours
Full Time: weeks 1-21

The emphasis of the Beta Phase is to introduce the fundamentals of skin analysis, facial manipulation procedures, aromology, makeup, use of facial equipment, as well as the related sciences. You will learn state safety requirements and basic theoretical knowledge through lectures, demonstration, practical experience and workshops. Students will also learn business skills about the Industry job requirements, interviewing techniques, resume writing, employee benefits and wages.

Through the review of theoretical knowledge and practical experience in the student spa, you will see improvement in confidence, dexterity and technical performance. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examinations required by the Cinta Aveda Institute and the State of California for licensure.

Phase 2: Gamma Phase
Total Instruction: 600 hours
Full Time: weeks 21-43

During the Gamma Phase you will refine your practical skills by spending time in the student
spa, and learn the skills necessary for gaining and maintaining employment. Strong emphasis will be placed on makeup, aromology, the art of retailing, and guest servicing. This phase will also include knowledge in Cosmetic Chemistry, Dermatology, Anatomy and Physiology and Advanced Electrical Machines. You will become proficient In Full Body Massage, Health and Wellness. By completion of this phase you will be able to demonstrate competency in all tasks, as well as possess the theoretical knowledge necessary to pass the skill certification and written examination set forth by CIDESCO. Having successfully passed this examination you will receive your CIDESCO Diplomat Certification recognized in over 30 countries.

**CIDESCO- International Requirements**

An Aveda Institute education is rigorous and thorough. Throughout the CIDESCO program, you’ll cover the following topics in varying levels of depth and detail, giving you an exceptional foundation for your professional career. Your education will include both technical instruction and practical operations. Technical instruction will include instruction by demonstration, lecture, classroom participation, and/or examination. Practical operations are the actual performance by the student of a complete service on another person.

<table>
<thead>
<tr>
<th>Technical Instruction</th>
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<th>CIDESCO Unit Description</th>
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<tbody>
<tr>
<td>5 hours</td>
<td>-</td>
<td>History of Esthetics and Development</td>
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<tr>
<td>5 hours</td>
<td>-</td>
<td>Ethics: Professional Conduct</td>
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<td>30 hours</td>
<td>-</td>
<td>Business Studies</td>
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<tr>
<td>25 hours</td>
<td>-</td>
<td>Dermatology: Common Skin Disease and Disorders</td>
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<tr>
<td>20 hours</td>
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<td>Tissues</td>
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<tr>
<td>20</td>
<td>Face Cleaning</td>
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<tr>
<td>20</td>
<td>Skin Analysis</td>
<td></td>
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<tr>
<td>5</td>
<td>Tinting Eyebrow &amp; Lashes</td>
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<tr>
<td>5</td>
<td>Shaping</td>
<td></td>
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<td>10</td>
<td>Deep Cleansing Steam &amp; Ozone</td>
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<tr>
<td>25 hours</td>
<td>-</td>
<td>Physics and Knowledge Of Electrical Apparatus</td>
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<tr>
<td>25 hours</td>
<td>-</td>
<td>Facial Treatment Electrical</td>
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<tr>
<td>25</td>
<td>Basic Anatomy</td>
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<tr>
<td>25</td>
<td>Cells and tissues</td>
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<tr>
<td>5</td>
<td>Adipose tissues</td>
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<tr>
<td>20 hours</td>
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<td>Muscles</td>
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<tr>
<td>Hours</td>
<td>Nerves</td>
<td>Histology</td>
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Possible physiological responses:

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<thead>
<tr>
<th>Hours</th>
<th>Effects of heat</th>
<th>Mechanical effects</th>
<th>Chemical effects</th>
<th>Electrical capacity of the body</th>
<th>Electricity Basic principles</th>
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<tbody>
<tr>
<td>5</td>
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Facial Treatment

<table>
<thead>
<tr>
<th>Hours</th>
<th>Manual</th>
<th>Facial Mask</th>
<th>Make-up</th>
</tr>
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<tbody>
<tr>
<td>20</td>
<td>40</td>
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<td>25</td>
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Cosmetic Camouflage

<table>
<thead>
<tr>
<th>Hours</th>
<th>Manicure</th>
<th>Massage hand/arm</th>
<th>Pedicure</th>
<th>Depilation Leg, thigh &amp; bikini</th>
<th>Depilation Under-arm, arm &amp; face</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>20</td>
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<td>5</td>
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</table>

Lymphatic System

<table>
<thead>
<tr>
<th>Hours</th>
<th>Theory of Body Massage</th>
<th>Body Massage Manual</th>
<th>Body Massage Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td></td>
<td>50</td>
<td>30</td>
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Hygiene: Personal & Salon

<table>
<thead>
<tr>
<th>Hours</th>
<th>Body Correction</th>
<th>Fitness Figure</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>20</td>
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Acupressure

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<thead>
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<td>5</td>
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</table>

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Grading Procedures (100-95 Excellent) (94-85 Very Good) (84-80 Satisfactory) (79 Below- Unsatisfactory)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hours</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>Reflexology</td>
</tr>
<tr>
<td>15</td>
<td>-</td>
<td>Diet and Nutrition</td>
</tr>
<tr>
<td>15</td>
<td>-</td>
<td>First Aid</td>
</tr>
<tr>
<td>120</td>
<td>-</td>
<td>Chemistry and Cosmetic Science</td>
</tr>
<tr>
<td>655</td>
<td>-</td>
<td>Guided Practice</td>
</tr>
</tbody>
</table>

**Teachers Training**

**Teachers Training- Curriculum Overview**

Full-time Flex Schedules
21 weeks – 600 hours (9)

**Flex Schedules**
Mon, Wed, Fri 9:00am – 8:00pm

**2016 Start Dates:** Coming Soon!

**TEACHERS TRAINEE (COSMETOLOGY INSTRUCTOR) COURSE – 600 HOURS**
The course of study for students enrolled in a cosmetology instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. To enroll in Teachers Training program, a valid state board license is required.

**EDUCATIONAL PERFORMANCE AND OCCUPATIONAL GOALS**
The Cosmetology Instructor course is mandated by the State Board of Barbering and Cosmetology. It is designed to prepare licensed cosmetologists for the State Board Instructors licensing examination. This examination determines the individual’s basic skills for entry level positions in the Beauty Industry. The training provided will prepare the graduate with the knowledge and skills needed to pass the State Board Examination and if desired, pursue a vocation at entry level, as a Cosmetology Instructor, manicurist specialist, pedicurist, nail artist, nail salon manager, nail supply representative, nail products demonstrator, hairdresser, salon manager, skin care technician, hair colorist, salon owner, cosmetic sales representative, beauty supply representative, product demonstrator. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles.
INSTRUCTIONAL METHODS
The course is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive, career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Technical instruction means instruction presented by means of demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

TEACHER TRAINEE COURSE GRADUATION REQUIREMENTS
When a student has completed the required theory hours and practical operations in Cosmetology Instructor with a GPA (Grade Point Average) of (70%) “C” or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination

<table>
<thead>
<tr>
<th>Technical Instruction</th>
<th>Practical Operation</th>
<th>Teacher Trainee Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 hours</td>
<td></td>
<td>The Barbering and Cosmetology Act and Rules, Ethics</td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>Communications, Human Relations, Compensations, Business</td>
</tr>
<tr>
<td>25 hours</td>
<td></td>
<td>Preparatory Instruction</td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>(a) Instructional techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and use of questions to promote learning</td>
</tr>
<tr>
<td>25 hours</td>
<td>30</td>
<td>(b) Organization techniques: 4 step teaching method; performance objectives; and learning domains, etc</td>
</tr>
<tr>
<td>25 hours</td>
<td>30</td>
<td>(c) Lesson planning: subject title; outlines development; and visual aids, etc</td>
</tr>
<tr>
<td>25 hours</td>
<td>-</td>
<td>(d) Techniques of evaluation: purpose of tests; types of test; test administration; scoring; and grading, etc</td>
</tr>
<tr>
<td>125 hours</td>
<td>-</td>
<td>Conducting classroom and technical instructions and demonstrations, effective classroom management</td>
</tr>
<tr>
<td>60 hours</td>
<td>-</td>
<td>Supervising and training of students while they are practicing the art of cosmetology on a client or mannequin in a classroom or student salon</td>
</tr>
<tr>
<td>60 hours</td>
<td>-</td>
<td>Educational aids and technology in the classroom</td>
</tr>
<tr>
<td>60 hours</td>
<td></td>
<td>Standard print materials, audio/visual</td>
</tr>
<tr>
<td>60 hours</td>
<td>-</td>
<td>Assessing progress and advising students</td>
</tr>
<tr>
<td>60 hours</td>
<td></td>
<td>Grading styles, What is in a grade</td>
</tr>
</tbody>
</table>

A student enrolled in the six hundred (600) clock hour instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.
Extership

Cinta Aveda Institute participates in a program governed by the California Board of Barbering and Cosmetology which allows students who have reached a specific point in their program to engage on a professional level with approved salons. Please note you may only extern at the same salon or spa no more than two times.

You may spend up to eight hours per week in an approved salon or spa. You are permitted to assist in any activities the salon offers to its clients though level of allowed extern participation may vary from salon to salon. For time spent externing you receive school credit in the form of hours and operations. Extern is only permitted on an off day (non-school day).

Once you have reached the number of hours indicated below are eligible for externing:

- Cosmetology 960 Hours
- Esthiology 350 Hours

Prior to externing, an Extern Application must be filled out and approved by the lead educator. In addition to reaching the stated course hours, you must have satisfactory attendance and GPA. It is your responsibility to turn in your training record. Hours must be turned in within 7 consecutive days to become part of your federal record. Combination of creative team and extern hours may not exceed 10% of your total program hours.

Admissions

Admission Requirements

1. High School Diploma or a Home school verifiable certificate of competence of state requirements a copy of your General Education Diploma (GED) with completion date
2. Submit the State issued photo I.D. or passport.
4. Social Security Card- required for State Board Licensure (or valid state board license for Teachers Training)

Admissions Procedure

5. Are you ready to begin? If you’re excited about the prospect of training at the Aveda Institute, here’s all you have to do to get started.
6. Have a Career Planning Session with and Admissions Coordinator.
7. Complete the Application for Admissions
9. Create/Finalize Financial Aid
10. Complete the Application for Admission
To schedule a one-on-one career planning session, call the Admissions department at 415-989-4400.

Students with Disabilities

Cinta Aveda does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Discrimination Policy

Cinta Aveda Institute does not discriminate on the basis of sex, age, race, color, sexual orientation, veteran status, religion, financial status or ethnic origin in admitting students.

- The Cinta Aveda Institute does not admit ability-to-benefit students.
- The Cinta Aveda Institute has not entered into an articulation or transfer agreement with any other college or university.
- The Cinta Aveda Institute requires no information regarding vaccinations from potential students to attend school.

- The Cinta Aveda Institute does not provide English-as-a-second language instruction.

Transfer/Re-entry Students

The Cinta Aveda Institute only accepts transfer hours from other Aveda Institutes; acceptance of hours will be based on assessment and granted on a case-by-case basis. Assessment will include a practical and written examination to determine skill set.

Re-entry within 180 days

A student who re-enters the same program in the Institute within 180 days is treated as if she did not cease attendance for purposes of determining the student’s aid awards for the period. If the student re-enters the same program, is considered to be in the same payment period she was in at the time of the withdrawal. The student retains her original eligibility for that payment period and is treated as though she did not cease attendance. The student is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

Transfer From another School/Re-entry after 180 days

If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, the Institute will treat the hours remaining in the program as if they are the student’s entire program and the student will be treated as a transfer student. Cinta Aveda Institute accepts transfer hours from students who were previously enrolled at an Aveda Institute. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are
charged the hourly rate of tuition for any remaining hours they complete at Cinta Aveda Institute. Students are charged a prorated fee for any missing kit items.

Foreign Students
The Cinta Aveda Institute admits students from other countries. Such students must provide proof of high school graduation from their home country, or provide proof of satisfactory completion of General Education Diploma (“GED”). The Institute does not provide students with English language services. The Institute does not provide visa services nor will the Institute vouch for student status.

All instruction at the Institute will occur in English. In order to ensure that a prospective foreign student has the language skills necessary to succeed in the program, such prospective student must achieve a satisfactory passing grade in an English language proficiency test, by Wonderlic. Prior to enrolling a prospective foreign student, Director of Education shall administer a proficiency test. In the prospective student achieves as satisfactory grade on such test, then she/he shall be eligible for admission to the Institute.

Previous Education: Veteran
The Cinta Aveda Institute maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of program shortened proportionally and the veteran notified accordingly.

For further information, call the Admissions Department at 415-989-4400 x1

Financial Assistance

Sources of Financial Assistance
You can afford a quality education. Cinta Aveda Institute participates in the Federal Student Aid Program, which can help make your education affordable and attainable for those who qualify. During your Career Planning Session, your Financial Aid Coordinator will explain all of your financial options and explain everything you need to know to create a financial plan that works for you if you wish to apply for financial aid or if you have questions, contact the Cinta Aveda Institute Financial Aid Office at (415) 989-4400 x258. Additional information regarding the student aid programs may be found in the “Free Application for Federal Student Aid” (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center M-F / 9am-5pm EST at 800-433-3243. Complete information on financial aid can be found in your Consumer Information Handbook.
ATTENDANCE

The Institute is open from Monday-Friday 9am-8pm and Saturday 8:30am-7:30pm. Each student enrolling will be given a schedule of both class and clinic times. Each course at the Cinta Aveda Institute has their own schedule for attendance that the student can choose from upon enrollment.

Cinta Aveda is a clock hour Institute. Clocking in and out each day (student’s finger prints) is the manor in which your hours are accumulated towards your course goals. It is the student’s responsibility to clock in and out and to insure they are credited with their attended hours. Students are expected to attend school as specified in their enrollment agreement.

Students failing to clock in our out are responsible for correcting time discrepancies with their educator. Students who fail to correct their discrepancies within 30 days of the notice understand that the adjusted balance of hours will become apart of their individual record. In order to ensure that the provided education and training is properly maintained, IT IS THE STUDENT’S RESPONSIBILITY TO MAKE
UP ANY MISSED WORK AND ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent phase in their program.

**Introductory Phase Attendance Requirements**

Students attendance during the introductory phase is critical to the successful completion of the Institute’s educational programs. Students who miss more than the allowable number of days as set forth below shall be subject to termination from their program:

- Cosmetology/barber students – 4 absences (5th absences will result in termination)
- Cosmetology barber/crossovers - 4 absences (5th absences will result in termination)
- Esthiology students – 3 absences (4th absence will result in termination)
- CIDESCO – 3 absences (4th absence will result in termination)
- Massage students - 3 absences (4th absence will result in termination)

**Repeat Phase Policy**

The culmination of each phase will be a final examination at which time you will be required to pass both the written and practical aspects of that phase with a score of 80 or higher to progress to the next phase.

**Late Arrivals**

School starts promptly at 9 am (8:30am on Saturdays). There will be no admittance after class start time. Class resumes promptly after lunch. There will be no admittance after lunch.

**Students Leaving Early**

Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must consult with the education lead prior to clocking out. It is the lead’s discretion to grant a student a earlier leave time. Hours missed due to a student leaving early will come out of the student’s pool of hours.

**Make Up Policy**

Students who know they will be missing written and/or practical quizzes or tests may make it up ahead of time to receive full credit. It is the student’s responsibility to coordinate the time with their educator and it may fall outside of their normally scheduled hours. Students who are absent the day of written or practical exams (quiz/test) can take the exam within 3 school days for full credit.
students are required to make up the exam/quiz within 30 days for full credit. Failure to comply with the make up policy will result in a 20% reduction in score value. Cinta Aveda Institute is a competency based school, all students must take a practical exam to move into the next phase. Failure to complete practical testing may result in repeating the 14 week phase.

**ABSENCES**

**Pool of Hours**
If students encounter situations that mandate missed hours, such as emergencies, illness, funeral, court dates, injury, transportation challenges, etc., each field of study has a pre-determined pool of hours that can be used for class or clinic time missed. The allowed pool of hours is the maximum amount of time a student can achieve the quality of skills that will produce excellence in the workplace.

- **COSMETOLOGY:** 144 hours
- **BARBERING** 135 hours
- **COSMO/BARBERING CROSSOVER** 162 hours
- **CIDESCO** 108 hours
- **ESTHIOLOGY** 54 hours

After the pool of hours has been exhausted, there is an additional over-contract charge.

**Over-contract charges**
Students who exceed their pool of hours will be assessed over contract fees at the rate of $150/a day for any additional hours missed.

**Absentee Notification**

Once you are on the spa/salon floor, you are expected to phone the Institute to report daily absences. Students will report absences to the guest service department before 9am M-F and before 8:30am Sat. (415) 989-4400 option #3 or ext. #213. Students planning to be absent must complete the electronic student guidance form with the category of expected absences. This will be electronically submitted to Student Services. All absences will be considered a no-show/no call and may result in disciplinary action.
Student Services

Placement
Cinta Aveda Institute assists in career placement in three ways: holding semi-annual career fairs where we host 20-30 salons in house that are during students enrolled hours; maintaining a Career Board with the most current job postings in our area; and hosting guest speakers in the Institute once a month to speak to students about career opportunities within their salons/spas. The Cinta Aveda Institute does not guarantee employment.

Academic Counseling
Cinta Aveda Institute provides academic counseling to all students. We will help you with tutoring, should you experience challenges in meeting the minimum performances standards and course requirements as set by the Institute and the California Cosmetology Board.

Student Equipment and Storage
Each student will receive 50% off all services on non-scheduled school days. Services on a school day are not permitted. Student service discounts are non-transferable.

Each student will be assigned a professional kit and a locker in which to store his or her kit and personal belongings. Students are responsible for furnishing a lock to secure the locker. It is the student’s responsibility to ensure all kit items are in proper working order. Students are expected to have their complete kit and all their contents maintained during school hours. The Cinta Aveda Institute is not responsible for lost or missing items.

Individual Counseling
If you experience personal challenges, Cinta Aveda Institute encourages students to contact Student Services for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

Student Records
All student records are retained on the premises for 5 years from the enrollment date.

Student Activities
While at the Institute, you’ll have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun.

Artistic Team: Students participate in industry photo shoots and fashion shows to gain experience in editorial styling and makeup.

Cinta Alumni Association
Cinta Aveda Institute Alumni Association encourages graduates to keep in touch with classmates, receive advanced training and placement assistance.
SATISFACTORY ACADEMIC PROGRESS POLICY

All students attending the Cinta Aveda Institute must abide by the Institute’s satisfactory academic progress policy during the student’s enrollment. The SAP policy is given to each student prior to enrollment and is applied with consistency regardless if the student is full time or part time.

Written/Theory Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>95</td>
<td>Excellent</td>
<td>84</td>
</tr>
<tr>
<td>94</td>
<td>85</td>
<td>Very good</td>
<td>79</td>
</tr>
</tbody>
</table>

EVALUATION PERIODS
All students are evaluated for Satisfactory Academic Progress and are based on actual hours attended as follows:

- **Cosmetology**: 450, 900, 1250 and 1600 hours
- **Barbering**: 450, 900, 1200 and 1500 hours
- **Esthetics**: 300, 600 hours
- **CIDESCO**: 450, 600, 900, hours
- **Massage**: 300, 600 hours
- **Cosmetology/Barbering Crossover**: 450, 900, 1200, 1500 and 1800 hours
- **Teachers Training**: 300, 600 hours

All students receive a SAP report at each Evaluation Period.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Students meeting minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

ATTENDANCE PROGRESS EVALUATIONS
All students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
MAXIMUM TIME FRAME
The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MAXIMUM TIME ALLOWED</th>
<th>SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (Full time, 30 hrs. /wks.) - 1600 Hours</td>
<td>61 Weeks</td>
<td>2288</td>
</tr>
<tr>
<td>Esthetics (Full time, 30 hrs./wks.) – 600 Hours</td>
<td>29 Weeks</td>
<td>858</td>
</tr>
<tr>
<td>CIDESCO (Full time, 30 hrs./wks.) – 1500 Hours</td>
<td>72 Weeks</td>
<td>2145</td>
</tr>
<tr>
<td>Massage (Full, time, 30 hrs./wks.) – 500 Hours</td>
<td>24 Weeks</td>
<td>715</td>
</tr>
<tr>
<td>Cosmo/Barber Cross (Full time, 30 hrs./wks.) – 1800 Hours</td>
<td>86 Weeks</td>
<td>2574</td>
</tr>
<tr>
<td>Teachers Training (Full time, 30 hrs./wks.) – 600 Hours</td>
<td>29 Weeks</td>
<td>858</td>
</tr>
<tr>
<td>Barbering (Full time, 30 hrs./wks.) – 1500 Hours</td>
<td>72 Weeks</td>
<td>2145</td>
</tr>
</tbody>
</table>

*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 143% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

DETERMINATION OF PROGRESS STATUS
Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Your progress at the Cinta Aveda Institute will be evaluated for the purposes of SAP at the required intervals stated above for each course offered, throughout your scheduled hours. The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress. Students are required to attend a minimum of 70% of the hours possible on the applicable attendance schedule per contract enrollment. Students are also required to maintain a written grade average at a minimum of 80%.
WARNING
Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, students may be deemed not making satisfactory progress and are ineligible to receive Title IV funds.

PROBATION
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation only if the student prevails upon appeal of a negative progress determination. If the student is granted the appeal the student will be deemed to have met Satisfactory Progress and Title IV will be re-instated during the probationary period. Only students who have the ability to meet Satisfactory Academic Progress standards by the end of their maximum time frame will be allowed to appeal their satisfactory progress determination. 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 not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE
If it is determined that the student is not making satisfactory academic progress, the student may appeal prior to being placed on probation. 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 federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS
Students may re-establish satisfactory academic progress, VA educational benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by
the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

**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 HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**VETERANS**

Students certified to receive veteran benefits whose grade point average (GPA) falls below 80% attendance for students who scheduled hours will be placed on probation and reported to the VA. Failure for students to achieve the minimum cumulative GPA of 80% and a cumulative rate of attendance of 80% after two consecutive terms on probation will have their veteran benefits interrupted.

Students certified to receive veteran benefits conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy is as follows: pay outstanding balances and re-enroll with Admissions.

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**Student Records Policy**

Records of students’ attendance, grades, hours and progress records will be kept permanently on file in the business office of the school. Students (or parents/guardian of dependent minors) may request an appointment to review their records at any time. These records are only for the students’ knowledge, unless a guardian/parent of a dependent minor makes a written request to the Director of the school for an appointment to view these with the student. Information will not be released to a third party without specific, written consent from the student (or parent/guardian of a minor student). School employees, certain government agencies, parties connected to financial aid, organizations doing studies for a school, accrediting agencies, individuals with a court order or subpoena, and persons who need to know for health or safety emergencies are all exempt from obtaining written permission.

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**Family Educational Rights and Privacy Act (FERPA)**

Cinta Avada institute strictly adheres to the requirements of FERPA regarding students’ right and privacy of information. In accordance with public law 93-380, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Student’s records are maintained by campus Financial Aid Department and Business Office (Academic).

Student records are maintained by the institution in permanent files. Under Section 43 of The General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.
**Student Information Release Policy**

Cinta Aveda Institute requires written authorization from a student or a parent/guardian (in case of a dependant) or graduate in order to release academic, attendance, enrollment status or any other information to agencies, prospective employers or any other parties seeking information about the student. The Student Information Release Policy does not pertain to information required by law or any accreditation agency. The Institute does not publish directory data pertaining to any information regarding the Cinta Aveda student body; nor does the Institute sell such information to any entity.

There are exceptions to this definition of educational records as published in the guidelines for post secondary institutions for implementation of FERPA as amended.

**CAMTC**  (School Code: SCHO086)

Pursuant to California Business and Professions Code section 4611; it is an unfair business practice for a person to do any of the following:
(a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

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

**Graduation & Licensing**

**Graduation Requirements**
To receive a diploma from Cinta Aveda Institute, you must:
1. Meet the minimum course requirements.
2. Complete required course hours. (respective to program)
3. Complete tuition and fee obligations.
4. Meet satisfactory progress requirements.
5. Demonstrate competency in all modalities.

If at any time you do not demonstrate competency in any of the modalities in relation to your course, you will be required prior to moving to the next phase to demonstrate competency.
Additional Hours
If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, an additional hourly rate of $15 per hour to be paid by the student in advance.

Licensing Requirements
To receive a license in the state of California, a Cosmetology, Cosmetology/Barbering or Esthiology student is required to:

1. Complete the hours in the course of instruction.
2. Successfully demonstrate competency in all modalities of required curriculum.
3. Submit State required exam fees and application.
4. Successfully complete the written theory and practical examination conducted by the California Board of Barbering & Cosmetology at local testing facilities.

Policies and Standards
To help you achieve excellence in our Career Programs, we have established these guidelines to ensure fairness, understanding and positive work habits among our students. Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

Sexual Harassment & Misconduct Policy
This policy can be found in the Consumer Policy Handbook on pages 20-22.

Grievance Policy & Procedures
The Cinta Aveda Institute has put in place a systematic approach for both disabled and non-disabled students to file a grievance and to begin the resolution process. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the corporate office at the address listed in the current student handbook, or delivered personally to the Director.
3. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days within committee appointment. The hearing will be informal with the student presenting his/her case followed by the school’s response. The hearing committee will be allowed to ask questions of all involved parties. Within 21 days of the hearing, the committee will prepare a report summarizing each witness’ testimony and a recommended resolution for the dispute. Corporate management shall consider the report and take under consideration or advisement the recommendations of the committee.

The student has the right to notify:

<table>
<thead>
<tr>
<th>The State of California</th>
<th>NACCAS</th>
<th>CAMTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Consumer Affairs</td>
<td>3015 Calvin Street</td>
<td>One Capital Mall</td>
</tr>
<tr>
<td>2420 Del Paso Rd. #100</td>
<td>Alexandria, VA 22314</td>
<td>Suite #320</td>
</tr>
<tr>
<td>Sacramento, CA 95834</td>
<td></td>
<td>Sacramento, CA 95814</td>
</tr>
</tbody>
</table>

**Dress Code Policy**

1. Maintaining a professional appearance is vital to success. A professional appearance includes:

   a. Professional solid black shirt; must be professional and have sleeves. *(No tank tops, sleeveless shirts allowed)* Professional solid black dress pants: includes knee length dress skirts, knee length dress *(No shorts, skirts, dresses or any clothing item hitting above the knee).*

   b. Identification badges and student name tags are to be worn as issued during all clocked hours to identify students to clients. If either is lost, the student must replace at a cost of $10.00 (per item) or be dismissed until compliant.

   c. Footwear must be professional in appearance and have a closed toe and heel.
d. Cinta Aveda Institute reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.

e. Students, who are, in the reasonable determination of Cinta Aveda Institute, not dressed professionally, will be dismissed for the day.

2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:

   a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) will be dismissed pending notification.

   b. Food, candy and gum are allowed in the lunchroom area only.

   c. Personal electronic devices may only be used in the lunchroom area.

3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.

4. To benefit from the training and technical experience Aveda Institute offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.

5. All services or work done by students must be assigned by, performed under the supervision of and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.

6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced by the student within 24 hours. Stealing, cheating, defacing or damaging student or school equipment will result in termination and require monetary restitution.
Violation Policy (Minor & Major)

Minor Standard Violations
Minor violations include assigned area violations, property misuses, guest service violations, unprofessional behavior and any disruptive behaviors determined by instructors and team leaders as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

Anytime during the student’s program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

Major Standard Violations
Major standards include using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and federal laws. At anytime during a student’s program, the violation of a major standard will result in termination.

All minor standard violations will result in a student being put on probation for that infraction. A student will receive 4 probation notices for each similar violation before dismissal occurs. On the fourth probationary notice a final warning will be given, on the fifth infraction of the same

Physical and Safety Demands of Industry Professionals.
- Repetitive hand, arm and wrist motion
- Possible chemical smell
- Stretching and bending
- Working with sharp objects
- Contact with communicable disease
Leave of Absence Policy

This Policy applies for all student requests for a leave of absence from the Cinta Aveda Institute.

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student’s request, and include the student signature.
   a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were Injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
   b. The Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.

2. Leave of Absence Request Process:
   a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence form found in the Director’s Office.
   b. The Request for Leave of Absence form must be submitted to the Director prior to the Leave of Absence start date.
      i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
      ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources. Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
   c. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
   d. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
e. The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.

3. As a condition for approving a student’s LOA request, there must be a reasonable expectation that the student will return from the LOA.

4. All LOA requests are subject to approval by the Director. If a student’s LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.

5. The Institute shall not assess the student any additional institutional charges as a result of the LOA.

6. The LOA must not exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

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

8. The Institute shall extend the student’s maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.

9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student’s last day of attendance, as evidenced by attendance records.

**Grounds For Termination**

The student may be terminated for non compliance with the institution rules and regulations as set forth by the course catalog; conduct that reflects unfavorably upon the Institute or the students, creating a safety hazard to other students, unsatisfactory academic progress, excessive absences or tardiness, failure to pay fees when due, cheating, falsifying records, breach of the enrollment agreement, disobedient or disrespectful behavior to faculty or other students, unprofessional or potentially dangerous weapon, sexual harassment or harassment of any kind, including intimidation and discrimination. Terms of the refund policy will apply.

**Termination by the Institute**

For any violation of the Institute’s rules and policies set forth in this catalog or a student manual, including attendance and academic requirements the student will be terminated by the Institute’s discretion by following the procedure set forth below:
CANCELLATION & REFUND POLICY

REFUND POLICY AND NOTICE OF STUDENT’S RIGHTS AND OBLIGATIONS

a) STUDENTS RIGHT TO CANCEL
    i. In addition to any other right of rescission, the student shall have the right to cancel this agreement and obtain a refund of charges paid:
       1. Through attendance at the first class of the program that is the subject to the enrollment agreement; or
       2. The seventh calendar day after enrollment, whichever is later.
    ii. Cancellation shall occur when the student gives written notice of cancellation.
    iii. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
    iv. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student’s desire not to be bound by the enrollment agreement.
    v. Except as provided in subparagraph vi, below, if the student cancels this agreement, the student shall have no liability, and the Institute shall refund any consideration paid by the student within 10 days after the Institute receives notice of the cancellation.
    vi. If the Institute gave the student any equipment, the student shall return the equipment with the notice of cancellation. If the student fails to return the equipment, the Institute may retain that portion of the consideration paid by the student equal to the cost of the equipment and shall refund the portion of the consideration exceeding the cost of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

b) Students Right to Withdraw. The student has the right to withdraw from the program at any time. If the student withdraws from the program after the period described in the Student’s Right to Cancel, above, the Institute shall remit a refund calculated under the formula described below within 45 days following the student’s withdrawal.
    i. If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State or federal agency that guaranteed or reinsures the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student’s financial aid program from which the student received benefits, in proportion to the amount of the benefits received and any remaining amount shall be paid to the student.
    ii. If the student obtains a loan to pay for an educational program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
iii. Except for the student’s right to withdraw at any time as described above, the student shall not be entitled to a refund under this section if both of the following occur: (i) All of the student’s tuition and fees are paid by a third-party organization, such as Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational center, a Private Industry Council or a Vocational rehabilitation program, if the student is not obligated to repay the third party organization or does not lose time-limited education benefits; or (ii) the third-party organization and the Institute have a written agreement, entered into on or before the date the student enrolls, that no refund will be due the student if the student withdraws prior to completion.

iv. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

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

c) Method of Calculating Refunds. For students who have completed 60 percent or less of the scheduled hours for the period of attendance, the tuition refund to be paid to the student shall be calculated as follows:

i. The total tuition charge is divided by the number of hours in the program.

ii. The quotient is the hourly charge for the program.

iii. The amount owed by the student for purposes of calculating a refund is equal to the hourly charge for instruction multiplied by the number of hours the student was scheduled to attend prior to withdrawal.

iv. The refund is equal to any amount in excess of the figures derived in subparagraph (iii) that was paid by the student.

v. The refund amount shall be adjusted as provided below for equipment, if applicable.

vi. Students who have completed more than 60 percent of the scheduled hours for the period of attendance shall not be entitled to a refund of tuition or any other institutional charges.

d) Administrative Fee. Unless the Student’s application is rejected, or the students cancels his/her enrollment in accordance with the STUDENT’S RIGHT TO CANCEL understand a), above, the Institute shall impose an administrative fee of $150.00 in connection with the student’s termination of his/her enrollment prior to completing his or her course of instruction. An applicant who is not accepted by the Institute shall be entitled to a full refund of all monies paid.

e) Books, Tools, Supplies Charges. The agreement specifies a separate charge for books, tools, supplies that the student will use during the program. After the expiration of the cancellation period set forth in Section 17(a)(i), above, the school will keep the student kit fee as the kit becomes the property of the student.; except that, the student’s refund to be provided under this
agreement shall include any amount paid by the student for books, tools, supplies which the student has not yet obtained at the time of the student’s withdrawal.

f) **Notice of Withdrawal.** The student may notify the Institute of the student’s desire to withdraw by providing written notice of withdrawal, addressed to the Institution’s Director and sent to the address of the Institute. The written notice of withdrawal, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid, or the date the information is delivered to the Institute in person. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the student’s desire to withdraw from the program.

**g) Determination of Withdrawal Date.** The student shall be deemed to have withdrawn from the program when any of the following occurs:

i. The student notifies the Institution of the student’s withdrawal or of the date of the student’s withdrawal, whichever is later.

ii. The Institute terminates the student’s enrollment as provided in the Enrollment Agreement.

iii. The student has failed to attend classes for a **14 day period**. For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of the student’s record attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the **14-day period**.

iv. If a student does not return from an approved leave of absence, the student shall be considered terminated. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Institute that the student will not be returning.

v. The Institute monitors clock hour attendance on a weekly basis.

h) **Course and/or Program Cancellation Policy.**

i. If the Institute closes permanently and ceases to offer instruction after the student has enrolled, the instruction has begun, then the Institute shall at its option, (a) provided a prorate refund of tuition; or (b) participate in a Teach Out Agreement.

ii. If the program is canceled subsequent to the student’s enrollment, and before instruction in the program has begun, than the Institute shall at its option, (a) provide a full refund of all monies paid, or (b) provide completion of the program.

iii. If the Institute cancels a program and ceases to offer instruction after the student has enrolled and instruction has begun, the institute shall at it option,(a)provide a pro rata refund for all students transferring to another school based on the hours accepted by the school; or (b) provide completion of the program; or (c) participate in a Teach- Out Agreement; or (d) provide a full refund of all monies paid.
iv. At least 30 days prior to closing, the Institute shall notify the Bureau in writing of its intention to close and provide a closure plan. A list of student who were enrolled at the time of the Institute closure, including the amount of each pro rata refund, shall also be submitted to the Institute’s accrediting agency.

i) Collection Policy

i. If the student is terminated or withdraws from the Institute, the Institute shall inform the student of any balance owed to the Institute.

ii. The Institute is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the Institute’s cancellation and refund policy set forth in the Enrollment Agreement.

iii. In the event that the Enrollment Agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in the Institute’s Enrollment Agreement.

iv. In certain situations where mitigating circumstances are in evidence, the Institute may, in its sole discretion, provide a refund that exceeds this refund policy.

Student Tuition Recovery Fund

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

   i. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

   ii. Your total charges are not paid by any third--party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

   i. You are not a California resident, or are not enrolled in a residency program, or

   ii. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

d) You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
i. The school closed before the course of instruction was completed.
ii. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
iii. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
iv. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
v. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### 2018-2019 SCHOOL HOLIDAYS AND CLOSURES

Mon, Sept. 3, 2018 - **LABOR DAY**
Thu, Nov. 22, 2018 - **THANKSGIVING HOLIDAY**
{Classes resume Fri., Nov. 23, 2018}

Mon-Tue, Dec. 24-25, 2018 **WINTER WELLNESS WEEK**
{Classes resume Wed. Dec. 26, 2018}
Mon-Tue, Dec. 31-Jan. 1, 2019
{Classes resume Wed. Jan. 2, 2019}

Mon, May 27, 2019 - **MEMORIAL DAY**
Thu, July 4, 2019 – **INDEPENDENCE DAY**
# 2018 Tuition & Fees

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<th>Program</th>
<th>Tuition</th>
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The Cinta Aveda Institute is:

Licensed by:
CA Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Phone 800-952-5210

Accredited by:
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES
4401 Ford Ave. Suite 1300
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2535 Capitol Oaks Drive Suite #400
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