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## GENERAL INFORMATION

### Mission Statement

PCI Academy's objective is to produce highly trained and well educated graduates for salons and spas. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

### Name

PCI Academy is hereinafter known as "PCI" in this document.

### History

PCI Academy began as Professional Cosmetology Institute, the realization of founder Marian Lokken's dream. Her lifelong interest in quality education for her salons led her to create an institute of cosmetology in June 1978 located in Ames, Iowa.

In 1987 PCI moved into its own building at 627 Main. Mary Lokken hired Randy Kunkel, KRS Consulting Group, in 1999 to help her grow the Institute.

In 2002, SPA~A School, a second school, opened in New Hope, Minnesota.

In 2005, PCI and SPA~A School became TSPA, The Salon Professional Academy.

In June 2011, TSPA returned to its origins while maintaining the advancements we had made over the last 33 years, by becoming PCI Academy.

In 2013, the New Hope academy relocated to Plymouth, Minnesota.

### The PCI Creed

We have pride in our education, the joy of sharing with people whose hearts are one growing toward common professional goals, toward dreams come true.

We have confidence in our experience, equipping ourselves for the challenge of the lives we will touch.

The direction we take now is the path we choose to travel in the future; we know integrity is our example.

The watchwords of people learning to live with others honestly, openly, kindly are pride, confidence, integrity – PCI. (Circa 1978)

### Community

The academy is located in Ames, Iowa, a community of 60,000 people including Iowa State University. There are concerts, sports, shopping and recreational activities available.

### Facilities and Equipment

The academy is a 10,000 square foot educational facility with modern equipment and spacious areas for hair, skin, and nail care, and massage therapy, including classrooms, practice areas and offices.

### Responsibility for Catalog Info

Each student is responsible for knowing the information in this catalog. The academy reserves the right to update policies and/or to revise curricula.

## IMPORTANT INFORMATION

### How to Enroll

- Submit the application and \$40 application fee.
- Submit high school transcripts with graduation date to the academy.
- Schedule an interview.
- Sign contract and pay \$140 registration fee.

### Educational Requirements

A student must have a high school diploma or G.E.D. certificate. Students are admitted on the basis of educational background, aptitude and commitment. The academy does not admit ability-to-benefit students.

### Admissions Requirements

The following are required for admission to all programs at PCI academy:

- Enrollment application and \$40 fee.
- If educated in the U.S., a copy of student's high school transcript with the graduation date or G.E.D. certificate. The transcript must be on file by the first day of class.
- If educated outside the U.S., your education documents must be evaluated by Aequo International at your expense (effective July 1, 2016). Complete the online application at [nasba.tfaforms.net/327178](http://nasba.tfaforms.net/327178) and attach a copy of your credential report to your application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a GED will be required for admission. For more information, contact Aequo International at 844-882-3786 or [aequointernational.com](http://aequointernational.com).
- Copy of the student's photo ID (examples, driver's license, passport)
- Signed contract
- Required registration fee \$140

### Photo Release

Student photos may be used in marketing. If you do not wish to be in such materials, advise the admissions office.

### Transfers

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer is evaluated individually. We do not recruit students already attending or admitted to other schools offering similar programs.

### Objective

The academy trains students to become professionals in cosmetology, esthetics, nails and massage therapy.

### Orientation

All programs have orientation the first day of classes.

### Class Size

The academy limits the class size for all programs. Early enrollment is encouraged.

### Hours

The academy is open Monday through Saturday plus evenings. Hours of attendance depend on the schedule selected. See Insert #4.

### Holidays

The academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

### Class Starting Dates

See Insert #2 for class starting dates. Day and evening classes are available. Insert #4 describes class schedules. Students may change their schedule at no charge. The change must be in force for three months before requesting another change

### **Books and Kits**

Books and kits are provided by the academy and issued to the student during training. Students provide their own basic school supplies.

### **Required School Supplies** (provided by student)

- Pens
- Pencils
- Notebooks
- Highlighters
- Folders for handouts
- Index Cards 3x5
- Clip Board

### **Dress Code**

Create a perfect first impression! If you are not professionally dressed, you could be sent home. Look the part of a professional and you will feel professional!

Shoes - Must be all black and clean. No flip flops, crocs or tennis shoes.

Uniform - Tops must meet bottoms. No bare midriffs or backs. Black tops and bottoms neat and clean. Black tops, not too low cut, may be sleeveless. Black bottoms skirts or slacks, not too short. No denim, not even black. Tights if worn must be black or a neutral color.

Accessories - Be creative. Add jewelry, belts, scarves

Hair - Clean and finished look

Makeup - Appropriate for the individual

Nails - Neat and clean

### **Personal Services are a privilege.**

A student maintaining 85% grades, 100% attendance and no tardies for the prior month will receive one service appointment each month worth up to \$40 in services and lasting no more than 2½ hours.

This reward begins after entering the styling area. Students perform all personal services on each other and may only perform services they have been trained to do. The services done all at one time and approved by a styling area educator.

The student will be given a voucher by her coach each month that she qualifies after basics. It must be signed by the coach when the services are scheduled and must be turned in at the desk when the student would normally pay for the service. The coach will schedule student service time. Schedule them early in the month. Personal services may not be scheduled on a Thursday, Friday or Saturday. The student having the service is a guest during this time.

Select any services. If the choice exceeds the \$40, the student pays one-half of the balance. The student performing the service will be graded on the work and it must be done in the time allotted by the computer for that student's level.

The student may have additional services outside of scheduled hours and will pay half price. Services are not transferable to a different month or another student. The voucher is void if on a leave of absence, dropped out or graduated. Rules for these services are those in force at the time of the service and are subject to change.

### **Community Service Component**

Giving back to your community is part of becoming a professional and a good citizen.

Every student at PCI contributes some time to a community service organization while in school. Cosmetology students donate 10 hours, esthetics and massage therapy students donate 6 hours and nail technology students donate 4 hours.

All charitable hours are documented but do not count toward the total hours of training.

Our goal is to help graduates look at the communities they will grow their careers in and find opportunities to give something back after they are out of school.

### **Time Clock Policy**

Students must use the fingerprint scanner to clock in at the beginning of their shift, lunch/dinner breaks, and at the end of their shift. Scan in up to 15 minutes before the scheduled starting time. As the finger is scanned it says "thank you". If it doesn't scan properly it says "please try again."

The time clock is how the student receives and records hours. It's an electronic signature. The student is responsible for their hours. Students risk being dropped for falsifying time clock records.

Get full credit for all your training and graduate on schedule. Use the time clock scanner to help achieve this goal. Accurate records affect meeting attendance standards, 85% grades and financial aid.

Student hours are posted weekly. Students may come to their team coach with time clock questions.

The student ID card allows the student to buy professional products at local distributor stores.

### **Financial Aid**

Financial aid is available to those who qualify. Once a student enters a financial aid agreement with the academy it is submitted to NSLDS (National Student Loan Data System) and will be accessible to guarantee agencies, lenders and other schools determined to be authorized users of the data system.

We are an approved program for GI Bill and other military benefits. Please contact admissions for further information.

### **Entrance Counseling and Exit Counseling**

#### **Borrower's Rights and Responsibilities**

PCI will ask you to verify that you completed entrance counseling.

I understand I have the right to:

- Written information on my loan obligations and information on my rights and responsibilities as a borrower
- A copy of my MPN either before or at the time my loan is disbursed
- A grace period and an explanation of what this means
- Notification, if I am in my grace period or repayment, no later than 45 days after a lender assigns, sells or transfers my loan to another lender
- A disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule
- Deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it
- Prepayment of my loan in whole or in part anytime without an early-repayment penalty
- Documentation that my loan is paid in full

I understand I am responsible for:

- Completing exit counseling before I leave school or drop below half-time enrollment
- Repaying my loan according to my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate
- Notifying my lender or loan servicer if I:
  - Move or change my address
  - Change my telephone number
  - Change my name
  - Change my social security number
  - Change employers or my employer's address or telephone number changes
- Making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance
- Notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance

I have received entrance counseling materials for Direct Loan borrowers.

I have read and I understand my rights and responsibilities as a borrower.

I understand that I have a loan from the Federal government that must be repaid.

### **Housing**

Contact admissions for assistance in locating housing.

### **Extra Education**

Extra educational events are held at the academy.

## ACADEMIC INFORMATION

### Graduation Requirements

A grade average of 85% is required for graduation from any program at PCI academy. Both theory and practical work are important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs:

- Completion of state required hours
- Completion of all assignments and tests
- Completion of project/grade sheets
- 85% grade average
- Meeting the attendance standard for your program
- Payment of all tuition and fees

### Graduation

Graduates earn a diploma awarded at graduation.

### Grades

The academy uses a 100-point grading scale: 93-100% = A, 85-92% = B. Below 85% is not passing. Grades are given for classroom work, projects, and styling area performance.

Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

A student must be above average (85% or better) to graduate from the academy.

### Student Grade Report Policy

Each student is provided with at least two written report cards during the program. The report evaluates the student's performance in theory, in practical work, and in attendance.

### Suspension

Students may be suspended for poor performance, absence, tardiness or inappropriate behavior. If a student is suspended, the student will be advised about the problem and what the student must do to correct the problem.

It is the intent of the academy to prepare professional people for a career. If a student has limited likelihood of success in this career, it is the responsibility of the academy to advise the student how deficiencies could be corrected.

### Termination

A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with student policies as outlined in this catalog. If a student chooses to re-enter it would be under the Re-Entry without Satisfactory Progress policy.

### Terms of Re-entry with Satisfactory Progress

A student who must withdraw temporarily may re-enter the academy under the following conditions: 1. The student had satisfactory progress academically and in attendance when the temporary withdrawal began, 2. The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult and/or 3. The student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student will be re-admitted without prejudice.

### Terms of Re-entry without Satisfactory Progress

If the student did not have satisfactory academic or attendance progress at the time of withdrawal, the following are required:

A letter from the student explaining why the student should be readmitted

Three letters from individuals explaining why the student should be readmitted (one of the three may be an adult friend who has known the student for a long time; two of the letters must be from professionals like a teacher, pastor, counselor, etc. who have known the student for a long time)

A determination will be made by the owners and reported to the student within two weeks after all documents have been received.

## CAREER PLANNING

### Placement

The academy assists students with job placement. Employers are encouraged to interview students, and efforts are made to place each graduate.

Students are prepared in the latter part of training to seek employment. Job opportunities are posted.

The academy cannot guarantee placement.

### Reciprocity

Licensed cosmetologists, estheticians, nail technologists and massage therapists from Iowa may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

### Licensing Requirements

To become licensed in **cosmetology** in Iowa, students must complete 2100 hours of approved training, graduate from an approved school, and pass the state board exam.

To become licensed in **esthetics** in Iowa, a student must complete 600 hours of approved training, graduate from an approved school, and pass written state board exam.

To become licensed in **nail technology** in Iowa, a student must complete 325 hours of board approved training, graduate from an approved school, and pass the state board exam.

To become licensed in **massage therapy** in Iowa, a student must complete 600 hours of approved training, graduate from an approved school, and pass a national exam.

### Career Opportunities

There are many opportunities open to licensed cosmetologists, estheticians, nail technologists and massage therapists. The academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant, and in admissions and financial aid in cosmetology schools.

Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

## **STUDENT POLICIES Be pleasant and smile!**

These policies are important to your success at the academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations.

### **Learning**

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

### **Appearance**

Students are required to follow the Dress Code.

### **Personal Services**

Students in good standing will receive a monthly student service voucher after basics.

### **Conduct**

Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services.

### **Phones and Cell Phones**

Students may not use the academy phones for personal calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Cell phone use in the salon area is restricted to professional use.

### **Absences**

Salon owners are looking for high level performance and attendance.

Make it your plan to miss no more than the following days to graduate. Our goal is to help you graduate on time ready for the real world.

Cosmetology 2100 hours	9 days including no more than 1 day missed in basics
Esthetics 600 hours	3 days including no more than 1 day missed in basics
Massage 624 hours	3 days including no more than 1 day missed in basics
Massage 900 hours	4 days including no more than 1 day missed in basics
Nail Tech 325 hours	1 day

In addition, your participation in classes will be tracked by syllabus to ensure that you have had all the classes you need to be job ready. This will be your responsibility to track and keep for your records.

Absences must be reported 30 minutes prior to your schedule. Call the financial aid office at 515-337-0910 to report an absence.

Students should not leave the academy during their day except for meal breaks. Special and emergency time off can be granted by an educator.

If absent the day of an exam, the student will take the missed exam upon returning to school. Exams can be taken in advance for an approved absence.

### **Tardiness**

A student may be suspended for one day after the student has been tardy three times in one month. If a student is tardy after the suspension, the student will be advised that further tardiness may result in being dropped from the academy.

Other absences may be approved if requested at least seven days in advance, and the student has an 85% grade average, be meeting the attendance standard, no tardy issue, no absence issue (meaning the student does not call to report an absence, failing to call 30 minutes prior to schedule, or leaving school without permission), and makes up all work missed. (See absence request form.)

Taking time off may put you over your contracted graduation date and may hurt your chances of receiving financial aid if you are not making satisfactory progress.

**Care of Texts, Kits, and Equipment**

Texts and kits are provided. Have them in the academy every day. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. The academy equipment is not to leave the academy at any time.

**Supplemental Educational Materials**

Access to professional magazines, DVDs and websites are available to supplement student learning.

**Hours**

The academy hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The academy holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. The electronic scanner time clock keeps your hours record in minutes. Even one minute late is a tardy.

**Smokers**

The academy is a smoke-free campus.

**Lockers**

Each student will use a locker to store personal items. Students are provided with a padlock that must be returned in working condition or a fee will be charged. Keep your locker clean.

**Grades**

All training must be completed with an 85% average. Any student who does not earn this average will be assigned remedial work to continue with their program.

**Food and Beverages**

Please keep all eating and drinking in the lounge. Water in bottles is allowed in the classroom during class. No beverages or food are allowed at styling stations.

**Parking Area**

Park a distance away from the building. This leaves room for our guests to park close by and walk into the academy.

**Interruptions**

When a class is being held in any room of the academy, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam about interrupting other students in training.

**Educator in Charge**

When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility for that area.

**Exceeding Eight Hours Per Day**

After the first eight weeks of training, the student may choose to stay over eight hours per day to make up missed hours due to absences.

**Standards**

Students must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught. Lack of basic honesty and integrity will result in termination.

## PROGRAMS OF STUDY

### COSMETOLOGY (SOC 39-5012)

#### Description

Cosmetology training at PCI Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The academy offers a 2100-hour training program in cosmetology that meets Iowa state standards including 765 hours of cosmetology theory, and 1335 hours of supervised practical instruction.

#### Goals

The academy provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level cosmetologist.

**Content** The academy meets these State of Iowa requirements:

#### ***Theory 97 hours***

Orientation, professional development, client communication, design decisions, trichology, chemistry, electricity, anatomy and physiology

#### ***Bacteriology and Infection Control 45 hours***

Salon ecology including microbiology, infection control, first aid, tools, and equipment use, and state law

#### ***Haircutting 123.5 hours***

Principles of movement, shape, techniques, cutting with razor, shear, and clippers, and combs

#### ***Hairstyling 65 hours***

Finger waving, blow drying, pin curls, roller, dry hairstyling, special occasion work, round brushing, brush control, product control, braiding, wigs, enhancements, and product knowledge

#### ***Hair Coloring 123.5 hours***

Principles of color, law of hair color, identify levels, under tones, identify existing color, color correction, techniques, color consultation, permanent hair color, semi-permanent, demi-permanent, toners, lighteners, fillers, and treatments.

#### ***Chemical Texture 32.5 hours***

Sectioning, perm chemicals, relaxer types, curl reformation, relaxer applications, wrapping, processing, advanced texture trends, keratin smoothing treatments, temporary smoothing

#### ***Nails 32.5 hours*** structure, nail diseases, nail disorders, manicures, pedicures, advanced nail techniques, gel nails

#### ***Skin 45 hours***

Facial procedures, skin diseases, skin disorders, skin conditions, hair removal, makeup, body treatments, product knowledge, and lash/brow tinting

#### ***Salon Business, Retail Sales, and Employment Information 162 hours (includes 105 hours of mentoring)***

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention (which includes 105 hours of mentoring)

#### ***Advanced Classes/Instructor Discretion 39 hours***

Fashion, advanced haircutting/color trends/styling trends, supervised field trips, Inspiration, art

#### **Total core life sciences and cosmetology theory 765 hours**

#### **Applied practical instruction 1335 hours**

#### **Total 2100 hours**

#### Methods

Instruction in cosmetology at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading**

Students are evaluated regularly on daily assignments, tests, salon area experiences and a variety of projects specific to different units of instruction.

**Educators**

Licensed cosmetologists/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit** (Subject to change)

Cosmetology students receive the following books and kit items at the appropriate time in their training. PCI pays each graduating student's first time state board testing and license fees.

**Books** Salon Fundamentals Cosmetology books and lab, Iowa Cosmetology Laws and Rules, Over the Top; Fast Track Planner, iPad mini

**Kit** Blow dryer, curling iron, flat iron, 2 brushes, manicure kit, tweezer, shear, texture shear, razor, clipper/trimmer set

**Accessories** T-shirt, tool bag, color apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation.

The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

**ESTHETICS (SOC 39-5094)****Description**

Esthetics training at PCI Academy includes theory and practical instruction that prepares the student to perform skin care and makeup and waxing services on the public. The academy offers a 600-hour training program in esthetics including 265 hours of theory instruction and 335 hours of practical supervision that meets Iowa state standards.

**Goals**

The academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level esthetician.

**Content** The academy meets these State of Iowa requirements:

***Theory 83.5 hours***

Skin physiology, cell formation, skin behaviors and conditions, layers of the skin, anatomy, chemistry, electricity, skin functions, personal development, healthy mind and body, client care, esthetics in the medical field

***Bacteriology and Infection Control 18 hours***

Salon ecology, microbiology, safety, sanitation, state law, infection control, first aid

***Facials Product Knowledge Body Treatments 37.5 hours***

Product knowledge, Identifying bio types, facial theory, facial procedures, facial steps, skin reading, custom blending, aromatherapy, consultation, contraindications, advanced treatments, body treatments, facial massage

***Chemical Peels 21 hours***

Chemical peel methods, procedures, theory, contraindications, consultations

***Hair Removal 21 hours***

Hair removal services, consultation, hair types, hair removal methods, hair removal steps, contraindications

***Microdermabrasion 14 hours***

Use of microdermabrasion machine, methods, theory, safety, sanitation, client comfort steps

***Makeup 17.5 hours***

Makeup theory, makeup applications, contouring, highlighting, makeup product knowledge, day looks, night looks, fashion, makeup tools, face shapes, body makeup, eye lash extensions theory and practical

**Salon Business, Retail Sales, and Employment Information 52.5 (includes 30 hours of mentoring)**

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention (which includes 30 hours of mentoring)

**Total Core life sciences and Esthetics Theory 265 hours**

**Applied practical instruction 335 hours**

**Total 600 hours**

**Methods**

Instruction in esthetics at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs, and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading**

Students are evaluated regularly on daily assignments, tests, spa area experiences and a variety of projects specific to different units of instruction.

**Educators**

Licensed estheticians/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit (Subject to change)**

Esthetics students receive the following books and kit items at the appropriate time in their training. PCI pays each graduating student's first time state board testing and license fees.

**Books** Salon Fundamentals Esthetics books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Fast Track Planner, iPad mini

**Kit** Bioelements kit, Bare Minerals makeup kit, makeup brushes, tweezer, 5pc tool kit

**Accessories** T-shirt, tool bag, apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance.

**NAIL TECHNOLOGY (SOC 39-5092)****Description**

Nail Technology training at PCI Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 325-hour training program in nail technology that meets Iowa state standards.

**Goals**

The academy provides education in all phases of the nail profession. The graduate will be a knowledgeable, skilled professional nail technologist. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level nail technologist.

**Content** The academy meets these State of Iowa requirements.

**Theory 81 hours**

Orientation, professional development, health, hygiene, anatomy, nail and skin physiology, nail structure, nail disease, nail disorders, nail conditions, client care, chemistry, matter, pH, cosmetic classifications

**Bacteriology and Infection Control 39 hours**

Salon ecology, microbiology, safety, sanitation, state law, infection control, first aid

**Natural Nail Services and Product Knowledge 22 hours**

Product knowledge, natural nail services, manicure and pedicure procedures, consultations, steps, gel manicures, gel pedicures, stone manicures, stone pedicures, advanced nail art, inspiration nails, aromatherapy manicure and pedicures, reflexology

**Artificial Nail Services 38 hours**

Theory in nail enhancements, steps, procedures, nail tools, product knowledge, wraps, overlays, 3-D acrylic, sculpts, acrylic, acrylic removal

**Salon Business, Retail Sales, and Employment Information 20 hours (includes 16 hours of mentoring)**

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention

**Total Core life sciences and Nail Theory 200 hours**

**Applied practical instruction 125 hours**

**Total 325 hours**

**Methods**

Instruction in nail technology at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading**

Students are evaluated regularly in daily assignments, tests, salon area experiences, and a variety of projects specific to different units of instruction.

**Educators**

Licensed cosmetology and nail technology instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit (subject to change)**

Nail Technology students receive the following books and kit items at the appropriate time in their training. PCI pays each graduating student's first time state board testing and license fees.

**Books** Salon Fundamentals Nail Tech books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Fast Track Planner, iPad mini

**Kit** CND gel brush, CND flat brush, OPI nipper, OPI cleaner tool, OPI pusher plus, tool wallet

**Accessories** T-shirt, tool bag, apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance.

**MESSAGE THERAPY (SOC 51-3501)**

**Description**

Massage therapy training at PCI Academy includes theory and practical instruction that prepares the student to perform massage services on the public. The academy offers a 624-hour and a 900-hour training program in massage therapy including 150 hours of anatomy and physiology.

**Goals**

The academy provides education in a variety of modalities in the massage therapy profession. The graduate will be a knowledgeable, skilled professional massage therapist. The graduate will have the background and skills to pass a national exam, to be licensed in Iowa, and to work as an entry-level massage therapist.

**Content 624 hours**

This program meets the requirements of the NCBTMB.

**Introduction to Massage Therapy**

Anatomy & Physiology 120

Kinesiology 50

Clinical Pathology 40

History & Fundamentals of Massage Therapy 10

Sanitation & Safety 10

**Massage Career Components**

Body Mechanics 45

CPR & First Aid 8

Ethics & Iowa Law 15

Business & Marketing 12

Client Communication 6

Health Care Referral 4

**Massage Theory & Techniques**

Swedish Massage 55

Seated Chair 10

Deep Tissue 10

Introduction to Reflexology 5

**Additional Therapies & Techniques**

Pregnancy Massage 5

Infant Massage 5

Trigger Point Therapy 5

Myofascial Release 5

Introduction to Athletic & Sports Massage 5

**Advanced Therapies**

Introduction to Lymphatic Drainage 5

Introduction to Cranial Sacral 5

Wellness & Heated Stone Therapy 65

**Student Clinical Practical Massage** 124 hours

**Content 900 hours**

This program meets the requirements of the NCBTMB.

**Introduction to Massage Therapy**

Anatomy & Physiology 120

Kinesiology 50

Clinical Pathology 40

History & Fundamentals of Massage Therapy 10

Sanitation & Safety 10

**Massage Career Components**

Body Mechanics 45

CPR & First Aid 8

Ethics & Iowa Law 15

Business & Marketing 12

Client Communication 6

Health Care Referral 4

**Massage Theory & Techniques**

Swedish Massage 55

Seated Chair 10

Introduction to Deep Tissue 10

Introduction to Reflexology 5

**Additional Therapies & Techniques**

Introduction to Pregnancy Massage 5  
 Introduction to Infant Massage 5  
 Introduction to Trigger Point Therapy 5  
 Introduction to Myofascial Release 5  
 Introduction to Athletic & Sports Massage 5  
 Introduction to Lymphatic Drainage 5  
 Introduction to Cranial Sacral 5  
 Wellness and Heated Stone Therapy 65

**Advanced Therapies**

Deep Tissue 48  
 Full Body Hot and Cold Stone Therapy 24  
 Thai Massage 18  
 Advanced Case Studies 17  
 Cupping 36  
 Advanced Pregnancy Massage 12  
 Advanced Trigger Point Therapy 24  
 Advanced Athletic and Sports Massage 36  
 Bamboo & Rattan Therapy 5  
**Student Clinical Practical Massage** 180 hours

**Methods**

Instruction in massage therapy at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading**

Students are evaluated regularly on daily assignments, tests, spa area experiences and a variety of projects specific to different units of instruction.

**Educators**

Licensed massage therapists teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit** (Subject to change)

Massage therapy students receive the following books and kit items at the appropriate time in their training. PCI pays each graduating student's first time national exam testing fee and Iowa license fee.

**Books** Mosby's Massage Texts including Essential Sciences for Therapeutic Massage and Fundamentals of Therapeutic Massage; Trail Guide 5<sup>th</sup> Edition workbooks, Iowa Massage Law and Rules; Over the Top; Fast Track Planner

**Kit** Oil holster

**Accessories** T-shirt, tool bag, apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation.

The student will be taught a career building system to develop salon readiness skills in client development, client retention add on services and retail performance.

## REGULATORY INFORMATION

### Owners

PCI Academy, Inc., 309 Kitty Hawk Drive, Ames, Iowa 50010 is an Iowa corporation owned by Angela Torgeson, Mary Clare Lokken, Brady Snider, Linda Lohman and Steph Reasland. The academy has been training students since 1978.

### Licensure and Organizations

The academy is licensed by the State Board of Cosmetology in Iowa, Professional Licensure, Dept. of Public Health, Lucas State Office Bldg., Des Moines, Iowa 50319, phone 515-281-7074.

The academy is a member of Iowa Cosmetology Schools Association, American Association of Cosmetology Schools and Ames Chamber of Commerce.

### Accreditation

The academy is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria Virginia 22314. Phone (703) 600-7600.

The academy has an additional location at 4315 Peony Lane North, Plymouth, Minnesota 55446, phone 763-536-0772.

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives students certain rights with respect to their education records. If the student is not 18 or older, the student and parent or guardian of a dependent minor has these rights to access.

Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.

Generally, schools must have written permission from the student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies for or on behalf of the school
6. Accrediting organizations
7. To comply with a judicial order or lawfully issued subpoena
8. Appropriate officials in cases of health and safety emergencies and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

## **Rights and Privacy**

It is the policy of PCI academy to abide by the Family Educational Rights and Privacy Act of 1974.

This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file.

Information from a student's file will only be released upon written permission from the student.

Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

It is the policy of PCI Academy to comply fully with the Family Educational Rights and Privacy Act. We comply with the Act and in addition we have the following policies:

1. Only owners or financial aid personnel may release student information when complying with FERPA.
2. No records are released without a signed and dated release of information form completed by the eligible student or parent.
3. Most of our students are eligible students because they are 18 years of age or older. When a student is not 18 or older written permission must come from the parent.
4. No records are released to other schools unless all tuition or other charges due from the student have been paid in full.
5. We do not publish a directory.
6. Students receive copies of their grades and attendance records on a regular basis and may distribute them as they see fit. We recommend the student provide such information to their parents rather than requiring the parent to go through the financial aid office.
7. Each request for a release of information is good for a single time only. No such request can be a "blanket" or continuing and all-inclusive request.
8. We will conform with any future updates to FERPA.

## **Vaccinations**

Proof of vaccinations is not required to attend PCI Academy.

## **Copyright**

Unauthorized distribution of copyrighted material may subject you to criminal and civil liabilities. Penalties may include Federal and state fines. Students may not use the school's facilities, internet, copy machines, computers or other technology to engage in illegal downloading.

## **Safety Procedures**

### **First Aid**

A first aid kit is in the dispensary and the educators' office.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary.

Cut requiring stitches: If possible, a staff member should take the student to the doctor.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

### **Fire Exits**

If you smell smoke or see fire, report it immediately to an educator. Warning will then be given by the educators. Do not panic.

Proceed as follows:

1. Students in styling area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility. After exiting the academy, proceed to safety away from building.
2. Support staff at the front desk will help guests in reception area out the front doors. Proceed into the parking lot.
3. Students in the classrooms, student lounge, conference room and spa area should exit through the nearest door single file. Locate and join the students and guests from the styling area.

### **Tornado Warning**

All students, staff and guests will walk to the areas without windows.

Remain there until instructed to return to your previous activity.

## CONSUMER INFORMATION

### Campus Security

Under the Crime Awareness Campus Security Act, the academy is required to provide you with the following information about our campus.

All criminal actions must be reported to an educator or owner immediately. The authority to which a crime is reported will assist the student or client in reporting a crime to the Ames Police Department or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class and styling area schedules.

The building may also be open for educational classes for licensed professionals in cosmetology arts and sciences or to groups securing the use of the facilities through the owner. Only educators and owners shall have keys to the building.

An educator made aware of a crime notifies the staff and police, depending on the situation.

It is critical that all staff be aware of any report of crime and that the police are notified immediately.

This information will be provided to every enrolling student prior to contract signing in the catalog. Students also receive a copy of campus security data during orientation.

Staff and students are reminded about security and safety procedures including crime prevention, personal safety, fire safety and dangerous weather procedures.

Local police speakers will be scheduled annually for all staff and students.

If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting.

Students and staff will be notified of emergency response and evacuation procedures. Internally, staff will evacuate students and guests through the closest exits if possible. Externally, staff will notify students and staff of emergency response and evacuation procedures using cell phone, telephone, email and text messaging.

The academy will test the emergency response and evacuation procedures annually.

<b>Arrests On-Campus</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

<b>Criminal Offenses On-Campus</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses – non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

### Sex Offender Registry

The website for the Iowa Sex Offender Registry is as follows:

<http://www.homefacts.com/offenders/Iowa/Story-County.html>

### Refund Policy (cosmetology example)

If the student (or the student's parent or guardian if the student is a dependent minor) cancels the enrollment in writing or in person within three business days of the execution of this agreement, all monies paid herein, including the registration fee, shall be refunded by the academy to the student.

The cancellation date will be determined by the postmark on the written notification or the date said information was delivered to the owner in person. This policy applies regardless of whether or not the student has actually started training.

If the student cancels enrollment prior to the commencement of classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to the academy, less the registration fee of \$140.

If the student does not call or attend classes 10 days in a row, the academy will make every effort to contact the student.

If no contact is established and/or if the student fails to return to classes, the academy will start the termination process and consider this an unofficial withdrawal. In the case of termination by the academy, the student will receive a refund according to the Refund Policy described below.

If a student wishes to withdraw, the student must notify the Financial Aid Officer in person or in writing.

Students are charged tuition by payment period.

In the event the student begins but does not complete the payment period, the student is charged according to Iowa law.

The academy will retain or refund tuition as follows:

Formula: Total tuition minus ten percent of total tuition in the payment period equals the balance of tuition. Balance of tuition times percent of hours in the payment period scheduled equals the amount of tuition to be retained in addition to the ten percent referred to previously. If the student has completed 60% or more of the payment period, no refund is due as 100% of tuition for that payment period is considered earned.

However, if the student must terminate due to physical incapacity or the transfer of a spouse's employment, the student will receive a pro rata refund based on the percentage of scheduled hours remaining in the payment period.

The student's last day of attendance will be used to determine scheduled hours, whether they did not return from a Leave of Absence, officially or unofficially withdrew from the academy.

Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the student owing tuition and fees to the academy.

The Federal return of Title IV funds calculation will be used for students who have received financial assistance under the Higher Education Act, i.e. Pell Grants or Direct Student Loans or Direct PLUS Loans awarded under the Direct Loan Program.

If the enrollment is terminated during the first 60% of the scheduled hours of any payment period (*1-450 hours, 451-900 hours, 901-1350 hours, 1351-1800 hours and 1801-2100 hours*), the Federal return of Title IV funds calculation will apply. If 60% of the class scheduled hours within the payment period have passed, no refund is due.

Any monies due the student shall be refunded within 45 days after the student's last day of attendance or, in the case of a leave of absence, 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 academy that the student will not be returning.

An applicant not accepted by the academy receives a refund of all monies paid including tuition and registration fee.

If the academy is permanently closed and is no longer offering training after a student has enrolled and begun training, the student shall be entitled to a pro-rata refund of tuition.

If the course is cancelled after the student's enrollment, the academy shall provide a full refund of all monies or provide for completion of the course.

The application fee is nonrefundable. The registration fee is not refundable except within the three business days referred to above.

#### **Return to Title IV**

Students using Federal Title IV Funds will follow the above refund policy AFTER the Return of Unearned Title IV Funds Calculation has been made. In most cases, this calculation will result in the student owing tuition and fees to the academy.

The Federal Return of Title IV Funds Calculation will be used for students who have received financial assistance under the Higher Education Act, including Federal Pell Grants, Direct Loans or Direct PLUS Loans.

If the enrollment is terminated during the first 60% of the scheduled hours of any payment period the Federal return of Title IV funds calculation will apply.

Once 60% of the scheduled payment period has passed, no refund is due as 100% of tuition for that particular payment period is considered earned.

The student's last date of attendance will be used to determine scheduled hours, whether they did not return from a Leave of Absence, officially or unofficially withdrew from the academy.

However, if the student must terminate due to physical incapacity or the transfer of a spouse's employment, the student will receive a refund based on the formula above.

The results of the refund, after the Return to Title IV and Institutional Refund Worksheet have been completed, are provided to the students in writing.

If a student did not receive all of the funds they were entitled to after the Return to Title IV was completed, a post-withdrawal disbursement may be due. The Academy will notify the student and get permission in writing to have the funds disbursed. The student may decline some or all of the loan funds as it is additional debt. The Academy may use all or a portion of the post-withdrawal grant disbursement for tuition charges. If the student does not give permission for The Academy to use the funds toward tuition charges, the student will be offered the funds. It may be in the best interest of the student to allow The Academy to keep the funds to reduce institutional debt.

### **Student Property in Event of Drop or Termination**

If a student drops, does not return from a leave of absence or is terminated by the academy, the student has 10 days to claim personal property including books and kit. If such property is not claimed in that time frame, the property will be destroyed.

### **Satisfactory Academic Program Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	525, 1050, 1575, 2100 actual hours
Esthetics	300, 600 actual hours
Massage Therapy 624	312, 624 actual hours
Massage Therapy 900	450, 900 actual hours
Nail Technologist	162, 325 actual hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 85% 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 academy will determine if the student has maintained at least 85% 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 Frames**

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

#### **Cosmetology**

Full time, 70 weeks, 30 hrs/wk 2100 hours;  
Max. time allowed 83 weeks; scheduled hours 2471

#### **Cosmetology**

3/4 time, 105 weeks, 20 hrs/wk 2100 hours;  
Max. time allowed 124 weeks; scheduled hours 2471

#### **Cosmetology**

Expedited, 53 weeks, 40 hrs/wk 2100 hours;  
Max. time allowed 63 weeks; scheduled hours 2471

#### **Esthetics**

Full time, 32 weeks, 19 hrs/wk 600 hours;  
Max. time allowed 38 weeks; Scheduled Hours 706

#### **Esthetics**

Half time, 40 weeks, 15 hrs/wk 600 hours;  
Max. time allowed 47 weeks; scheduled hours 706

#### **Massage Therapy**

Full time, 24 weeks, 27 hrs/wk 624 hours  
Max. time allowed 27 weeks; scheduled hours 735

#### **Nail Technology**

Half time, 27 weeks, 12 hrs/wk 325 hours;

Max. time allowed 32 weeks; scheduled hours 383

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted 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 (85%) or better (the computer system will reflect completion of the practical assignment on a 100% scale).

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 academy.

Students must maintain a written grade average of 85% and pass written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

93 – 100	A
85 – 92	B
84 and below	Not Passing

### **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.

### **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 has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed 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 and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met 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.

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

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

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to academy 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 academic progress status as at the time of withdrawal.

### **Appeal Procedure**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons 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 academy 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.

### **Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy'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.

### **Leave of Absence Policy**

Reasons for Approved Leave of Absence (LOA)

1. Medical/health issues
2. Family Emergencies
3. Financial Hardship

Leave of Absence requests must be presented in writing to an owner. If at all possible, a student needs to present documentation to support the request for a LOA. Paperwork for the LOA is processed in the financial aid office.

PCI Academy reserves the right to deny a LOA based on the facts provided. A student may take a maximum 180 days in a calendar year for a LOA. If the student has federal loans, no disbursements will be released while the student is on LOA.

If the student does not return from the LOA, the student will be considered a drop student and termination paperwork will be started. A student's loans will go into repayment.

### **Pre-enrollment Information**

#### **Cosmetology for the period 7-1-14 to 6-30-15**

Graduation Rate: 57% of students graduated within normal time

Placement Rate: 68% of students were placed in the cosmetology industry or a related field

Licensure Rate: 95% of graduates were licensed

#### **Compensation Expected**

Cosmetology graduates earn from \$20,000 to \$30,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common.

#### **Esthetics for the period 7-1-14 to 6-30-15**

Graduation Rate: 73% of students graduated within normal time

Placement Rate: 71% of students were placed in the cosmetology industry or a related field

Licensure Rate: 88% of graduates were licensed

#### **Compensation Expected**

Esthetics graduates earn from \$16,000 to \$20,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months. Retail commission is also common.

#### **Nail Technology for the period 7-1-14 to 6-30-15**

Graduation Rate: 80% of nail technology students scheduled to complete graduated

Placement Rate: 67% of students who graduated were placed in the nail technology industry or a related field

Licensure Rate: 75% of graduates who passed their state board exams and were licensed.

#### **Compensation Expected**

Nail technology graduates earn from \$18,000 to \$22,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population.

A commission scale is commonly used to pay nail technologists resulting in much higher pay after an introductory period of several months. Retail commissions are also common.

#### **Massage Therapy for the period 7-1-14 to 6-30-15**

Graduation Rate: 96% of massage students scheduled to complete graduated

Placement Rate: 71% of students who graduated were placed in the massage industry or a related field

Licensure Rate: 64% of graduates who passed their state board exams and were licensed

#### **Compensation Expected**

Massage therapy graduates earn from \$10-15 per hour plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay a massage therapist resulting in much higher pay after an introductory period of several months. At this level a massage therapist can expect to earn at \$25 per hour.

#### **Drug Prevention Policy**

PCI Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff.

The academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use including impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

As a student and/or staff member at PCI Academy, I understand the academy's policies as stated above and recognize their impact on my future at the academy if I break the law related to drug and/or alcohol use.

Agencies where the student can get assistance are available in the student lounge.

#### **Drug Trafficking Penalties**

Federal penalties and sanctions for illegal possession of a controlled substance can include imprisonment, fines, forfeiture of personal and real property, forfeiture of vehicles, denial of Federal benefits, such as student loans and grants, ineligibility to receive or purchase firearm, and revocation of Federal licenses and benefits.

Note: These are only Federal penalties and sanctions. Additional state penalties and sanctions may apply.

### **Grievance Procedure**

If a student has a complaint that cannot be resolved with their coach, the student should follow this procedure. Submit a signed written complaint to the lead educator. Upon receipt of the complaint, the lead educator will review it and notify the student the complaint's resolution. If this is not satisfactory, the complaint will be referred to an owner who will notify the student of its resolution.

### **Non-discrimination Policy**

The academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, disability, national origin, or ethnic origin.

State law requires a graduate be 18 by the time the graduate takes the state board exams.

### **Harassment Policy**

Harassment is defined as any physical, verbal or nonverbal behaviors that cause another to be uncomfortable. It includes creating a hostile, offensive or intimidating climate which interferes with the learning environment.

### **Reporting Guidelines**

PCI Academy takes any case of harassment very seriously and these guidelines are provided to effectively deal with harassment. If you experience or are a witness to harassment, follow this procedure:

1. Let the person know immediately that you are uncomfortable with the behaviors and you want them to stop.
2. If you feel the situation is too intimidating or after you ask them to stop the behavior it continues, go immediately to an educator or to the admissions office to report it.

### **PCI Academy Responsibility**

After the suspected harassment has been brought to the attention of administrators or educators, the situation will be dealt with through an investigation. You may not know the outcome but cases of harassment may result in dismissal from the program. An environment conducive to learning is a top priority at PCI Academy.

### **Voter Registration Information**

In the state of Iowa, you must be a registered voter before you can vote. To pre-register to vote, print off a copy of the voter registration form found at <http://www.sos.state.ia.us/elections/> and return it to your county auditor's office. You must sign the form.

Voter pre-registration deadlines:

- 10 days before general and primary elections
- 11 days before all other elections

When you pre-register, your name will appear on the election register at your polling place. This allows you to sign in quickly when you arrive on Election Day.

If you were not able to pre-register to vote, you may register to vote on Election Day at the polling place for the precinct where you currently live.

To register to vote in Iowa, you must be qualified.

Qualified registrants in Iowa are:

- Citizens of the United States
- Residents of Iowa
- At least 17 ½ years old (must be 18 years old by Election Day to vote. This includes the Primary Election.)

Qualified registrants in Iowa are not:

- Convicted felons (unless the felon's voting rights have been restored by the president or governor)
- Currently judged incompetent to vote by a court
- Claiming the right to vote in any other place

You must meet all qualifications, to register to vote. A copy of Iowa's voter registration form is included with the inserts to this catalog.

### Health and Safety Resources

The academy provides an independent private social worker counselor twice monthly for students and staff. Services at the academy are at no charge and are confidential.

AA, Alcoholics Anonymous, 515-232-8642, [www.amesaa.org](http://www.amesaa.org)

ACCESS, Assault Care Center Extending Shelter and Support, crisis line 515-292-5378, [www.assaultcarecenter.org](http://www.assaultcarecenter.org)

Emergency Residence Project, 515-232-8075, [www.amesshelter.org](http://www.amesshelter.org), housing for the homeless

MICA, Mid-Iowa Community Action, 515-956-3333, [www.micaonline.org](http://www.micaonline.org), children and family services

Story County Human Services, 515-292-2035, [www.dhs.iowa.gov](http://www.dhs.iowa.gov)

YSS, Youth and Shelter Services, 515-233-3141, [www.yss.ames.ia.us](http://www.yss.ames.ia.us)

### NACCAS Annual Report 2015 (reported 11-17-16)

Number of students scheduled to graduate	193
Number of students who actually graduated	142
Number of students eligible for employment	131
Number of eligible individuals employed in a field for which training prepared them	118
Number of individuals who took all portions of their licensing exam	127
Number of individuals who passed all portions of licensing exam	127
Length of longest NACCAS approved program taught in 2013 of 2014 in weeks	64

**Completion rate 73.58% meets the standard**

**Placement rate 90.08% meets the standard**

**Licensure rate 100% meets the standard**

These numbers reflect data from both our academies located in Ames, Iowa and Plymouth, Minnesota.

### NACCAS Annual Report by Program

#### Cosmetology

Completion Rate 64.61%

Placement Rate 92.50%

Licensure Rate 100.00%

#### Esthetics

Completion Rate 96.55%

Placement Rate 92.30%

Licensure Rate 100%

#### Massage Therapy

Completion Rate 100.00%

Placement Rate 72.72%

Licensure Rate 100.00%

#### Nail Technology

Completion Rate 93.00%

Placement Rate 85.71%

Licensure Rate 100.00%

## Disclosures 2015-2016

### **Cosmetology/Cosmetologist, General**

Undergraduate certificate in cosmetology

**Program length** 70 weeks

Students graduating on time: 54% of Title IV students complete the program within 70 weeks

**Program costs\***

\$20,623 for tuition and fees

\$0 for books and supplies

\$14,025 for off-campus room and board

Other Costs: Visit website for more program cost information.

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

84% of students who attend this program borrow money to pay for it.

The typical graduate leaves with \$14,165 in debt.

The typical monthly loan payment \$141 per month in student loans with 3.76% interest rate.

The typical graduate earns \$15,725 per year after leaving this program.

**Graduates who got jobs** 100% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields:

hairdressers, hairstylists, and cosmetologists

**License requirements** This program meets licensure requirements in Iowa.

These disclosures are required by the U.S. Department of Education.

### **Esthetician and Skin Care Specialist**

Undergraduate certificate in esthetics

**Program length** 32 weeks

Students graduating on time: N/A\* of Title IV students complete the program within 32 weeks

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Program costs\***

\$11,169 for tuition and fees

\$0 for books and supplies

\$5,775 for off-campus room and board

Other costs: Visit website for more program cost information

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

82% of students who attend this program borrow money to pay for it.

The typical graduate leaves with N/A\* in debt

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A\* per month in student loans with N/A\* interest rate.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns \$15,050 per year after leaving this program.

**Graduates who got jobs** 92% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields: skincare specialists

**Licensure requirements** This program meets licensure requirements in Iowa.

These disclosures are required by the U.S. Department of Education.

**Massage Therapy**

Undergraduate certificate in massage therapy

**Program length** 24 weeks

Students graduating on time: 93% of Title IV students complete the program within 24 weeks

**Program costs\***

\$10,978 for tuition and fees

\$0 for books and supplies

\$5,775 for off-campus room and board

Other costs: Visit website for more program cost information.

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

81% of students who attend this program borrow money to pay for it

The typical graduate leaves with \$6,500 in debt

The typical monthly loan payment: \$65 per month in students with 3.76% interest rate.

The typical graduate earns \$17,293 per year after leaving this program.

**Graduates who got jobs** 72% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields: massage therapists

**Licensure requirements** This program meets licensure requirements in Iowa

These disclosures are required by the U.S. Department of Education.

## Points of Difference

### All Programs

- Business training for careers
- Books and kits provided
- iPad and Beauty Lab provided
- State Board exam fee paid
- Licensing fee paid
- Salon-experienced educators
- All students part of a team
- One-on-one coaching monthly
- Celebration of success monthly
- Mentoring programs (except massage)
- Community service component
- Graduation ceremonies
- Steady salon clientele to practice on
- Guest speakers
- 85% grade standards
- Salon ready attendance standards
- Salon-like dress code
- Power Wheel training
- Level System for success
- Referral rewards
- Business service & retail promos
- Placement assistance offered
- Continuing education at no charge

### Specialized Programs

#### Cosmetology

- Redken certified color educators
- Redken certified design educators
- Color formulation and mixing by students

#### Esthetics

- Micro-dermabrasion certification
- Several types of chemical peels
- Facial machine training
- Body treatments
- Skin treatments

#### Massage Therapy

- Comprehensive program leading to national testing and state licensing
- Free online testing prep
- National testing fee paid by academy
- More than the state required hours

#### Nail Technology

- Natural nail manicures and pedicures
- Nail art
- Shellac Nails
- Acrylics
- Sculptured nails
- Anti-aging hand and foot treatment

**Start Dates 2017**

2017

Cosmetology

Tuesday, January 10, 2017

Tuesday, February 7, 2017

Tuesday, March 14, 2017

Tuesday, April 11, 2017 20 hr/wk only

Tuesday, May 9, 2017

Tuesday, June 13, 2017

Tuesday, July 11, 2017

Tuesday, August 8, 2017

Tuesday, September 12, 2017

Tuesday, October 10, 2017

Tuesday, November 7, 2017

Tuesday, December 5, 2017

Esthetics

Tuesday, February 21, 2017

Tuesday, April 18, 2017

Tuesday, June 13, 2017

Tuesday, August 8, 2017

Tuesday, October 3, 2017

Tuesday, December 5, 2017

Massage Therapy

Monday, January 2, 2017

Monday, July 3, 2017

Monday, August 28, 2017

Thursday, October 5, 2017 900 hour NEW!

Nail Technology

Tuesday, April 18, 2017

Tuesday, October 17, 2017

Class start dates subject to change.

The Academy will be closed on the following days each year:

New Year's Day – January 1

Memorial Day – Fourth Monday in May

Independence Day – July 4

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Christmas Day – December 25

**Start Dates 2018**

2018

Cosmetology

Tuesday, January 9, 2018

Tuesday, February 6, 2018

Tuesday, March 13, 2018

Tuesday, April 10, 2018

Tuesday, May 8, 2018

Tuesday, June 12, 2018

Tuesday, July 10, 2018

Tuesday, August 7, 2018

Tuesday, September 11, 2018

Tuesday, October 9, 2018

Tuesday, November 9, 2018

Tuesday, December 4, 2018

Esthetics

Tuesday, February 6, 2018

Tuesday, April 10, 2018

Tuesday, June 12, 2018

Tuesday, August 7, 2018

Tuesday, October 2, 2018

Tuesday, December 4, 2018

Massage Therapy

TBD

Nail Technology

Tuesday, May 1, 2018

Tuesday, September 4, 2018

Class start dates subject to change.

The Academy will be closed on the following days each year:

New Year's Day – January 1

Memorial Day – Fourth Monday in May

Independence Day – July 4

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Christmas Day – December 25

**Tuition and Fees**

Cosmetology \$21,193

Esthetics \$10,989

Massage Therapy 624 hour \$8,998

Massage Therapy 900 hour \$13,498

Nail Technology \$3,248

Books, kits and products used to provide services are provided at no charge for all programs.

State board exam fee and license fee paid for all programs.

Application Fee \$40 is due when student completes application.

Registration Fee \$140 for each program due when agreement is signed.

Financial Aid is available to students who qualify. Not available for Nail Tech program.

Cash payment plan for all programs

Minimum 10% down and monthly payments at 0% interest until paid in full

All cash payments are due the first day of class each month.

Tuition must be paid in full to graduate.

To add scheduled hours during practical training, a student must receive permission from their team leader.

To accelerate hours, the student must also accelerate tuition payments.

Students provide their own basic classroom school supplies.

Students follow the dress code for their program.

Room and board costs are dependent upon student needs.

**Program Schedules**

Cosmetology 30 hr/wk, 16 months	Mon	Tue	Wed	Thu	Fri	Sat
Basics (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Basics: Schedule A	9-3	3-9	3-9	3-9	OFF	9-3
Schedule B	9-3	3-9	3-9	3-9	9-3	OFF
Schedule C	9-3	9-3	9-3	9-3	OFF	9-3
Schedule D	9-3	9-3	9-3	9-3	9-3	OFF

Cosmetology 20 hr/wk, 25 months	Mon	Tue	Wed	Thu	Fri	Sat
Basics (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Basics: Schedule E	9-5	5-9	5-9	5-9	OFF	OFF
Schedule F	9-5	9-1	9-1	9-1	OFF	OFF
Schedule G	9-5	OFF	9-1	9-1	9-1	OFF
Schedule H	9-5	OFF	OFF	9-1	9-1	9-1

Cosmetology 40 hr/wk, 12 months	Mon	Tue	Wed	Thu	Fri	Sat
Basics (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Basics: Schedule I	9-5	1-9	1-9	1-9	OFF	9-5
Schedule J	9-5	1-9	1-9	1-9	9-5	OFF
Schedule K	9-5	9-5	9-5	9-5	OFF	9-5
Schedule L	9-5	9-5	9-5	9-5	9-5	OFF

Esthetics 18 hr/wk, 8 months	Mon	Tue	Wed	Thu	Fri	Sat
Basics (1 <sup>st</sup> 8 weeks)	OFF	5-9	5-9	5-9	OFF	9-3
After Basics: Schedule A	OFF	5-9	5-9	5-9	OFF	9-3
Schedule B	OFF	5-9	5-9	5-9	9-3	OFF
Schedule C	OFF	5-9	9-1	9-1	OFF	9-3
Schedule D	OFF	5-9	9-1	9-1	9-3	OFF

Esthetics 24 hr/wk, 6 months	Mon	Tue	Wed	Thu	Fri	Sat
Basics (1 <sup>st</sup> 8 weeks)	OFF	5-9	5-9	5-9	OFF	9-3
After Basics: Schedule E	OFF	3-9	3-9	3-9	OFF	9-3
Schedule F	OFF	3-9	3-9	3-9	9-3	OFF
Schedule G	OFF	3-9	9-3	9-3	OFF	9-3
Schedule H	OFF	3-9	9-3	9-3	9-3	OFF

Cosmetology 20 hours/week – 25 months – Tuesday-Thursday 5-9, Saturday 9-5

Fundamentals 12 weeks, then class Tuesday 5-9 PART TIME

Massage Therapy 624 - 27 hours/week - 6 months - Monday, Tuesday, Wednesday 8-5

7 months – Monday, Tuesday, Wednesday 5pm-9pm, Saturday 9am-5pm

Massage Therapy 900 - 18 hours/week - 12 months - Thursday, Friday, Saturday 9-3

Nail Tech - 12 hours/week - 7 months - Tuesday & Saturday 9-3

Students may change their schedule at no charge.

The change must be in force for three months before requesting another change.

## Academy Staff

### President

Angela Torgeson, licensed cosmetologist, licensed educator, co-owner

### Vice President/Founder

Mary Clare Lokken, B.S., Iowa State University, founder/co-owner

### Admissions

Brady Snider, admissions director, licensed cosmetologist, licensed educator, stockholder,  
Redken Color Certified

Ashley Lograsso, admissions counselor, licensed cosmetologist, licensed educator

Alicia Mass, admissions counselor, licensed cosmetologist, licensed educator

### Inventory Supervisor & VAWA

Linda Lohman, licensed cosmetologist, licensed educator, stockholder, Redken Color Certified

### Financial Aid & Treasurer

Stephanie Reasland, B.A., Central College, stockholder

*All educators have salon experience, are licensed cosmetologists, estheticians, and/or nail techs, and are licensed educators in their specialty. Our massage educators are licensed massage therapists in Iowa. There is no state license for massage educators.*

### Educators

Mary Boots – massage

Michelle Duncan – cosmetology, Redken Design Certified, Redken Color Certified, stockholder

Zane Dreesman – cosmetology, Redken Color Certified

Kayla Dunn – esthetics

Amy Heaberlin – massage

Ashley Lograsso – cosmetology

Linda Lohman – cosmetology, Redken Color Certified

Alicia Mass – cosmetology, esthetics

Haley Miller – esthetics

Ronda Bayliss Ott – cosmetology, Redken Design Certified

Marcella Richardson – cosmetology, Redken Color Certified

Sarah Sahl – cosmetology, Redken Color Certified

Brady Snider – cosmetology, Redken Color Certified