



**November 1, 2020 Catalog and Consumer Information**

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## POINTS OF DIFFERENCE

### All Programs

- Business training for careers
- Books and kits provided
- Salon-experienced educators
- All students part of a team
- One-on-one coaching monthly
- Celebration of success monthly
- Community service component
- Graduation ceremonies
- Steady salon clientele to practice on
- Guest speakers
- 85% grade standards
- Salon ready attendance standards
- Salon-like dress code
- Level System for success
- Social media training
- Business service & retail promos
- Placement assistance offered
- Continuing education at no charge

### Specialized Programs

Cosmetology- all locations

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

Esthetics- Iowa locations

- HydraFacial Certification
- Micro-dermabrasion certification
- Several types of chemical peels
- Facial machine training
- Lash extension training
- Body treatments
- Skin treatments

Massage Therapy- Iowa locations

- Comprehensive program leading to national testing and state licensing
- Free online testing prep

Esthetics- Plymouth, MN

- Facial machine training
- Body treatments
- Skin treatments
- Lash extension training

Advanced Practice Esthetics- Plymouth, MN

- Hydrafacial certification
- Micro-dermabrasion certification
- Several types of chemical peels
- Microneedling

Combination Esthetics and Advanced Practice Esthetics, Plymouth, MN

- Facial machine training
- Body treatments
- Skin treatments
- Lash extension training
- Hydrafacial certification

Micro-dermabrasion certification

Several types of chemical peels

Microneedling

Nail Technology- all locations

Natural nail manicures and pedicures

Nail Art

Shellac Nails

Acrylics

Sculptured Nails

Anti-aging hand and foot treatment

**Ames START DATES 2020****Cosmetology 2020**

Tuesday, January 14, 2020  
 Tuesday, February 25, 2020  
 Tuesday, April 7, 2020  
 Tuesday, May 19, 2020  
 Tuesday, June 30, 2020  
 Tuesday, August 11, 2020  
 Tuesday, September 22, 2020  
 Tuesday, November 3, 2020  
 Tuesday, December 15, 2020

**Esthetics 2020**

Tuesday, January 14, 2020  
 Tuesday, February 11, 2020  
 Tuesday, March 10, 2020  
 Tuesday, April 7, 2020  
 Tuesday, May 5, 2020  
 Tuesday, June 2, 2020  
 Tuesday, June 30, 2020  
 Tuesday, July 28, 2020  
 Tuesday, August 25, 2020  
 Tuesday, September 22, 2020  
 Tuesday, October 20, 2020  
 Tuesday, November 17, 2020  
 Tuesday, December 15, 2020

**Massage Therapy 2020**

Monday, January 27, 2020  
 Monday, April 13, 2020  
 Monday, August 31, 2020 (A)  
 Monday, December 21, 2020 (B)

**Nail Technology 2020**

Not currently offering

**Ames START DATES 2021****Cosmetology 2021**

Tuesday, January 19, 2021  
 Tuesday, February 16, 2021  
 Tuesday, March 16, 2021  
 Tuesday, April 13, 2021  
 Tuesday, May 11, 2021  
 Tuesday, June 8, 2021  
 Tuesday, July 6, 2021  
 Tuesday, August 3, 2021  
 Tuesday, August 31, 2021  
 Tuesday, September 28, 2021  
 Tuesday, October 26, 2021  
 Tuesday, November 23, 2021  
 Tuesday, December 21, 2021

**Esthetics 2021**

Tuesday, January 12, 2021  
 Tuesday, February 9, 2021  
 Tuesday, March 9, 2021  
 Tuesday, April 6, 2021  
 Tuesday, May 4, 2021  
 Tuesday, June 1, 2021  
 Tuesday, June 29, 2021  
 Tuesday, July 27, 2021  
 Tuesday, August 24, 2021  
 Tuesday, September 21, 2021  
 Tuesday, October 19, 2021  
 Tuesday, November 16, 2021  
 Tuesday, December 14, 2021

**Massage Therapy 2021**

Monday, April 5, 2021 (A)  
 Monday, June 21, 2021 (B)  
 Monday, November 8, 2021 (A)

**Nail Technology 2021**

Not currently offering

**Start dates are 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

**Iowa City- START DATES 2020****Cosmetology 2020**

Tuesday, January 14, 2020  
 Tuesday, February 11, 2020  
 Tuesday, March 10, 2020  
 Tuesday, April 7, 2020  
 Tuesday, May 5, 2020  
 Tuesday, June 16, 2020  
 Tuesday, July 28, 2020  
 Tuesday, September 8, 2020  
 Tuesday, October 20, 2020  
 Tuesday, December 15, 2020

**Esthetics 2020**

Tuesday, January 14, 2020  
 Tuesday, February 11, 2020  
 Tuesday, March 10, 2020  
 Tuesday, April 7, 2020  
 Tuesday, May 5, 2020  
 Tuesday, June 2, 2020  
 Tuesday, June 30, 2020  
 Tuesday, July 28, 2020  
 Tuesday, August 25, 2020  
 Tuesday, September 22, 2020  
 Tuesday, October 20, 2020  
 Tuesday, November 17, 2020

**Massage Therapy 2020**

Tuesday, March 24, 2020  
 Monday, August 31, 2020

**Nail Technology 2020**

Not currently offering

**Iowa City- START DATES 2021****Cosmetology 2021**

Tuesday, January 19, 2021  
 Tuesday, February 16, 2021  
 Tuesday, March 16, 2021  
 Tuesday, April 13, 2021  
 Tuesday, May 11, 2021  
 Tuesday, June 8, 2021  
 Tuesday, July 6, 2021  
 Tuesday, August 3, 2021  
 Tuesday, August 31, 2021  
 Tuesday, September 28, 2021  
 Tuesday, October 26, 2021  
 Tuesday, November 23, 2021  
 Tuesday, December 21, 2021

**Esthetics 2021**

Tuesday, January 12, 2021  
 Tuesday, February 9, 2021  
 Tuesday, March 9, 2021  
 Tuesday, April 6, 2021  
 Tuesday, May 4, 2021  
 Tuesday, June 1, 2021  
 Tuesday, June 29, 2021  
 Tuesday, July 27, 2021  
 Tuesday, August 24, 2021  
 Tuesday, September 21, 2021  
 Tuesday, October 19, 2021  
 Tuesday, November 16, 2021  
 Tuesday, December 14, 2021

**Massage Therapy 2021**

Monday, January 11, 2021

**Nail Technology 2021**

Not currently offering

**Class start dates are 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

**Plymouth START DATES 2020****Cosmetology 2020**

Tuesday, March 3, 2020  
 Tuesday, March 31, 2020  
 Tuesday, April 28, 2020  
 Tuesday, June 23, 2020  
 Tuesday, August 4, 2020  
 Tuesday, September 15, 2020  
 Tuesday, October 27, 2020  
 Tuesday, December 8, 2020

**Esthetics and Combination Esthetics and Advanced Practice****Esthetics 2020**

Tuesday, January 7, 2020  
 Tuesday, March 3, 2020  
 Tuesday, April 28, 2020  
 Tuesday, June 23, 2020  
 Tuesday, August 18, 2020  
 Tuesday, October 13, 2020  
 Tuesday, December 8, 2020

**Advanced Practice Esthetics 2020**

Monday, February 3, 2020  
 Monday, March 30, 2020  
 Tuesday, May 26, 2020  
 Monday, July 20, 2020  
 Monday, September 14, 2020  
 Monday, November 9, 2020

**Nail Technology 2020**

Not currently offering

**Plymouth START DATES 2021****Cosmetology 2021**

Tuesday, January 19, 2021  
 Tuesday, February 16, 2021  
 Tuesday, March 16, 2021  
 Tuesday, April 13, 2021  
 Tuesday, May 11, 2021  
 Tuesday, June 8, 2021  
 Tuesday, July 6, 2021  
 Tuesday, August 3, 2021  
 Tuesday, August 31, 2021  
 Tuesday, September 28, 2021  
 Tuesday, October 26, 2021  
 Tuesday, November 23, 2021  
 Tuesday, December 21, 2021

**Esthetics and Combination Esthetics and Advanced Practice****Esthetics 2021**

Tuesday, February 2, 2021  
 Tuesday, March 30, 2021  
 Tuesday, May 25, 2021  
 Tuesday, July 20, 2021  
 Tuesday, September 14, 2021  
 Tuesday, November 9, 2021

**Advanced Practice Esthetics 2021**

Monday, January 4, 2021  
 Monday, March 1, 2021  
 Monday, April 26, 2021  
 Monday, June 21, 2021  
 Monday, August 16, 2021  
 Monday, October 11, 2021  
 Monday, December 6, 2021

**Nail Technology 2021**

Not currently offering

**Class start dates subject to change.****The Academy will be closed on the following days each year.**

New Year's Day – January 1  
 Labor Day – First Monday in September  
 Memorial Day – Fourth Monday in May  
 Thanksgiving Day – Fourth Thursday in November  
 Independence Day – July 4  
 Christmas – December 25

## Ames and Iowa City TUITION AND FEES

**Cosmetology \$23,624** \*starting February 1, 2021 \$24,988

**Esthetics \$11,816** \*starting February 1, 2021 \$12,998

**Massage Therapy 600 hour \$11,498** \*starting February 1, 2021 \$12,648

**Nail Technology \$3,866**

**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**

**Non-refundable Application Fee \$100** is due when student completes the enrollment application.

The application fee is waived if a student takes another program with PCI Academy

**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.

Payments may be cash, check or credit card.

Tuition must be paid in full to graduate.

**2<sup>nd</sup> program discount**

Students who choose to take a 2<sup>nd</sup> program with PCI Academy receive a discount of 10% off of the published tuition rate.

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.

## Plymouth TUITION AND FEES

**Cosmetology \$20,012** \*starting February 1, 2021 \$22,088

**Esthetics \$12,548** \*starting February 1, 2021 \$13,798

**Advanced Practice Esthetics \$10,456** \*starting February 1, 2021 \$11,498

**Combination Esthetics and Advanced Practice Esthetics \$20,099** \*starting February 1, 2021 \$23,498

**Nail Technology \$4,224**

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

**Application Fee \$100** is due when student completes the enrollment application.

The application fee is waived if a student takes another program with PCI Academy

We will waive the application fee for Wright Tech cosmetology Students and STEP Cosmetology Students if they attend PCI Academy within one calendar year of graduation from the Wright Tech or STEP program.

**Federal Financial Aid** is available to students who qualify for Cosmetology and Esthetics. We participate in Pell Grants, Direct Student Loans and Parent PLUS Loans.

**State Financial Aid** is available to students who qualify for all programs. We participate in Minnesota SELF Loans.

**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.  
Payments may be cash, check or credit card.  
Tuition must be paid in full to graduate.

**2<sup>nd</sup> program discount**

Students who choose to take a 2<sup>nd</sup> program with PCI Academy receive a discount of 10% off of the published tuition rate.

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

**Ames PROGRAM SCHEDULES** 11.1.20

<b>Cosmetology 20 hr./wk., 25 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks)	OFF	9-1cl	9-1cl	9-1cl	9-1cl	9-1cl
After Fundamentals: Schedule C.A.20	9-3cl	5-9	5-9	5-9	OFF	1-3
Schedule C.B.20	9-3cl	5-9	5-9	5-9	9-11	OFF
Schedule C.D.20	9-3cl	9-1	9-1	9-1	OFF	9-11
Schedule C.E.20	9-3cl	9-1	9-1	9-1	1-3	OFF
Schedule C.F.20	9-3cl	5-9	5-9	OFF	OFF	9-3
Schedule C.G.20	9-3cl	1-5	5-9	OFF	9-3	OFF
Schedule C.H.20	9-3cl 3-5	9-3	9-3	OFF	OFF	OFF
Schedule C.I.20	9-3cl	9-3	9-2	1-4	OFF	OFF
Schedule C.J.20	9-3cl	3-9	4-9	9-12	OFF	OFF
Schedule C.K.20	9-3cl	3-9	4-9	5-8	OFF	OFF
Schedule C.L.20	9-3cl	5-9	3-9	OFF	1-5	OFF
Schedule C.M.20	9-3cl	5-9	9-3	OFF	OFF	1-5

<b>Cosmetology 30 hr./wk., 18 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 20 hr./wk.)	OFF	9-1cl	9-1cl	9-1cl	9-1cl	9-1cl
After Fundamentals: Schedule C.N.30	3-9	9-3cl	9-3cl	3-9	OFF	9-3
Schedule C.O.30	3-9	9-3cl	9-3cl	3-9	9-3	OFF
Schedule C.P.30	9-3	9-3cl	9-3cl	9-3	OFF	9-3
Schedule C.Q.30	9-3	9-3cl	9-3cl	9-3	9-3	OFF

<b>Cosmetology 40 hr./wk., 14 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 20 hr./wk.)	OFF	9-1cl	9-1cl	9-1cl	9-1cl	9-1cl
After Fundamentals: Schedule C.R.40		9-3cl 3-5	9-3cl 3-5			
Schedule C.S.40	1-9	9-3cl 3-5	9-3cl 3-5	1-9	9-5	OFF
Schedule C.T.40	9-5	9-3cl 3-5	9-3cl 3-5	9-5	OFF	9-5
Schedule C.U.40	9-5	9-3cl 3-5	9-3cl 3-5	9-5	9-5	OFF

<b>Esthetics 18 hr./wk., 8 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 18 hr./wk.)	OFF	5-9cl	5-9cl	5-9cl	OFF	9-3cl
After Fundamentals: Schedule E.A.18	OFF	5-9cl	5-9	5-9	OFF	9-3
Schedule E.B.18	OFF	5-9cl	5-9	5-9	9-3	OFF
Schedule E.C.18	OFF	5-9cl	9-1	9-1	OFF	9-3
Schedule E.D.18	OFF	5-9cl	9-1	9-1	9-3	OFF
Schedule E.E.18	OFF	5-9cl	9-1	9-1	OFF	9-3
Schedule E.F.18	OFF	5-9cl	9-1	9-1	9-3	OFF
Schedule E.G.18	OFF	5-9cl	1-5	1-5	9-3	OFF
Schedule E.H.18	OFF	5-9cl	1-5	1-5	OFF	9-3
Schedule E.I.18	3-9	5-9cl	5-9	5-9	OFF	9-3

<b>Esthetics 24 hr./wk., 7 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 18 hr./wk.)	OFF	5-9cl	5-9cl	5-9cl	OFF	9-3cl
After Fundamentals: Schedule E.J.24	OFF	5-9cl	3-9	3-9	OFF	9-5
Schedule E.K.24	OFF	5-9cl	3-9	3-9	9-5	OFF
Schedule E.L.24	OFF	5-9cl	9-3	9-3	OFF	9-5
Schedule E.M.24	OFF	5-9cl	9-3	9-3	9-5	OFF
Schedule E.N.24	3-9	5-9cl	3-9	OFF	OFF	9-5

<b>Massage Therapy 20 hr./wk., 7 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Schedule M.A.20	9-4	9-4	9-3	OFF	OFF	OFF
Schedule M.B.20	2-9	2-9	3-9	OFF	OFF	OFF

<b>Nail Technology 12 hr./wk., 7 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Schedule N.A.12	OFF	OFF	6-9	6-9	OFF	9-3

\*\*Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

**Iowa City PROGRAM SCHEDULES** 11.1.2020

<b>Cosmetology 20 hr./wk., 25 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks)	OFF	5-9cl	5-9cl	5-9cl	9-1cl	9-1cl
After Fundamentals: Schedule E	9-3 cl 3-5	3-6cl	5-9	OFF	OFF	9-2
Schedule H	9-3cl 3-5	3-6cl	OFF	OFF	9-1	9-2
Schedule M	9-3cl 3-5	3-6cl	OFF	5-9	OFF	9-2

<b>Cosmetology 30 hr./wk., 16 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 16 weeks at 20 hr./wk.)	OFF	5-9	5-9	5-9	9-1	9-1
After Fundamentals: 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

<b>Cosmetology 40 hr./wk., 12 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 16 weeks at 20 hr./wk.)	OFF	5-9	5-9	5-9	9-1	9-1
After Fundamentals: 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

<b>Esthetics 18 hr./wk., 8 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 18 hr./wk.)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule A	OFF	5-9	5-9	5-9	OFF	9-3
Schedule B	OFF	5-9	5-9	5-9	9-3	OFF

<b>Esthetics 24 hr./wk., 6 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 18 hr./wk.)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule E	OFF	3-9	3-9	3-9	OFF	9-3
Schedule F	OFF	3-9	3-9	3-9	9-3	OFF

<b>Massage Therapy 20 hr./wk., 7 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Schedule M.A.20	9-4	9-4	9-3	OFF	OFF	OFF

<b>Nail Technology 12 hr./wk., 7 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Schedule N.A.12	OFF	OFF	6-9	6-9	OFF	9-3

\*\*Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

**Plymouth PROGRAM SCHEDULES** 11.1.2020

Cosmetology 20 hr./wk., 19 months	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks)	OFF	9-2	9-2	9-2	9-2	OFF
After Fundamentals: Schedule C.A.20	9-1cl	5-9	5-9	5-9	OFF	1-5
Schedule C.B.20	9-1cl	5-9	5-9	5-9	9-1	OFF
Schedule C.C.20	9-1cl	9-1	9-1	9-1	OFF	9-1
Schedule C.D.20	9-1cl	9-1	9-1	9-1	1-5	OFF
Schedule C.E.20	9-1cl	5-9	5-9	OFF	OFF	9-5
Schedule C.F.20	9-1cl	OFF	9-5	OFF	9-5	OFF

Cosmetology 30 hr./wk., 14 months	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 20 hr./wk.)	OFF	9-2	9-2	9-2	9-2	OFF
After Fundamentals: Schedule C.G.30	3-9	9-3cl	3-9	3-9	OFF	9-3
Schedule C.H.30	3-9	9-3cl	3-9	3-9	9-3	OFF
Schedule C.I.30	9-3	9-3cl	9-3	9-3	OFF	9-3
Schedule C.J.30	9-3	9-3cl	9-3	9-3	9-3	OFF

Cosmetology 40 hr./wk., 11 months	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 12 weeks at 20 hr./wk.)	OFF	9-2	9-2	9-2	9-2	OFF
After Fundamentals: Schedule C.K.40	1-9	1-9	9-5cl	1-9	OFF	9-5
Schedule C.L.40	1-9	1-9	9-5cl	1-9	9-5	OFF
Schedule C.M.40	9-5	9-5	9-5cl	9-5	OFF	9-5
Schedule C.N.40	9-5	9-5	9-5cl	9-5	9-5	OFF

Esthetics 18 hr./wk., 8 months	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks at 18 hr./wk.)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule E.A.18	5-9cl	5-9	OFF	5-9	OFF	9-3
Schedule E.B.18	5-9cl	OFF	5-9	5-9	9-3	OFF
Schedule E.C.18	5-9cl	5-9	5-9	OFF	OFF	9-3
Schedule E.D.18	5-9cl	9-1	9-1	OFF	OFF	9-3
Schedule E.E.18	5-9cl	9-1	OFF	9-1	9-3	OFF
Schedule E.F.18	5-9cl	1-5	9-1	9-5	OFF	OFF
Schedule E.G.18	5-9cl	9-5	1-5	OFF	OFF	OFF
Schedule E.H.18	5-9cl	1-5	OFF	1-9	OFF	OFF
Schedule E.I.18	5-9cl	3-9	5-9	1-5	OFF	OFF

Esthetics 24 hr/wk, 7 months	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks at 18 hr./wk.)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule E.J.24	5-9cl	3-9	OFF	3-9	OFF	9-5
Schedule E.K.24	5-9cl	OFF	3-9	3-9	9-5	OFF
Schedule E.L.24	5-9cl	9-3	OFF	9-3	OFF	9-5
Schedule E.M.24	5-9cl	OFF	9-3	9-3	9-5	OFF

Advanced Practice Esthetics 18hr/wk, 7 months	Mon	Tue	Wed	Thu	Fri	Sat
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Fundamentals (1 <sup>st</sup> 8 weeks at 18 hr./wk.)	5-9	5-9	5-9	OFF	OFF	9-3
Schedule AP.A.18	5-9	5-9	OFF	5-9cl	OFF	9-3
Schedule AP.B.18	5-9	OFF	5-9	5-9cl	9-3	OFF
Schedule AP.C.18	9-1	9-1	9-3	5-9cl	OFF	OFF
Schedule AP.D.18	9-5	OFF	9-3	5-9cl	OFF	OFF
Schedule AP.E.18	1-5	OFF	1-5	5-9cl	9-3	OFF

Combination Esthetics and Advanced Practice Esthetics 18hr/wk for 64 weeks will choose an Esthetics 18hr/wk schedule option for the 1<sup>st</sup> 8 months and then will choose an Advanced Practice Esthetics 18hr/wk schedule option for the 2<sup>nd</sup> 7 months.

Nail Technology 12hr/wk, 7 months	Mon	Tue	Wed	Thu	Fri	Sat
Schedule N.A.12	OFF	OFF	6-9	6-9	OFF	9-3

Students may change their schedule at no charge.

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

## PCI ACADEMY STAFF

### President

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

### Vice President

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

### Title IX, Inventory Supervisor & VAWA

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

### Financial Aid Director & Treasurer

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

## Ames ACADEMY STAFF

### Admissions

Misty Brandt, admissions counselor, licensed cosmetologist

### Financial Aid

Jessi Asberry, M.S., Academic Advising, Kansas State University

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

Jasmine Briley - cosmetology

Jami Crosser – cosmetology, nail tech

Lindsay Crowe- cosmetology, esthetics, Hydrafacial certified

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

Zane Dreesman – cosmetology, Redken Color Certified

Amy Heaberlin – massage, B.A., Iowa State University, advanced training- Cupping, Table Thai, Deep Tissue

Domanique Lhotka – cosmetology

Niki Lindsey- esthetics, Satin Smooth Certified, Microderm Certified

Linda Lohman – cosmetology, Redken Color Certified

Ronda Bayliss Ott – cosmetology, Redken Design Certified, Redken Color Certified, Redken Specialist, CND Grand Master

Marcella Richardson – cosmetology, Redken Color Certified

Sadie Buchta- cosmetology, massage, Hospital Based Massage Therapy Certification from Mayo Clinic School of Health Sciences

Sarah Sahl – cosmetology, Redken Color Certified, Chemical Peel Certified, Microdermabrasion Certified, Oncology Skin Care, Hydrafacial Certified, Redken Authority, Shellac Certified, Bioelements Custom Blender

Brady Snider – cosmetology, Redken Color Certified

Megan Sullivan – cosmetology, Redken Color Certified

## Iowa City ACADEMY STAFF

### Admissions

Brenda Wallace, admissions counselor, licensed cosmetologist, licensed educator

### Financial Aid

Jessica Lowther, financial aid advisor

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

Micah Blakley –esthetics

Mary Boots – massage therapy

Zane Dreesman –cosmetology, Redken Color Certified

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

Crystal Greene- esthetics

Linda Lohman – cosmetology, esthetics, Redken Color Certified

Maria Segura --cosmetology

Brady Snider – cosmetology, esthetics, Redken Color Certified

Teresa Sullivan – massage therapy

Angela Torgeson – cosmetology, esthetics

Brenda Wallace – cosmetology

## **Plymouth ACADEMY STAFF**

### **Admissions Rep**

Denise Miller, licensed cosmetologist, licensed educator, Redken Color Certified  
Carina Plotnick

### **Financial Aid**

Eve Christensen

### **School Manager**

Sara Strouts, licensed cosmetologist and advanced practice esthetician, licensed educator, licensed school manager

*All educators have salon experience, are licensed cosmetologists, estheticians, and/or nail techs, and are licensed educators in their specialty.*

### **Educators**

Kayona Carlvin – cosmetology, advanced practice esthetics, Redken specialist

Keyleigh Fehn-advanced practice esthetics

Lisa Jarvis - cosmetology

Stephanie Kunding – cosmetology, Color Certification, CND Master, Pure Artist, Redken Color Certified

Kate Manders – cosmetology, advanced practice esthetics

Bianca Mathias - cosmetology

Denise Miller – cosmetology

Katie Penk – cosmetology

Heidi Searle - cosmetology

Sara Strouts – cosmetology, esthetics, nail technology, advanced practice esthetics, School Managers License, CND Master

Gilbert Valdez – cosmetology, advanced practice esthetics, Redken Color Certified, stockholder, Pure Artist

## **GENERAL INFORMATION**

### **Mission Statement**

PCI Academy’s objective is to produce highly trained and well educated graduates for the 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, our second school, opened in New Hope, Minnesota.

In 2005, PCI and SPA~A School became TSPA, The Salon Professional Academy. The Ames school moved to a brand-new building at 309 Kitty Hawk Drive in December 2005.

In 2011, we blended the original PCI with Academy and became PCI Academy, a name that will carry us into the future.

In 2013 we moved to Plymouth, Minnesota. In 2017, a building across the parking lot was added to the Plymouth campus.

In 2019 we opened our 3<sup>rd</sup> location in Iowa City, Iowa.

### **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**

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

PCI Academy Plymouth is in Plymouth, Minnesota, a community of 71,000 people located northwest of downtown Minneapolis. Concerts, sports,



shopping and cultural events are available.

PCI Academy Iowa City is located in Iowa City, Iowa, a community of 150,000 people including the University of Iowa. There are concerts, sports, shopping and recreational activities available.

#### **Facilities and Equipment**

PCI Academy Ames 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.

PCI Academy Plymouth is 9,000 square feet in two buildings housing classrooms, salon practice areas and offices. Our main building is located at 4315 Peony Lane North. We have an additional classroom space located at 4305 Peony Lane North.

PCI Academy Iowa City is a 9,700 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 \$100 application fee.
- Submit high school transcripts with graduation date or G.E.D certificate to the academy.
- Schedule an interview.

#### **Educational Requirements**

A student must have a high school transcripts 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, and must be received prior to enrolling:

- Enrollment application and \$100 fee.
- If educated in the U.S., a copy of student's high school transcript with the graduation date or G.E.D. certificate.
- If educated outside the U.S., education documents must be evaluated by SpanTran at student expense (effective July 1, 2016). Complete the online application at <https://www.spantran.com/application/> and attach a copy of credential report to the 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 SpanTran at 713-266-8805 or spantran.com.
- Copy of the student's photo ID (examples: driver's license, passport)
- Signed contract

#### **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:

1. A letter from the student explaining why the student should be readmitted
2. 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.

#### **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, advanced practice esthetics (Plymouth location only), massage therapy (Iowa locations only) and nails.

**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. Program schedules are on page 5. Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

**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**

Class starting dates are listed starting on page 3. Day and evening classes are available.

**Books and Kits**

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

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

- Pens
- Pencils
- Notebooks
- Highlighters
- Clip Board with attached pen

**Dress Code**

Create a great 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 black and clean. No flip flops.

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. No spaghetti straps. No sweatpants. Black skirts, shorts and dresses, no shorter than 5" above the top of the knee. Black denim is acceptable. Tights or socks if worn may be any color. All PCI gear is acceptable, regardless of color.

Accessories - Be creative. Add jewelry, belts, scarves

Hair - Clean and finished look

Makeup - Appropriate for the individual

Nails - Neat and clean

When a student reaches level 3, they may add white and gray to their dress code. When a student reaches level 5, they may add any color as long as 1 piece of their clothing (shirt or pants) is black.

**Personal Services are a privilege.**

A student maintaining 85% grades, 100% attendance and no tardies for the month prior 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. Students may only perform services they have been trained to do. The services must be 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 fundamentals. 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. 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 students and massage therapy students donate 6 hours, advanced practice esthetics students donate 5 hours and nail 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 where they will grow their careers 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 and financial aid.

Student hours are posted weekly. Students may come to their 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.

Federal Financial Aid is available to students who qualify for Cosmetology and Esthetics. We participate in Pell Grants, Direct Student Loans and Parent PLUS Loans.

State Financial Aid is available to students who qualify for all programs. We participate in Minnesota SELF Loans.

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 and exit 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 per 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

**Completion Scholarships- Ames, IA and Iowa City, IA**

PCI Academy offers scholarships to every PCI Academy student who reaches the following hours during their training:

Cosmetology: 700 hours = \$500, 1400 hours = \$700, 2100 hours = \$1000

Esthetics and Massage: 200 hours = \$100, 400 hours = \$200, 600 hours = \$300

**Completion Scholarships- Plymouth, MN**

PCI Academy offers scholarships to every PCI Academy student who reaches the following hours during their training:

Cosmetology: 500 hours = \$500, 1000 hours = \$700, 1550 hours = \$1000

Esthetics: 200 hours = \$100, 400 hours = \$200, 600 hours = \$300

Advanced Practice Esthetics: 200 hours = \$100, 400 hours = \$200, 500 hours = \$200

**ACADEMIC INFORMATION****Graduation Requirements**

A grade average of 85% is required for graduation from any program at the 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 & 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.

**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 to seek employment. Job opportunities are posted.

The academy cannot guarantee placement.

**Reciprocity Iowa**

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.

**Reciprocity Minnesota**

Licensed cosmetologists, estheticians and nail technologists from Minnesota 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 Iowa**

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.

**Licensing Requirements Minnesota**

To become licensed in **cosmetology** in Minnesota, students must complete 1550 hours of approved training, graduate from an approved school, and pass the state board exam.

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

To become licensed in **advanced practice esthetics** in Minnesota a student must first complete 600 hours of approved esthetics training, or 1550 hours of approved cosmetology training, graduate from an approved school, and pass the state board exam. Then they must complete 500 hours of approved advanced practice esthetics training, graduate from an approved school, and pass the state board exam.

To become licensed in **nail technology** in Minnesota, a student must complete 350 hours of board approved training, graduate from an approved school, and pass the state board exam.

**Career Opportunities**

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

**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 always. 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.

Iowa:

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

Minnesota:

Cosmetology 1550 hours	7 days including no more than 1 day missed in fundamentals
Combination Esthetics and Advanced Practice Esthetics 1100 hours	5 days including no more than 1 day missed in fundamentals
Esthetics 600 hours	3 days including no more than 1 day missed in fundamentals
Advanced Practice Esthetics 500 hours	2 days
Nail Technology 350 hours	1 day

Your coach will help you track these dates, if you know in advance that you will need to be absent please arrange with your coach to make up the time prior to your absence. If you reach the maximum days listed above, you may submit an appeal to help determine the course of action needed to remedy the situation, make up the missed time and missed lessons.

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 educator's office to report an absence.

Ames: 515-337-0910

Plymouth: 763-290-1814

Iowa City: 319-800-6036

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, is meeting the 85% 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 Books, Kits, and Equipment

Books and kits are provided. Bring them to 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 books are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat always. 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.

### **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 – Ames, Iowa and Iowa City, Iowa locations**

### **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, lash/brow tinting, and lash extensions

#### ***Salon Business, Retail Sales, and Employment Information 162 hours***

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

**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**

Haircutting services 267 hours

Chemical texture services 133 hours

Hair color services 267 hours

Nail services 134 hours

Skin services 134 hours

Hairstyling services 133 hours

Educator Discretion 267 hours

**Total 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 graduate's first-time state board testing and license fees.

**Books** Cosmetology Fundamentals books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Stylist Planner, iPad

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

**Accessories** 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, and Hydrafacial

**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**

Business plan, license requirements, communication, front desk training, seeking employment, 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 Esthetics Theory 265 hours**

Facials and body treatment services 83 hours

Exfoliation services 43 hours

Makeup and lash extension services 43 hours

Hair removal services 83 hours

Educator discretion 83 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 graduate's first-time state board testing and license fees.

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

**Kit** Bare Minerals brushes, tweezers, 5pc tool kit, brow scissors

**Accessories** 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**

Business plan, license requirements, communication, front desk training, seeking employment, 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**

Natural nail services 38 hours

Artificial nail services 50 hours

Educator discretion 37 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 graduate'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, Planner

**Kit** CND student kit, CND Brisa gel kit

**Accessories** 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.

**MASSAGE 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 600-hour training program in massage therapy including 100 hours of anatomy and physiology which includes the structure and function of the human body and common pathologies.

**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 600 hours**

This program meets the requirements of the NCBTMB.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li><b>1. Introduction to Massage Therapy</b></li> <li>Massage history</li> <li>Massage movements</li> <li>Complete body massage</li> <li>Trail Guide-Body Movements</li> <li><b>2. Clinical Application of Massage and Bodywork Therapies</b></li> <li><b>3. Client Communication Theory &amp; Practice</b></li> <li>Consultation and documentation</li> </ol> | <p><b>23</b></p> <p><b>120</b></p> <p><b>30</b></p> |
|--|---|

Over the Top	
Role playing	
Intake forms	
SOAP notes	
Therapeutic procedure	
<b>4. Health Care Referral Theory &amp; Practice</b>	<b>16</b>
Indications/Contraindications	
Medications	
<b>5. Anatomy &amp; Physiology</b>	<b>80</b>
AP overview	
Medical terminology	
Intro to Anatomy and physiology	
Integumentary system	
Skeletal system	
Muscular system	
Muscles that act on and support the scapula	
Muscles that act on the upper arm	
Muscles that act on the forearm	
Muscles that act on the wrist, and hand	
Muscles that act on the thumb	
Forearm, wrist and hand	
Muscles that act on the thigh	
Muscles that act on the thigh and lateral rotatores	
Muscles that act on the foot	
Muscles that act on the abdomen	
Muscles of respiration	
Muscles that act on the spine	
Muscles that act on the neck	
Muscles that act on the neck and head	
Muscles that act on the face	
Circulatory system	
Nervous system	
Trail Guide-Body Movements	
Respiratory/digestive systems	
Urinary/reproductive Systems	
<b>6. Kinesiology</b>	<b>31</b>
Muscular system	
Muscles that act on and support the scapula	
Muscles that act on the upper arm	
Muscles that act on the forearm	
Muscles that act on the wrist and hand	
Muscles that act on the thumb	
Muscles that act on the thigh	
Muscles that act on the thigh & lateral rotatores	
Muscles that act on the foot	
Muscles that act on the abdomen	
Muscles of respiration	
Muscles that act on the spine	
Muscles that act on the neck	
Muscles that act on the neck and head	
<b>7. Pathology &amp; Skills in Infection Control, Injury Prevention &amp; Sanitation</b>	<b>63</b>
Infection control & safety	
Equipment, products, environment	
Practitioner preparations	
Pathology case studies	
Integumentary system	
Skeletal system	
Muscular system	
Circulatory system	
Other therapeutic techniques	
Lymphatic massage	

Sports massage	
Circulatory system	
Endocrine system	
Nervous system	
Respiratory/digestive system	
Urinary/reproductive system	
CPR & first aid	
Spa set up	
<b>8. Iowa Law &amp; Ethics</b>	<b>17</b>
Professional ethics	
Requirements of Therapeutic Massage	
Iowa laws and rules	
<b>9. Business Management, including legal and financial aspects, documentation and record maintenance</b>	<b>19</b>
Over the top	
Business	
Business presentations	
<b>10. Wellness and healthy lifestyle theory and practice in such areas as hydrotherapy, hot and cold applications, spa techniques, nutrition, herbal studies, wellness models, aromatherapy, reflexology, somatic movement and energy work</b>	<b>38</b>
Cold, heat and hydrotherapies	
Himalayan salt stones	
Basalt	
Massage in a spa setting	
Aromatherapy	
Reflexology	
Hand and foot treatments	
Other therapeutic techniques	
<b>11. Other therapeutic massage techniques in such areas as Swedish Massage, seated chair massage, lymphatic drainage, myofascial release, deep tissue massage, pregnancy massage and sports massage</b>	<b>127</b>
Chair massage	
Swedish massage	
Other therapeutic techniques	
Warm bamboo	
Clinical massage techniques	
Neuromuscular therapy	
Trigger point therapy	
Clinical massage techniques	
Massage for special populations	
Myofascial release	
Deep tissue massage	
Pregnancy massage	
Lymphatic massage	
Athletic/sports massage	
<b>12. Educator Discretion</b>	<b>36</b>
Orientation/vision of program	
Guest speakers	
Client planning	
Board prep	

## 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 graduate's first time national exam testing fee and Iowa license fee.

**Books** Milady's Theory and Practice of Therapeutic Massage, Trail Guide 5<sup>th</sup> Edition workbooks, Iowa Massage Law and Rules, MBLEx Study Guide, Over the Top, Planner, iPad

**Kit** Oil holster

**Accessories** 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.

## **PROGRAMS OF STUDY- Plymouth, MN**

### **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 school offers a 1550-hour training program in cosmetology that meets Minnesota state standards including 420 hours of cosmetology theory, and 1130 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 first 240 hours is preclinical instruction in the sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; infection control; safety procedures related to the practice of cosmetology; and Minnesota Statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation and elementary service skills.

There is instruction in applied science and skills in the following areas. The planned clinical instruction and experience includes the hours and minimum number of clinical exercises listed.

**Hours and Practical Exercises**

**Related theory and lecture hours 420**

Shampooing - 300 services – 50 hours

Scalp & hair conditioning - 150 services – 80 hours

Hair design and shaping - 75 services – 150 hours

Chemical hair control - 60 services – 200 hours

including 6 chemical relaxing services

Hair coloring - 50 services – 100 hours

Hair styling - 300 services – 200 hours

Manicures and pedicures - 50 services including 10 sets of artificial nails 3 of which are sculptures – 150 hours

Facials, makeup and waxes – 60 facial services, 40 makeup applications, 20 facial waxes, and 20 body waxes with ½ or all waxes being soft and ½ of all waxes being hard wax – 200 hours

**Total skill hours 1130**

**Total hours 1550**

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations.

**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 experience, 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 graduate's first-time state board testing and license fees.

**Books** Pivot Point Cosmetology Fundamentals books and LAB, Minnesota Cosmetology Laws and Rules, Over the Top, Stylist Planner, iPad

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

**Accessories** 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 esthetic (skin care and makeup) services on the public. The academy offers a 600-hour training program in esthetics that meets Minnesota 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**

Preclinical Hours	120 hours
Professional Sciences	80 hours
Esthetics Topics	200 hours
Applied Skills	200 hours
<b>Total</b>	<b>600 hours</b>

The first 120 hours shall be preclinical instruction in the sciences of anatomy, dermatology, and chemistry related to skin care; sanitation; safety procedures related to the practice of skin care; and Minnesota Statutes and rules which pertain to the regulation of the practice of skin care; and elementary service skills.

The program includes instruction in applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of the skin quality through the use of facials and makeup. There is planned clinical instruction and experience of 200 hours in the applied sciences.

**Esthetics Minimum Practical Exercises**

Facials – 60 services

Makeup application – 40 services

Facial waxing – 20 services including 10 each hard and soft wax

Body waxing – 20 services including 10 each hard and soft wax

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations.

**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 cosmetology and esthetics 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 graduate's first-time state board testing and license fees.

**Books** Salon Fundamentals Esthetics books and lab, Minnesota Cosmetology Laws and Rules, Over the Top, Planner, iPad

**Kit** tweezers, brow scissors, bald mannequin

**Accessories** 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.

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

Advanced Practice Esthetics training at PCI Academy includes theory and practical instruction that prepares the student to perform advanced esthetic (skin care) services on the public. The academy offers a 500-hour training program in esthetics that meets Minnesota state standards.

**Goals**

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

**Content**

Professional Sciences & Esthetics Topics 112 hours

Applied Skills 388 hours

**Total 500 hours**

The practice of advanced practice (AP) esthetic is the cosmetic treatment of the epidermal layer of the skin. AP esthetics includes esthetic services from the 600-hour esthetics program and advanced exfoliation including dermaplaning, microdermabrasion, chemical or enzyme exfoliation, and other exfoliation methods that exceed the stratum corneum. Advanced skin care treatments using electrical energy treatments including light therapy, galvanic current, microcurrent, high frequency, radio frequency, sound waves, lymphatic drainage, advanced extractions and skin needling are all taught as part of the AP esthetics program.

**Advanced Practice Esthetics Minimum Practical Exercises**

30 Advanced Exfoliation Chemical Peels, including at least:

- 10 beta hydroxy acid peels (BHA)
- 10 alpha hydroxy acid peels (AHA)
- 2 trichloroacetic acid peels (TCA)
- 8 other peels, which may include any of the above, blends, or another type of advanced exfoliation chemical peel

30 Advanced Exfoliation Machine or Device Treatments, which may include:

- Dermaplaning
- Microdermabrasion
- Hydradermabrasion
- Another type of advanced exfoliation machine or device treatment
- Note: all 30 quotas in this category could be performed with one device or machine type or split across multiple device or machine types.

30 Electrical Energy Treatments, including at least:

- 5 treatments using direct current
- 5 treatments using indirect current
- 5 treatments using light energy
- 5 treatments using sound energy
- 10 treatments, which may include any of the above or another type of advanced practice esthetics electrical energy treatment

10 Skin Needling Treatments

3 Advanced Extractions

20 Lymphatic Drainage Treatments

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations.

**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 Advanced Practice instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

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

Advanced Practice Esthetics students receive the following books and kit items at the appropriate time in their training. PCI pays each graduate’s first-time state board testing and license fees.

**Books** Milady Standard Advanced Esthetics textbook, workbook, exam review book, Minnesota Cosmetology Laws and Rules, Over the Top, Planner, iPad

**Kit** derma blade handle

**Accessories** 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.

**COMBINATION ESTHETICS AND ADVANCED PRACTICE ESTHETICS (SOC 39-5094)**

**Description**

Combination Esthetics and Advanced Practice (AP) Esthetics training at PCI Academy includes theory and practical instruction that prepares the student to perform advanced esthetic (skin care) services on the public. The academy offers a 1100-hour training program in esthetics that meets Minnesota state standards.

**Goals**

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

**Content**

Preclinical Hours for Esthetics	120 hours
Professional Sciences for Esthetics	80 hours
Esthetics Topics for Esthetics	200 hours
Applied Skills for Esthetics	200 hours
Professional Sciences & Esthetics Topics for AP Esthetics	112 hours
Applied Skills for AP Esthetics	388 hours
<b>Total</b>	<b>1100 hours</b>

The first 120 hours shall be preclinical instruction in the sciences of anatomy, dermatology, and chemistry related to skin care; sanitation; safety procedures related to the practice of skin care; and Minnesota Statutes and rules which pertain to the regulation of the practice of skin care; and elementary service skills.

The program includes instruction in applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of the skin quality through the use of facials and makeup. There is planned clinical instruction and experience of 200 hours in the applied sciences of Esthetics.

The practice of advanced practice (AP) esthetic is the cosmetic treatment of the epidermal layer of the skin. AP esthetics includes esthetic services from the 600-hour esthetics program and advanced exfoliation including dermaplaning, microdermabrasion, chemical or enzyme exfoliation, and other exfoliation methods that exceed the stratum corneum. Advanced skin care treatments using electrical energy treatments including light therapy, galvanic current, microcurrent, high frequency, radio frequency, sound waves, lymphatic drainage, advanced extractions and skin needling are all taught as part of the AP esthetics program.

**Esthetics Minimum Practical Exercises**

Facials – 60 services

Makeup application – 40 services

Facial waxing – 20 services including 10 each hard and soft wax



Body waxing – 20 services including 10 each hard and soft wax

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations

#### **Advanced Practice Esthetics Minimum Practical Exercises**

30 Advanced Exfoliation Chemical Peels, including at least:

- 10 beta hydroxy acid peels (BHA)
- 10 alpha hydroxy acid peels (AHA)
- 2 trichloroacetic acid peels (TCA)
- 8 other peels, which may include any of the above, blends, or another type of advanced exfoliation chemical peel

30 Advanced Exfoliation Machine or Device Treatments, which may include:

- Dermaplaning
- Microdermabrasion
- Hydradermabrasion
- Another type of advanced exfoliation machine or device treatment
- Note: all 30 quotas in this category could be performed with one device or machine type or split across multiple device or machine types.

30 Electrical Energy Treatments, including at least:

- 5 treatments using direct current
- 5 treatments using indirect current
- 5 treatments using light energy
- 5 treatments using sound energy
- 10 treatments, which may include any of the above or another type of advanced practice esthetics electrical energy treatment

10 Skin Needling Treatments

3 Advanced Extractions

20 Lymphatic Drainage Treatments

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations.

#### **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 Advanced Practice 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 graduate's first-time state board testing and license fees.

**Books** Pivot Point Salon Fundamentals Esthetics textbook, workbook, LAB, Milady Standard Advanced Esthetics book, workbook, exam review book, Minnesota Cosmetology Laws and Rules, Over the Top, Planner, iPad

**Kit** Bare Minerals brushes, tweezers, 5pc tool kit, brow scissors, bald mannequin

**Accessories** 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 350-hour training program in nail technology that meets Minnesota 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**

Preclinical Hours	50 hours
Professional Sciences	50 hours
Nail Topics	100 hours
Applied Skills	150 hours

**Total** **350 hours**

The first 50 hours includes preclinical instruction in the sciences of anatomy, dermatology, and chemistry as related to manicuring; electricity and light; sanitation; safety procedures related to the practice of manicuring; and Minnesota Statutes and rules which pertain to the regulation of the practice of manicuring; and elementary service skills.

The program includes instruction in applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of nails and in the application and repair of artificial nails.

There is planned clinical instruction and experience of 150 hours in applied sciences and skills including the clinical exercises listed.

**Nail Technology Minimum Practical Exercises**

Manicures and pedicures - 50 services including 10 sets of artificial nails 3 of which are sculptures

There shall be instruction in business practices and in Minnesota laws regulating those practices and labor relations.

**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 graduate's first-time state board testing and license fees.

**Books** Salon Fundamentals Nail Tech books and lab, Minnesota Cosmetology Laws and Rules, Over the Top, Planner

**Kit** CND student kit, CND Brisa gel kit

**Accessories** 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. is an Iowa corporation owned by Angela Torgeson, Brady Snider, Linda Lohman, Steph Reasland, Michelle Duncan and Gilbert Valdez. The Ames academy has been training students since 1978. The Plymouth academy has been training students since 2002. The Iowa City academy has been training students since 2019.

**Licensure & Organizations**

PCI Academy Ames and Iowa City are 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.

PCI Academy Ames and Iowa City are members of Iowa Cosmetology Schools Association, American Association of Cosmetology Schools, Ames Chamber of Commerce and Iowa City Chamber of commerce.

PCI Academy Plymouth is licensed by the Minnesota Board of Cosmetology Examiners, 1000 University Ave W, Suite 100, St. Paul, Minnesota 55104. Phone 651-201-2742.

PCI Academy Plymouth is licensed as a private career school with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

PCI Academy Plymouth is a member of American Association of Cosmetology Schools and Twin West Chamber of Commerce, Plymouth.

### **Accreditation**

PCI Academy, Ames, Iowa, is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, Virginia 22314. Phone (703) 600-7600. PCI Academy, Plymouth, MN and PCI Academy, Iowa City, IA are both accredited branch campuses of PCI Academy, Ames, Iowa.

### **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 about 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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

## 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 exit single file out the closest door. 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, and spa area should exit through the nearest door single file. Locate and join the other students and guests.

### 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 Act Information Disclosure Ames IA 10-4-19

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 will notify the rest of the staff as soon as possible, perhaps even prior to notifying 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.

The local police and the academy report for 2016-2018 no acts of murder, manslaughter, sex offenses, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, burglary, intimidation or vandalism, hate crimes, dating violence, domestic violence, stalking and no reports of liquor law violations, drug abuse violations or weapons violations that lead to disciplinary action and/or arrest on or near the campus.

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.

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. 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.

The website for the Iowa Sex Offender Registry is as follows: <http://www.homefacts.com/offenders/iowa/Story-County.html>

### **Campus Security Act Information Disclosure Ames IA 10-4-19**

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 will notify the rest of the staff as soon as possible, perhaps even prior to notifying 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.

The local police and the academy report for 2016-2018 no acts of murder, manslaughter, sex offenses, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, burglary, intimidation or vandalism, hate crimes, dating violence, domestic violence, stalking and no reports of liquor law violations, drug abuse violations or weapons violations that lead to disciplinary action and/or arrest on or near the campus.

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.

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. 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.

The website for the Iowa Sex Offender Registry is as follows: <http://www.homefacts.com/offenders/iowa/Story-County.html>

### **Campus Security Act Information Disclosure Plymouth MN 10-4-19**

Under the Crime Awareness Campus Security Act, the academy is required to provide you with the following safety 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 Plymouth 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 will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the police be 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.

The local police and the academy report for 2016-2018 no acts of murder, manslaughter, sex offenses, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, burglary, intimidation or vandalism, hate crimes, dating violence, domestic violence, stalking and no reports of liquor law violations, drug abuse violations or weapons violations that lead to disciplinary action and/or arrest on or near the campus.

If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting. At this time we have no off campus student organizations.

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.

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

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. 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.

The website for the Minnesota Sex Offender Registry is as follows: <http://www.homefacts.com/offenders/Minnesota/Hennepin-County/Plymouth.html>

#### **Campus Security Act Information Disclosure Iowa City, IA 52240 10.4.19**

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 Iowa City 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 will notify the rest of the staff as soon as possible, perhaps even prior to notifying 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.

The local police and the academy report for 2016-2018 no acts of murder, manslaughter, sex offenses, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, burglary, intimidation or vandalism, hate crimes, dating violence, domestic violence, stalking and no reports of liquor law violations, drug abuse violations or weapons violations that lead to disciplinary action and/or arrest on or near the campus.

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.

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 may 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. 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.

The website for the Iowa Sex Offender Registry is as follows: <http://www.homefacts.com/offenders/iowa/Johnson-County.html>

### **Refund Policy (cosmetology example)- Ames, Iowa and Iowa City, Iowa**

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, 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.

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 scheduled hours remaining in the payment period as of the date of withdrawal, divided by total scheduled hours in the payment period, equals the amount of tuition to be refunded to the student and or federal loans. The school retains the balance of tuition not refunded to the student 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 (*1-525 hours, 526-1050 hours, 1051-1575 hours and 1576-2100 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.

### **Refund Policy (cosmetology example) - Plymouth, MN**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you give notice of your withdrawal after your program has begun, but before 75% of the program has been completed, you will be provided a prorated refund of tuition, fees, and other charges minus a 25% fee, up to \$100. If you withdraw from the program after 75% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. Notice to withdraw may also be given by email, verbally to a school official (not just an instructor), or with a voicemail to a school official.

If you do not withdraw in writing or contact the institution about your absence and you have not attended your program or contact the institution about your absence for 10 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are failing to attend to your last known address. The confirmation from

the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

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, 901-1225 hours and 1226-1550 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 30 business 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.

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.

#### **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 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 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.

#### **Military Refund Policy**

PCI Academy has adopted a policy to offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty:

- (a) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- (b) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- (c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

For a program in which a student's academic progress is measured only in clock hours, the school shall provide a full refund and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States department of education for the disbursement of federal Direct loan funds.

#### **Veterans Benefits and Transition Act of 2018 Compliance**

The Academy will not impose any penalty including: 1) the assessment of late fees; 2) the denial of access to classes; 3) libraries or other institutional facilities and/or 4) the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

#### **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 Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. 3- 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- Ames, IA and Iowa City, IA

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	525, 1050, 1575, 2100 actual hours
Esthetics	300, 600 actual hours
Massage Therapy 600	300, 600 actual hours
Nail Technology	162, 325 actual hours

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.

### Evaluation Periods- Plymouth, MN

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1225, 1550 actual hours
Esthetics	300, 600 actual hours
Advanced Practice Esthetics	250, 500 actual hours
Combination Esthetics and Advanced Practice Esthetics	550, 1100 actual hours
Nail Technology	175, 350 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.

### 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. The midpoint of the contracted hours or the established evaluation periods, whichever comes first.

### Academic Year- Ames, IA and Iowa City, IA

Cosmetology- 1050 hours  
 Esthetics- 900 hours  
 Massage Therapy- 900 hours  
 Nail Technology- 900 hours

### Academic Year – Plymouth, MN

Cosmetology- 900 hours  
 Esthetics- 900 hours  
 Advanced Practice Esthetics- 900 hours  
 Combination Esthetics and Advanced Practice Esthetics- 1100 hours  
 Nail Technology- 900 hours

### Attendance Progress Evaluations

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule 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.

### Enrollment Status

A student is considered **full time** if they are enrolled 40 hours per week for Cosmetology.

A student is considered **three-quarter time** if they are enrolled 30 hours per week for Cosmetology.

A student is considered **half-time** if they are enrolled 20 hours per week for Cosmetology or Massage therapy, 24 hours per week for Esthetics, 18 hours per week for Esthetics or Advanced Practice Esthetics, and 18 hours per week for Nail Technology.

### Grade Level Classifications- Plymouth, MN

1<sup>st</sup> Academic Year- 0-900 hours  
 2<sup>nd</sup> Academic Year- 901-1550 hours

**Maximum Time Frames- Ames, IA and Iowa City, IA**

The maximum time (which does not exceed 117.7% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**Cosmetology**

Three-quarter time, 77 weeks, 30 hrs./wk. 2100 hours; Max. time allowed 88 weeks; scheduled hours 2457

**Cosmetology**

Half time, 108 weeks, 20 hrs./wk. 2100 hours; Max. time allowed 125 weeks; scheduled hours 2457

**Cosmetology**

Full time, 61 weeks, 40 hrs./wk. 2100 hours; Max. time allowed 69 weeks; scheduled hours 2457

**Esthetics**

Three-quarter time, 29 weeks, 24 hrs./wk. 600 hours; Max. time allowed 31 weeks; Scheduled Hours 706

**Esthetics**

Half time, 35 weeks, 18 hrs./wk. 600 hours; Max. time allowed 39 weeks; scheduled hours 706

**Massage Therapy**

Three-quarter time, 31 weeks, 20 hrs./wk. 600 hours; Max. time allowed 35 weeks; scheduled hours 706

**Nail Technology**

Half time, 27 weeks, 12hrs./wk. 325 hours; Max. time allowed 32 weeks; scheduled hours 383

**Maximum Time Frames- Plymouth, MN**

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 20 Hours**

Half time, 80 weeks, 20 hrs/wk 1550 hours;  
Max. time allowed 92 weeks; scheduled hours 1814  
2 Academic Years

**Cosmetology 30 Hours**

Three-quarter time, 58 weeks, 30 hrs/wk 1550 hours;  
Max. time allowed 67 weeks; scheduled hours 1814  
2 Academic Years

**Cosmetology 40 Hours**

Full time, 47 weeks, 40 hrs/wk 1550;  
Max. time allowed 54 weeks; scheduled hours 1814  
2 Academic Years

**Advanced Practice Esthetics 18 Hours**

Half time, 29 weeks, 18 hrs/wk 500 hours;  
Max. time allowed 34 weeks; scheduled hours 585

**Combination Esthetics and Advanced Practice Esthetics 18 Hours**

Half time, 64 weeks, 18 hrs./wk. 1100 hours;  
Max. time allowed 75 weeks, scheduled hours 1,287  
1 Academic Year

**Esthetics 18 Hours**

Half time, 35 weeks, 18 hrs./wk. 600 hours;  
Max. time allowed 41 weeks; scheduled hours 702  
1 Academic Year

**Esthetics 24 Hours**

Half time, 29 weeks, 24 hrs/wk 600 hours;  
Max. time allowed 33 weeks; scheduled hours 702  
1 Academic Year

**Nail Technology**

Half time, 31 weeks, 12 hrs/wk 350 hours;  
Max. time allowed 35 weeks; scheduled hours 410  
1 Academic Year

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. If a student exceeds the maximum time frame they will be dropped from their program and any loans will go into repayment 6 months from the last date of attendance.

**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.

### **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 per the following scale: 93-100 = A, 85-92 = B, and 84 and below = not passing.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are 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 can 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 per 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.

### **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.

Scheduled hours will continue to accrue while the student is going through the appeal procedure.

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

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

### **Leave of Absence Policy**

Reasons for Approved Leave of Absence (LOA)

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

A student must follow this policy in requesting a LOA. The LOA request must be made in advance unless unforeseen circumstances prevent the student from doing so.

Leave of Absence requests must be presented in writing to an owner, the request must include the reason for the LOA and be signed by the student. 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 may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Academy documents the reason for its decision, collects the request from the student at a later date; and establishes the start date of the approved LOA as the first date the student was unable to attend.

A student will not be assessed any additional charges as a result of a requested LOA.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

If a student has been granted a LOA in accordance with the Academy's policy the student will not be considered to have withdrawn and that no refund calculation is required at that time.

The student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period will be documented by an addendum to the enrollment agreement signed by all parties.

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 takes an unapproved LOA or does not return from the LOA, the student will be considered a drop student and termination paperwork will be started, in these instances, the student's withdrawal date will be the student's last date of attendance. A student's loans will go into repayment.

### **RIGHT to KNOW Disclosures 9-1-2019 to 8-31-2020- Ames, IA**

#### **Cosmetology for the period 9-1-19 to 8-31-20**

Graduation Rate: 55% of students graduated within normal time

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

Licensure Rate: 100% 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 9-1-19 to 8-31-20**

Graduation Rate: 83% of students graduated within normal time

Placement Rate: 46% of students were placed in the cosmetology industry or a related field

Licensure Rate: 91% 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 9-1-19 to 8-31-20**

Graduation Rate: 100% of students graduated within normal time

Placement Rate: 50% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% of graduates 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 9-1-19 to 8-31-20**

Graduation Rate: 100% of massage students scheduled to complete graduated

Placement Rate: 63% of students who graduated were placed in the massage industry or a related field

Licensure Rate: 100% 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.

#### **RIGHT to KNOW Disclosures 9-1-2019 to 8-31-2020- Iowa City, IA**

##### **Cosmetology for the period 9-1-19 to 8-31-20**

We did not have anyone graduate from cosmetology during this time frame.

##### **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 9-1-19 to 8-31-20**

Graduation Rate: 100% of students graduated within normal time

Placement Rate: 0% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% 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 9-1-19 to 8-31-20**

We did not have any nail technology students during this time frame.

##### **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 9-1-19 to 8-31-20**

Graduation Rate: 100% of massage students scheduled to complete graduated

Placement Rate: 75% of students who graduated were placed in the massage industry or a related field

Licensure Rate: 100% 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.

#### **RIGHT to KNOW Disclosures 9-1-2019 to 8-31-2020- Plymouth, MN**

##### **Cosmetology for the period 9-1-19 to 8-31-20**

Graduation Rate: 76% of students graduated within normal time

Placement Rate: 63% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% 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 9-1-19 to 8-31-20**

Graduation Rate: 83% of students graduated within normal time

Placement Rate: 37% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% 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 9-1-19 to 8-31-20**

Graduation Rate: 82% of students graduated within normal time

Placement Rate: 56% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% of graduates 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.

**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 may expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The academy may 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.

Iowa locations- If a student doesn't get their issue resolved with an owner they may contact the Iowa College Student Aid Commission at 877-272-4456 or <https://www.iowacollegeaid.gov/StudentComplaintForm>

**Non-Discrimination Policy**

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

**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 would like 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- Iowa**

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 can register online to vote at: <https://mymvd.iowadot.gov/Account/Login?ReturnUrl=%2FVoterRegistration>

#### **Voter Registration Information- Minnesota**

Before you can vote, you must register. In Minnesota, you may register 20 days before Election Day or on Election Day at your polling place. Your registration remains current until you move, change your name, or do not vote for four consecutive years. You may update your registration information by completing another Voter Registration Application.

Qualifications to register and vote include that you will be at least 18 years old on Election Day, are a citizen of the United States, will have resided in Minnesota for 20 days immediately preceding Election Day, have any felony conviction record discharged, expired, or completed, are not under court-ordered guardianship where a court has revoked your voting rights, and have not been ruled legally incompetent by a court of law.

Voter registration forms are available online at [www.sos.state.mn.us](http://www.sos.state.mn.us)

#### **Health and Safety Resources- Ames, IA**

Ames Police Department

Non-Emergency 515-239-5133

Emergency 9-1-1

Access Assault Care Center Extending Shelter& Support 515-292-0500 or Access Crisis Line 888-983-2533

NISAA (African Women's Refugee Project) Sexual abuse comprehensive services, culturally specific to African Immigrant communities. <http://muawi.org> 515-288-0881

LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population. [www.lunaiowa.org](http://www.lunaiowa.org) Services 800-256-7668 or 866-256-7668

Domestic/Sexual Assault Outreach Center Crisis Line 888-356-5006 or 515-955-2273

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)

Drug, Alcohol, and Sexual Abuse Resources

#### **Health and Safety Resources- Iowa City, IA**

Iowa City Police Department

Non-Emergency 319-356-5275

Emergency 9-1-1

The Crisis Center, crisis line 855-325-4296, [www.iccrisis.center.org](http://www.iccrisis.center.org)

NISAA (African Women's Refugee Project) Sexual abuse comprehensive services, culturally specific to African Immigrant communities. <http://muawi.org> 515-288-0881

LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population. [www.lunaiowa.org](http://www.lunaiowa.org)

Services 800-256-7668 or 866-256-7668

Domestic/Sexual Assault Outreach Center Crisis Line 888-356-5006 or 515-955-2273

AA, Alcoholics Anonymous, 319-338-9111, [www.aa-ic.org](http://www.aa-ic.org)

Domestic Violence Intervention Program, crisis line 800-373-1043, [www.dvpiowa.org](http://www.dvpiowa.org)

The Crisis Center, crisis line 855-325-4296, [www.jccrisis.center.org](http://www.jccrisis.center.org)

The Shelter House, 319-351-0326, [shelterhouseiowa.org](http://shelterhouseiowa.org)

Johnson County Human Services, 319-337-2705, [www.dhs.iowa.gov](http://www.dhs.iowa.gov)

Iowa City Police nonemergency number 319-356-5275

#### Iowa

Iowa Department of Public Health Your Life Iowa

<https://www.yourlifeiowa.org/>

(855) 581-8111

Iowa Coalition Against Sexual Assault <http://www.iowacasa.org/>

Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention

<https://www.iowacasa.org/resources>

#### Health and Safety Resources- Plymouth, MN

Chrysalis Women's Center, Counseling & Therapy Services, Minneapolis [www.chrysaliswomen.org](http://www.chrysaliswomen.org) 612-871-0118

West Metro Recovery, Substance Abuse Treatment, Robbinsdale, 763-531-9488 800-559-9503

Annex Teen Clinic, Sexual Health Clinic, Robbinsdale

Teen Clinic 763-533-1316 Medical Services 612-813-6125 West Suburban 952-474-3251

Hennepin County WIC Program, Supplemental Nutrition Program for Women, Infants & Children, Minneapolis  
612 348-6100

Home Free Women's Shelter, Domestic Violence & Shelter, Plymouth, 24-hour Crisis line 763-559-4945 Business Line (Shelter) 763-559-9008

#### Drug, Alcohol, and Sexual Abuse Resources

#### National

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/locator/home>

[DEA –United States Drug Enforcement Administration](http://www.dea.gov/druginfo/factsheets.shtml)

<https://www.dea.gov/druginfo/factsheets.shtml>

Rape, Abuse & Incest National Network (RAINN)

(800) 656 HOPE (4673)

Safety and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture

Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>

#### NACCAS Annual Report 2018 (reported 11-30-2019)

Number of students scheduled to graduate	268
Number of students who graduated	192
Number of students eligible for employment	183
Number of eligible individuals employed in a field for which training prepared them	134



Number of individuals who took all portions of their licensing exam	175
Number of individuals who passed all portions of licensing exam	175
Length of longest NACCAS approved program taught in 2015 or 2016 in weeks	101

**Completion rate 71.64% meets the standard**

**Placement rate 73.22% 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 61.98%

Placement Rate 86.30%

Licensure Rate 98.67%

##### **Esthetics**

Completion Rate 79.41%

Placement Rate 64.93%

Licensure Rate 92.20%

##### **Massage Therapy**

Completion Rate 82.35%

Placement Rate 56.00%

Licensure Rate 78.57%

##### **Nail Technology**

Completion Rate 72.73%

Placement Rate 87.50%

Licensure Rate 100%

## **TITLE IX POLICIES**

**Updated 8.14.2020**

### **Notice of Nondiscrimination**

PCI Academy does not discriminate based on sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by PCI Academy to handle inquiries regarding PCI Academy's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

**Linda Lohman, 309 Kitty Hawk Drive, Ames, Iowa 50010 [lohman@pci-academy.com](mailto:lohman@pci-academy.com) 515-956-3781**

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Academy conditioning the provision of an aid, benefit or service of the Academy on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the Academy's education program or activity; or
3. "sexual assault," "dating violence," "domestic violence," or "stalking" as defined for VAWA purposes.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at PCI Academy as such acts are inappropriate and create an environment contrary to the goals and mission of PCI Academy. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within PCI Academy community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under PCI Academy's policies and procedures.

All students and staff of PCI Academy are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

### **Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

PCI Academy educates the incoming and current student and employee community about sexual violence, violence prevention, and all relevant PCI Academy policies and procedures during all orientations held for new and current students at the onset of a class and at least annually.

In addition, PCI Academy conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all current students and employees about PCI Academy's policies regarding sexual violence and for conducting the new student and employee training.

The new and current employee and student training sessions include:

- A statement that PCI Academy prohibits crimes of dating violence, domestic violence, sexual assault, and stalking;
- The definitions of those crimes under federal and state law;
- The definition of consent, about sexual activity, if available under state law;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information contained in PCI Academy's policies and procedures related to preventing, reporting, and responding to sexual offenses, including disciplinary procedures and complainant rights; and
- A description of PCI Academy's ongoing prevention and awareness campaigns for students and employees.

The Title IX Coordinator undergoes annual training in the administration of Title IX policies.

### **Sanctions and Protective Measures**

Following a final determination of PCI Academy's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, or stalking, PCI Academy may impose the following sanctions on the respondent and protective measures for the complainant:

#### **Sanctions**

Sanctions that may be imposed by PCI Academy include, but are not limited to:

- Written warning;
- Mandatory counseling;
- Mandatory education and training;
- No contact order;
- Changes in academic, working, or living arrangements;
- Revocation of certain campus privileges; suspension; or expulsion.

PCI Academy has flexibility in the type and range of sanctions to impose on the respondent depending on the severity of the incident but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

#### **Protective Measures**

Protective measures that the academy may utilize to protect the complainant and respondent include, but are not limited to:

- An order of protection, a no contact order, restraining order or similar lawful order from the institution;
- Changes to transportation, working, academic, and/or living situations;
- Providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- Providing an escort to ensure that they can move safely between classes and activities;
- Ensuring that they do not share classes or extracurricular activities;
- Providing comprehensive, holistic services including medical, counseling, and academic support services, such as tutoring; or
- Arranging for them to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, PCI Academy will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged respondent share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

### **Sexual Violence – Complainant Procedures**

If you are complainant of sexual violence, including sexual violence, dating violence, domestic violence, or stalking, your priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

PCI Academy strongly advocates that a complainant of sexual violence reports the incident to police in a timely manner and, if requested to do so by the complainant, the Title IX Coordinator will assist the complainant in contacting the police. Filing a police report will not obligate the complainant to prosecute, nor will it subject the complainant to scrutiny or judgmental opinions from officers. The complainant has the right always to decline to notify police of the incident.

Filing a police report will:

- Ensure that a complainant of sexual assault receives the necessary medical treatment and tests, at no expense to the complainant;
- Provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a complainant of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and

- Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.
- Assure the complainant has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a complainant contacts the Police Department, the local Police Sex Crimes Unit will typically be notified as well.

The complainant may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the complainant through the available options and support the complainant in their decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Complainant Intervention Program of the local Police Department.

### **Procedures for Disciplinary Action in Cases of Sexual Violence**

PCI Academy's Title IX Coordinator has primary responsibility for receiving, evaluating, and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator is responsible for informing the Owner(s) and the Campus Security Authority promptly after receiving a sexual violence report, for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly, and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the Owner(s) immediately to execute that procedure in accordance with the institution's timely warning procedures [cross reference to those procedures]. The Title IX Coordinator will immediately inform the complainant of his/her right to "supportive measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution. PCI Academy's obligation is to protect the identity of the complainant in any Clery Act report or in other publicly available recordkeeping.
2. The Title IX Coordinator will, within receipt of the report, provide to the individual making the report of an alleged sex offense:
  - a) A copy of these procedures;
  - b) Information on counseling, health, mental health, complainant advocacy, legal assistance services, immigration assistance, student financial aid, and any other services available to the complainant at PCI Academy or in the community;
  - c) Information on the complainant's right to report the incident to local police and the fact that PCI Academy's institutional investigation and disciplinary procedure and any criminal proceeding may occur simultaneously; and
  - d) Options to facilitate changes to transportation, working, academic, and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the complainant chooses not to report the crime to police.

If an investigation is an action the complainant desires, the complainant must file a written document requesting an investigation. No written document is required to put a school on notice of sexual harassment triggering the Academy's response.

There is no time limit on a complainant's decision to file a formal complaint. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the Academy with which the formal complainant is filed.

When the Title IX Coordinator believes that with or without the complainant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations requires an investigation, the Title IX Coordinator has the discretion to initiate a grievance process. The grievance process can proceed without the complainant's participation; however, the complainant will still be treated as a party in such a grievance process.

3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the respondent, PCI Academy employees, witnesses, and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. PCI Academy will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. PCI Academy does provide for a formal hearing process and both parties may be assisted by a support person of choice, including an attorney. PCI Academy will help with appointing a support person if either party does not have one.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the complainant and respondent and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for PCI Academy to fully evaluate the alleged offense in a formal hearing.
6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and the Title IX Decision Maker will make a determination regarding any necessary discipline of respondent and remedies to complainant within 60 days of the date that the report is first received by the Title IX Coordinator.
7. The Title IX Decision Maker will inform both parties of its final determination. PCI Academy does allow for an appeal of final determinations within 3 business days of the determination.
  - a) An appeal is not another hearing and can be granted for the following reasons:
    - i Irregularities

- ii New evidence
  - iii Conflict of interest
8. The sanctions that may be imposed by PCI Academy following a determination that dating violence, domestic violence, sexual assault, or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student, or termination of employment.
  9. Both the complainant and respondent shall be simultaneously informed in writing of:
    - a) The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
    - b) The institution's procedures for the respondent and complainant to appeal the results of the institutional disciplinary proceeding; PCI Academy does allow for an appeal of final determinations within 3 business days of the determination. The appeal may be submitted in writing to the Title IX Coordinator.
    - c) Any change to the results that occurs prior to the time that such results become final; and
    - d) When such results become final.
  10. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with PCI Academy employees, including the Campus Security Authority and Owner(s), to recommend changes to PCI Academy's policies, procedures, or training to prevent re-occurrence.

PCI Academy may facilitate an informal resolution process such as mediation, that does not involve a full investigation provided that the Academy:

- Provides to the parties a written notice disclosing the allegations and the requirements of the informal resolution process;
  - Notifies the parties that any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
  - Obtains the parties' voluntary, written consent to the informal resolution process;
- And
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

#### **Dismissal of a formal complaint:**

The Academy must dismiss a formal complaint if:

- The conduct alleged in the formal complaint would not constitute sexual harassment under Title IX even if proved,
- Did not occur in the Academy's education program or activity, or
- Did not occur against a person in the United States, then the Academy must dismiss the formal complaint;
- Such a dismissal does not preclude action under another provision of the Academy's code of conduct.

The Academy may dismiss the formal complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint;
- The respondent is no longer enrolled or employed by the Academy; or
- Specific circumstances prevent the Academy from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

#### **Emergency Removal**

PCI Academy may remove a respondent from the Academy's education program or activity on an emergency basis, provided that:

- The Academy undertakes an individualized and risk analysis,
- Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and
- Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative leave, the Academy may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

#### **Retaliation Prohibited**

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

Except as otherwise noted in the regulations, the Academy must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complaint, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### **Protection of Confidentiality of Complainant of Sexual Violence**

There are no pastoral or professional counselors on campus. Confidential crisis, mental health, and complainant resource hotline numbers are posted on campus as well as listed in the PCI Academy Catalog, should students need to contact these agencies. Complainants of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes may be provided informally and in confidence to PCI Academy's Title IX Coordinator, who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless PCI Academy is under an obligation to disclose your identity to protect the safety of others. You will be informed if PCI Academy cannot maintain the requested confidentiality of the information. The complainant can file an informal complaint which may not result in

an investigation.

PCI Academy strongly encourages persons who are complainants of sexual violence who do not want to report the incident to police or file a complaint using PCI Academy's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in PCI Academy's annual crime statistics. With such information, PCI Academy can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime regarding a location, method, or assailant, and alert the campus community to potential danger. PCI Academy will make best efforts to maintain the privacy of that information and to comply with FERPA.

PCI Academy is required to, and will, keep the identity of complainants of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the complainant to receive protective measures. At the complainant's request, PCI Academy will maintain as confidential any protective measures provided to the complainant, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The complainant will be informed by the institution if providing a protective measure may reveal the identity of the complainant.

PCI Academy encourages reporting of sexual violence to the police. Filing a police report will:

- Ensure that a complainant of sexual assault receives the necessary medical treatment and tests, at no expense to the complainant;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a complainant of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the complainant has access to free confidential counseling from counselors specifically trained around sexual assault crisis intervention.

Police reports are public records under state law, and therefore PCI Academy cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

## Complainant Support Services

Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, complainant advocacy, legal assistance, and other services available for complainants, both on campus and in the community.

### National Resources:

- National Sexual Assault Hotline 800-656-4673
- National Domestic Violence Hotline 800-799-7233

### Local Resources Ames:

- Ames Police Department  
Non-Emergency 515-239-5133  
Emergency 9-1-1
- Iowa Coalition Against Sexual Assault (IowaCASA) – Referrals to local rape crisis centers  
[www.iowacasa.org](http://www.iowacasa.org)
- Access Assault Care Center Extending Shelter & Support 515-292-0500 or Access Crisis Line 888-983-2533
- NISAA (African Women's Refugee Project) Sexual abuse comprehensive services, culturally specific to African Immigrant communities.  
<http://muawi.org> 515-288-0881
- LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population.  
[www.lunaiowa.org](http://www.lunaiowa.org) Services 800-256-7668 or 866-256-7668
- Domestic/Sexual Assault Outreach Center Crisis Line 888-356-5006 or 515-955-2273

### Local Resources Plymouth:

- Chrysalis Women's Center, Counseling & Therapy Services, Minneapolis [www.chrysaliswomen.org](http://www.chrysaliswomen.org) 612-871-0118
- West Metro Recovery, Substance Abuse Treatment, Robbinsdale, 763-531-9488 800-559-9503
- Annex Teen Clinic, Sexual Health Clinic, Robbinsdale  
Teen Clinic 763-533-1316 Medical Services 612-813-6125 West Suburban 952-474-3251
- Hennepin County WIC Program, Supplemental Nutrition Program for Women, Infants & Children, Minneapolis  
612 348-6100
- Home Free Women's Shelter, Domestic Violence & Shelter, Plymouth, 24-hour Crisis line 763-559-4945 Business Line (Shelter) 763-559-9008

### Local Resources Iowa City:

- Iowa City Police Department  
Non-Emergency 319-356-5275  
Emergency 9-1-1
- The Crisis Center, crisis line 855-325-4296, [www.jccrisis.center.org](http://www.jccrisis.center.org)
- NISAA (African Women's Refugee Project) Sexual abuse comprehensive services, culturally specific to African Immigrant communities.  
<http://muawi.org> 515-288-0881
- LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population.  
[www.lunaiowa.org](http://www.lunaiowa.org) Services 800-256-7668 or 866-256-7668
- Domestic/Sexual Assault Outreach Center Crisis Line 888-356-5006 or 515-955-2273

- Domestic Violence Intervention Program, crisis line 800-373-1043, [www.dvpiowa.org](http://www.dvpiowa.org)
- The Crisis Center, crisis line 855-325-4296, [www.jccrisis.center.org](http://www.jccrisis.center.org)
- The Shelter House, 319-351-0326, [shelterhouseiowa.org](http://shelterhouseiowa.org)
- Johnson County Human Services, 319-337-2705, [www.dhs.iowa.gov](http://www.dhs.iowa.gov)

The Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their well-being. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). PCI Academy may be able to provide additional interim measures to while an investigation is pending, such as no contact orders and changing the alleged respondent's class schedule.

#### **Supportive Measures**

Within 24 hours of a Title IX Coordinator receiving a report of sexual violence, the Title IX Coordinator will provide written notification to the complainant about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to local law enforcement.

#### **Training**

PCI Academy requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to investigate and hearing process that protects the safety of complainants and promotes accountability.

If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

If you wish to fill out a complaint form online, you may do so at <http://www.ed.gov/ocr/complaintintro.html>.

## **Complaints About Private Colleges and Career Schools- Plymouth, MN**

Colleges and career schools that are licensed or registered with the Office of Higher Education are required to:

- comply with Minnesota Statutes 136A.61 to 136A.833
- comply with Minnesota Administrative Rules Chapter 4840 and 4880
- follow their internal policies and procedures, and
- use marketing materials or recruiting practices that are not deceptive, misleading, or inaccurate.

If you did not have a good experience or believe that a career school or college has not met these requirements, you can file a complaint with the Office of Higher Education. As a part of the Agency's regulatory oversight, we will investigate and respond to complaints and, if justified, take action to prevent future problems.

## **Minnesota Office of Higher Education Complaint Process**

### **When a Complaint May Be Filed with the Office of Higher Education**

Please take the following steps prior to filing a complaint with the Office of Higher Education:

#### **1. Bring the problem to the institution's attention.**

Many issues can be handled quickly and informally once the institution is aware of your concern. For more serious problems, you must follow the institution's formal grievance policy, first. If you call us before you have pursued all internal options, we may have to defer taking your complaint until you can verify that the institution will not respond adequately.

#### **2. Determine whether your institution is regulated by the Office of Higher Education.**

The Office of Higher Education cannot deal with complaints about the University of Minnesota or Minnesota State Colleges and Universities. Complaints about public institutions should be made to the institution or to the system's central administration.

Please refer to the list of licensed or registered institutions to determine whether our office regulates your institution. If your institution is not on these lists, contact our office if you feel like the institution should be on this list.

#### **3. Determine whether the problem is with the requirements we administer.**

The Office of Higher Education can only act to assure that private institutions comply with the state statutes that we administer. Some problems fall outside of our jurisdiction. When another state or federal office should address your concern, we will refer you.

For example, if you feel discriminated against on the basis of race, color, national origin, sex, sexual identity, handicap, age, or membership in a patriotic youth organization we will refer you to the US Department of Education Office of Civil Rights and the Minnesota Department of Human Rights.

#### **4. Complaints should be submitted to the office within six years of the alleged violation.**

It can be challenging to fully investigate your concerns if you wait too long to file a complaint with our office. As more time passes, the ability to

secure documentation on your concern is reduced. Our office cannot investigate a complaint if the alleged issue occurred greater than six years ago.

#### **5. Identify yourself.**

Our ability to take action is restricted or reduced if you file an anonymous complaint. We prefer that you give your name, address, telephone number, and email address on the written complaint form. Our office will be unable to follow-up with you on the status of your complaint if you do not provide your contact information.

#### **How to File a Complaint**

##### **1. If you are unsure about whether you should file a complaint:**

Consider contacting us first to discuss your complaint. We can explain the complaint procedures and let you know whether the Office of Higher Education, or another agency, can address your problem.

##### **2. You must fill out the student complaint form in order for us to address your complaint.**

Include as much detail as possible, including the exact nature of the complaint, dates of incidents, names of people at the institution that have been involved, who you have worked with in trying to resolve the complaint internally, and copies of any written documentation. Specificity will be critical to our office's investigation.

##### **3. Attach documentation to the student complaint form.**

Keep records that provide evidence of the problem and your efforts to solve it through internal processes. Documentation will help you make your case with the institution and help us learn about the issue and investigate.

##### **4. Send the student complaint form to the Office of Higher Education.**

Our office needs a "wet" signature as the signature on the back is the privacy release that our office needs to speak to the school about your academic file. The complaint form can be digitized (by scanning or taking a photo with a smart phone) and then emailed, mailed, or faxed it to the contact information below: Registration & Licensing, Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108 651-259-3975 or 1-800-657-3866 secure fax 651-797-1664 [betsy.talbot@state.mn.us](mailto:betsy.talbot@state.mn.us)

#### **How Complaints are Handled**

The Office of Higher Education takes the following steps when you file a written complaint about a private college or career school:

##### **We will review your written complaint and initiate an investigation**

We will prepare a letter to the institution outlining the nature of the allegations and provide the institution with a copy of the complaint. The letter will request a written response regarding the specific situation in the complaint.

If our office finds that the nature of your complaint is not related to our office's requirements or standards, you will notify you in writing that we are not taking any further action on your complaint.

##### **We may contact you**

We may ask clarifying questions or gather additional evidence in support of your complaint. We may also seek verification of the complaint from independent sources who may have witnessed events or have other documentation.

##### **We will review the institution's response and offer you the opportunity to respond.**

We will determine whether your school failed to comply with our office's requirements and standards.

We may request more information from the institution or from you after we received the institution's response to your complaint. We may conduct additional investigation, including an on-campus review.

##### **We will take final action on the complaint**

If we determined that a school did not comply with our office's requirements and standards, we will notify you and the institution of any required action necessary to bring the institution into compliance.

If the complaint does not appear to indicate a violation of legal requirements, we will inform you and the school in writing.

**NOTE: The Family Educational Right to Privacy Act (FERPA)** generally limits what can be disclosed from complaint files, and under the Minnesota Government Data Practices Act, the Office of Higher Education cannot disclose unsubstantiated complaints to other parties.