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</tbody>
</table>
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
- 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 (not currently offering)
- 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 (not currently offering)
Natural nail manicures and pedicures
Nail Art
Shellac Nails
Acrylics
Sculptured Nails
Anti-aging hand and foot treatment
Ames START DATES 2022

Cosmetology 2022
Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 15, 2022
Tuesday, April 12, 2022
Tuesday, May 10, 2022
Tuesday, June 7, 2022
Tuesday, July 5, 2022
Tuesday, August 2, 2022
Tuesday, August 30, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022
Tuesday, November 22, 2022
Tuesday, December 20, 2022

Esthetics 2022
Tuesday, January 11, 2022
Tuesday, February 8, 2022
Tuesday, March 8, 2022
Tuesday, April 5, 2022
Tuesday, May 3, 2022
Tuesday, May 30, 2022
Tuesday, June 27, 2022
Tuesday, July 4, 2022
Tuesday, August 22, 2022
Tuesday, September 19, 2022
Tuesday, October 17, 2022
Tuesday, November 14, 2022
Tuesday, December 12, 2022

Massage Therapy 2022
Monday, March 21, 2022 (B)
Monday, June 13, 2022 (A)
Monday, October 24, 2022 (B)

Nail Technology 2022
Not currently offering

Ames START DATES 2023

Cosmetology 2023
Tuesday, January 17, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday, April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 6, 2023
Wednesday, July 5, 2023
Tuesday, August 1, 2023
Tuesday, August 29, 2023
Tuesday, September 26, 2023
Tuesday, October 24, 2023
Tuesday, November 21, 2023
Tuesday, December 19, 2023

Esthetics 2023
Tuesday, January 10, 2023
Tuesday, February 7, 2023
Tuesday, March 7, 2023
Tuesday, April 4, 2023
Tuesday, May 2, 2023
Tuesday, May 30, 2023
Tuesday, June 27, 2023
Tuesday, July 25, 2023
Tuesday, August 22, 2023
Tuesday, September 19, 2023
Tuesday, October 17, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023

Massage Therapy 2023
Monday, January 16, 2023 (A)
Tuesday, May 30, 2023 (B)
Monday, August 21, 2023 (A)

Nail Technology 2023
Not currently offering

Start dates are subject to change

The Academy will be closed on the following days:
2022:
January 1, May 30, July 2, July 4, September 5, November 24, December 24, and December 26
2023:
May 29, July 1, July 3, July 4, September 4, November 23, December 25, and December 26
2024:
January 1, May 27, July 4, July 5, July 6, September 2, November 28, December 23, December 24, December 25, and December 26

**Cutoff date for enrollment is two weeks prior to the orientation date.
Ames TUITION AND FEES

Cosmetology $26,988

Esthetics $14,088

Massage Therapy 600 hour $13,688

Nail Technology $3,866 (not currently offering)

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. If a student needs to move their start date more than 1 time, they may be charged another $100 application fee.

Federal Financial Aid is available to students who qualify for Cosmetology, Massage Therapy and Esthetics. We participate in Pell Grants, Direct Student Loans and Parent PLUS Loans. Subsidized loans, and Pell Grants are a need-based option. Unsubsidized and Parent PLUS loans are a non-need-based option.

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.

2nd program discount
Students who choose to take a 2nd 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.

Orientation
All students must attend orientation prior to starting their program. The orientation dates for each start date are listed below but are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Classes Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/22</td>
<td>3pm-9pm</td>
<td>January 11th Esthetics and January 18th Cosmetology</td>
</tr>
<tr>
<td>1/28/22</td>
<td>9am-3pm</td>
<td>February 8th Esthetics and February 15th Cosmetology</td>
</tr>
<tr>
<td>2/25/22</td>
<td>9am-3pm</td>
<td>March 8th Esthetics, March 15th Cosmetology and March 21st Massage</td>
</tr>
<tr>
<td>3/25/22</td>
<td>9am-3pm</td>
<td>April 5th Esthetics and April 12th Cosmetology</td>
</tr>
<tr>
<td>4/22/22</td>
<td>9am-3pm</td>
<td>May 3rd Esthetics and May 10th Cosmetology</td>
</tr>
<tr>
<td>5/20/22</td>
<td>9am-3pm</td>
<td>May 31st Esthetics, June 7th Cosmetology and June 13th Massage</td>
</tr>
<tr>
<td>6/17/22</td>
<td>9am-3pm</td>
<td>June 28th Esthetics and July 5th Cosmetology</td>
</tr>
<tr>
<td>7/15/22</td>
<td>9am-3pm</td>
<td>July 26th Esthetics and August 2nd Cosmetology</td>
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<tr>
<td>8/12/22</td>
<td>9am-3pm</td>
<td>August 23rd Esthetics and August 30th Cosmetology</td>
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<tr>
<td>9/16/22</td>
<td>9am-3pm</td>
<td>September 20th Esthetics and September 27th Cosmetology</td>
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<td>10/7/22</td>
<td>9am-3pm</td>
<td>October 18th Esthetics, October 24th Massage and October 25th Cosmetology</td>
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<tr>
<td>11/4/22</td>
<td>9am-3pm</td>
<td>November 15th Esthetics and November 22nd Cosmetology</td>
</tr>
<tr>
<td>12/2/22</td>
<td>9am-3pm</td>
<td>December 13th Esthetics and December 20th Cosmetology</td>
</tr>
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</table>
Ames PROGRAM SCHEDULES 3.11.22
** cl indicates classroom time
** Schedule options are subject to change.

<table>
<thead>
<tr>
<th>Cosmetology 20 hr./wk., 25 months</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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</thead>
<tbody>
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<td>OFF</td>
<td>9-1cl</td>
<td>9-1cl</td>
<td>9-1cl</td>
<td>9-1cl</td>
<td>9-1cl</td>
</tr>
<tr>
<td>After Fundamentals: Schedule C.A1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>5-9</td>
<td>5-9</td>
<td>OFF</td>
<td>9-12</td>
</tr>
<tr>
<td>Schedule C.B1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>5-9</td>
<td>5-9</td>
<td>1-4</td>
<td>OFF</td>
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<tr>
<td>Schedule C.C1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>9-1</td>
<td>9-1</td>
<td>OFF</td>
<td>9-12</td>
</tr>
<tr>
<td>Schedule C.D1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>9-1</td>
<td>9-1</td>
<td>1-4</td>
<td>OFF</td>
</tr>
<tr>
<td>Schedule C.E1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>9-12sa</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Schedule C.F1.20</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>9-12sa</td>
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<table>
<thead>
<tr>
<th>Cosmetology 30 hr./wk., 18 months</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
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<td>9-1cl</td>
<td>9-1cl</td>
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<tr>
<td>After Fundamentals: Schedule C.G1.30</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>3-6 sa</td>
<td>3-9</td>
<td>3-9</td>
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<tr>
<td>Schedule C.H1.30</td>
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<td>3-6 sa</td>
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<tr>
<td>Schedule C.I1.30</td>
<td>9-3cl</td>
<td>12-3cl</td>
<td>9-12sa</td>
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<td>OFF</td>
<td>9-3</td>
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<tr>
<td>Schedule C.J1.30</td>
<td>9-3cl</td>
<td>12-3cl</td>
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<table>
<thead>
<tr>
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<th>Mon</th>
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<th>Wed</th>
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<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
<td>Fundamentals (1st 12 weeks at 20 hr./wk.)</td>
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<td>9-1cl</td>
<td>9-1cl</td>
<td>9-1cl</td>
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<tr>
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<td>12-3cl</td>
<td>3-8sa</td>
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<td>1-9</td>
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<tr>
<td>Schedule C.L1.40</td>
<td>9-5cl</td>
<td>12-3cl</td>
<td>3-8sa</td>
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<td>1-9</td>
<td>9-5</td>
</tr>
<tr>
<td>Schedule C.M1.40</td>
<td>9-5cl</td>
<td>9-12sa</td>
<td>12-3cl</td>
<td>3-5sa</td>
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<tr>
<td>Schedule C.N1.40</td>
<td>9-5cl</td>
<td>9-12sa</td>
<td>12-3cl</td>
<td>3-5sa</td>
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<tr>
<td>Schedule C.O1.40</td>
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<td>9-12sa</td>
<td>12-3cl</td>
<td>3-9sa</td>
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<tr>
<td>Schedule C.P1.40</td>
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<table>
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<tr>
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<th>Mon</th>
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<tbody>
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<td>5-9cl</td>
<td>5-9cl</td>
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<td>OFF</td>
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<tr>
<td>Schedule E.B.18</td>
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<td>5-9cl</td>
<td>5-9cl</td>
<td>9-3</td>
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<tr>
<td>Schedule E.C.18 *no longer available after 8/22</td>
<td>OFF</td>
<td>5-9cl</td>
<td>9-1cl</td>
<td>9-1cl</td>
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<tr>
<td>Schedule E.D.18 *no longer available after 8/22</td>
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<td>5-9cl</td>
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<td>9-1cl</td>
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<tr>
<td>Schedule E.E.18</td>
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<td>1-5</td>
<td>9-3</td>
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<td>Schedule E.F.18</td>
<td>OFF</td>
<td>5-9cl</td>
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**Esthetics 24 hr./wk., 7 months**

<table>
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<th>Fri</th>
<th>Sat</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals (1st 12 weeks at 18 hr./wk.)</td>
<td>OFF</td>
<td>5-9cl</td>
<td>5-9cl</td>
<td>5-9cl</td>
<td>OFF</td>
<td>9-3cl</td>
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<tr>
<td>After Fundamentals: Schedule E.J.24</td>
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<td>5-9cl</td>
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<td>OFF</td>
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<tr>
<td>Schedule E.K.24</td>
<td>OFF</td>
<td>5-9cl</td>
<td>3-9</td>
<td>3-9</td>
<td>OFF</td>
<td>9-5</td>
</tr>
<tr>
<td>Schedule E.L.24 *no longer available after 8/22</td>
<td>OFF</td>
<td>5-9cl</td>
<td>9-3</td>
<td>9-3</td>
<td>OFF</td>
<td>9-5</td>
</tr>
<tr>
<td>Schedule E.M.24 *no longer available after 8/22</td>
<td>OFF</td>
<td>5-9cl</td>
<td>9-3</td>
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<td>OFF</td>
<td>9-5</td>
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**Massage Therapy 20 hr./wk., 7 months**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
<td>Schedule M.A.20</td>
<td>9-4cl</td>
<td>9-4cl</td>
<td>9-3cl</td>
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<td>OFF</td>
<td>OFF</td>
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<tr>
<td>Schedule M.B.20</td>
<td>2-9cl</td>
<td>2-9cl</td>
<td>3-9cl</td>
<td>OFF</td>
<td>OFF</td>
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</table>

**Nail Technology 12 hr./wk., 7 months**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule N.A.12</td>
<td>OFF</td>
<td>OFF</td>
<td>6-9cl</td>
<td>6-9cl</td>
<td>OFF</td>
<td>9-3cl</td>
</tr>
</tbody>
</table>

**Students may request to change their schedule at no charge. The request will be approved or denied based on availability. The change must be in force for three months before requesting another change.**
Iowa City- START DATES 2022

Cosmetology 2022
Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 15, 2022
Tuesday, April 12, 2022
Tuesday, May 10, 2022
Tuesday, June 7, 2022
Tuesday, July 5, 2022
Tuesday, August 2, 2022
Tuesday, August 30, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022
Tuesday, November 22, 2022
Tuesday, December 20, 2022

Esthetics 2022
Tuesday, January 11, 2022
Tuesday, February 8, 2022
Tuesday, March 8, 2022
Tuesday, April 5, 2022
Tuesday, May 3, 2022
Tuesday, May 31, 2022
Tuesday, June 28, 2022
Tuesday, July 26, 2022
Tuesday, August 23, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, December 13, 2022

Massage Therapy 2022
Monday, June 6, 2022
Monday, October 17, 2022

Nail Technology 2022
Not currently offering

Iowa City- START DATES 2023

Cosmetology 2023
Tuesday, January 17, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday, April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 6, 2023
Wednesday, July 5, 2023
Tuesday, August 1, 2023
Tuesday, August 29, 2023
Tuesday, September 26, 2023
Tuesday, October 24, 2023
Tuesday, November 21, 2023
Tuesday, December 19, 2023

Esthetics 2023
Tuesday, January 10, 2023
Tuesday, February 7, 2023
Tuesday, March 7, 2023
Tuesday, April 4, 2023
Tuesday, May 2, 2023
Tuesday, May 30, 2023
Tuesday, June 27, 2023
Tuesday, July 25, 2023
Tuesday, August 22, 2023
Tuesday, September 19, 2023
Tuesday, October 17, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023

Massage Therapy 2023
Monday, January 9, 2023
Monday, August 14, 2023

Nail Technology 2023
Not currently offering

Class start dates are subject to change.

The Academy will be closed on the following days:
2021:
November 1, November 25, December 24, and December 25
2022:
January 1, May 30, July 2, July 4, September 5, November 24, December 24, and December 26
2023:
May 29, July 1, July 3, July 4, September 4, November 23, December 25, and December 26
2024:
January 1, May 27, July 4, July 5, July 6, September 2, November 28, December 23, December 24, December 25, and December 26

**Cutoff date for enrollment is two weeks prior to the orientation date.**
Iowa City TUITION AND FEES

Cosmetology $26,988

Esthetics $14,088

Massage Therapy 600 hour $13,688

Nail Technology $3,866 (not currently offering)

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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.

2nd program discount
Students who choose to take a 2nd 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.

Orientation
All students must attend orientation prior to starting their program. The orientation date for each start date is listed below but are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Classes Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/22</td>
<td>9am-3pm</td>
<td>January 11th Esthetics and January 18th Cosmetology</td>
</tr>
<tr>
<td>2/4/22</td>
<td>9am-3pm</td>
<td>February 8th Esthetics and February 15th Cosmetology</td>
</tr>
<tr>
<td>3/4/22</td>
<td>9am-3pm</td>
<td>March 8th Esthetics and March 15th Cosmetology</td>
</tr>
<tr>
<td>4/1/22</td>
<td>9am-3pm</td>
<td>April 5th Esthetics and April 12th Cosmetology</td>
</tr>
<tr>
<td>4/29/22</td>
<td>9am-3pm</td>
<td>May 3rd Esthetics and May 10th Cosmetology</td>
</tr>
<tr>
<td>5/27/22</td>
<td>9am-3pm</td>
<td>May 31st Esthetics, June 6th Massage and June 7th Cosmetology</td>
</tr>
<tr>
<td>6/24/22</td>
<td>9am-3pm</td>
<td>June 28th Esthetics and July 5th Cosmetology</td>
</tr>
<tr>
<td>7/22/22</td>
<td>9am-3pm</td>
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<td>8/19/22</td>
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<td>9/16/22</td>
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<td>10/14/22</td>
<td>9am-3pm</td>
<td>October 18th Esthetics and October 25th Cosmetology</td>
</tr>
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<td>11/11/22</td>
<td>9am-3pm</td>
<td>November 15th Esthetics and November 22nd Cosmetology</td>
</tr>
<tr>
<td>12/9/22</td>
<td>9am-3pm</td>
<td>December 13th Esthetics and December 20th Cosmetology</td>
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Iowa City PROGRAM SCHEDULES 11.1.2020

** cl indicates classroom time

** Schedule options are subject to change.

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Mon</th>
<th>Tue</th>
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<tr>
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<td>Fundamentals (1st 12 weeks)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>9-3cl</td>
<td>3-5</td>
<td>3-6cl</td>
<td>5-9</td>
<td>OFF</td>
<td>OFF</td>
<td>9-2</td>
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<td>3-5</td>
<td>3-6cl</td>
<td>OFF</td>
<td>OFF</td>
<td>9-1</td>
<td>9-2</td>
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<td>3-6cl</td>
<td>OFF</td>
<td>5-9</td>
<td>OFF</td>
<td>9-2</td>
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| **Cosmetology 30 hr./wk., 16 months** | | OFF | 5-9cl | 5-9cl | 5-9cl | 9-1cl | 9-1cl |
| Fundamentals (1st 12 weeks at 20 hr./wk.) | | | | | | | |
| After Fundamentals: Schedule A | 9-3cl | 3-6cl | 6-9 | 3-6cl | 3-6cl | 6-9 | OFF | 9-3 |
| Schedule B | 9-3cl | 3-6cl | 3-6cl | 3-6cl | 6-9 | OFF | 9-3 |

| **Cosmetology 40 hr./wk., 12 months** | | OFF | 5-9cl | 5-9cl | 5-9cl | 9-1cl | 9-1cl |
| Fundamentals (1st 12 weeks at 20 hr./wk.) | | | | | | | |
| After Fundamentals: Schedule I | 9-5 | 1-3 | 3-6cl | 6-9 | 1-3 | 3-6cl | 6-9 | OFF | 9-5 |
| Schedule J | 9-5 | 1-3 | 3-6cl | 6-9 | 1-3 | 3-6cl | 6-9 | 9-5 | OFF |

| **Esthetics 18 hr./wk., 8 months** | | OFF | 5-9cl | 5-9cl | 5-9cl | OFF | 9-3cl |
| Fundamentals (1st 12 weeks at 18 hr./wk.) | | | | | | | |
| After Fundamentals: Schedule A | OFF | 5-9cl | 5-9cl | 5-9cl | OFF | 9-3cl |
| Schedule B | OFF | 5-9cl | 5-9cl | 5-9cl | 9-3cl | OFF |

| **Esthetics 24 hr./wk., 6 months** | | OFF | 5-9cl | 5-9cl | 5-9cl | OFF | 9-3cl |
| Fundamentals (1st 12 weeks at 18 hr./wk.) | | | | | | | |
| After Fundamentals: Schedule E | OFF | 3-5 | 3-5 | 3-5 | 3-5 | 5-9cl | OFF | 9-3 |
| Schedule F | OFF | 3-5 | 3-5 | 3-5 | 5-9cl | 5-9cl | 9-3cl | OFF |

| **Massage Therapy 20 hr./wk., 7 months** | | OFF | 9-4cl | OFF | 9-3cl | OFF | 9-3cl |
| Schedule M.A.20 | | 9-4cl | 9-4cl | 9-3cl | OFF | OFF | |
| Schedule M.B.20 | | 9-4cl | OFF | OFF | 9-3cl | OFF | |

| **Nail Technology 12 hr./wk., 7 months** | | OFF | OFF | 6-9cl | 6-9cl | OFF | 9-3cl |
| Schedule N.A.12 | | OFF | OFF | OFF | OFF | OFF | |

**Students may request to change their schedule at no charge. The request will be approved or denied based on availability. The change must be in force for three months before requesting another change.**
Plymouth START DATES 2022

Cosmetology 2022
Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 15, 2022
Tuesday, April 12, 2022
Tuesday, May 10, 2022
Tuesday, June 7, 2022
Tuesday, July 5, 2022
Tuesday, August 2, 2022
Tuesday, August 30, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022
Tuesday, November 22, 2022
Tuesday, December 20, 2022

Esthetics 2022
Tuesday, January 4, 2022
Tuesday, March 1, 2022
Tuesday, April 26, 2022
Tuesday, June 21, 2022
Tuesday, August 16, 2022
Tuesday, October 11, 2022
Tuesday, December 6, 2022

Advanced Practice Esthetics 2022
Monday, January 31, 2022
Monday, March 28, 2022
Monday, May 23, 2022
Monday, July 18, 2022
Monday, September 12, 2022

Nail Technology 2022
Not currently offering

Combination Esthetics and Advanced Practice Esthetics 2022
Not currently offering

Plymouth START DATES 2023

Cosmetology 2023
Tuesday, January 17, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday, April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 6, 2023
Wednesday, July 5, 2023
Tuesday, August 1, 2023
Tuesday, August 29, 2023
Tuesday, September 26, 2023
Tuesday, October 24, 2023
Tuesday, November 21, 2023
Tuesday, December 29, 2023

Esthetics 2023
Tuesday, January 31, 2023
Tuesday, March 28, 2023
Tuesday, May 23, 2023
Tuesday, July 18, 2023
Tuesday, September 12, 2023
Tuesday, November 7, 2023

Advanced Practice Esthetics 2023
Monday, January 2, 2023
Monday, April 24, 2023
Monday, August 14, 2023
Monday, December 4, 2023

Nail Technology 2023
Not currently offering

Combination Esthetics and Advanced Practice Esthetics 2023
Not currently offering

Class start dates subject to change.

The Academy will be closed on the following days:
2021:
November 1, November 25, December 24, and December 25
2022:
January 1, May 30, July 2, July 4, September 5, November 24, December 24, and December 26
2023:
May 29, July 1, July 3, July 4, September 4, November 23, December 25, and December 26
2024:
January 1, May 27, July 4, July 5, July 6, September 2, November 28, December 23, December 24, December 25, and December 26

**Cutoff date for enrollment is two weeks prior to the orientation date.
Plymouth TUITION AND FEES

Cosmetology $23,888

Esthetics $14,988

Advanced Practice Esthetics $12,488

Combination Esthetics and Advanced Practice Esthetics $25,388 (not currently offering)

Nail Technology $4,224 (not currently offering)

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. If a student needs to move their start date more than 1 time, they may be charged another $100 application fee.

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. Subsidized loans, and Pell Grants are a need-based option. Unsubsidized and Parent PLUS loans are a non-need-based option.

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.

2nd program discount

Students who choose to take a 2nd 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

Orientation

All students must attend orientation prior to starting their program. The orientation date for each start date are listed below but are subject to change.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Classes Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28/22</td>
<td>9am-3pm</td>
<td>January 31st AP Esthetics and February 15th Cosmetology</td>
</tr>
<tr>
<td>2/28/22</td>
<td>9am-3pm</td>
<td>March 1st Esthetics and March 15th Cosmetology</td>
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<tr>
<td>3/21/22</td>
<td>9am-3pm</td>
<td>March 28th AP Esthetics and April 12th Cosmetology</td>
</tr>
<tr>
<td>4/18/22</td>
<td>9am-3pm</td>
<td>April 26th Esthetics and May 10th Cosmetology</td>
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<td>5/16/22</td>
<td>9am-3pm</td>
<td>May 23rd AP Esthetics and June 7th Cosmetology</td>
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<td>6/13/22</td>
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<td>June 21st Esthetics and July 5th Cosmetology</td>
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<td>7/11/22</td>
<td>9am-3pm</td>
<td>July 18th AP Esthetics and August 2nd Cosmetology</td>
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<td>8/8/22</td>
<td>9am-3pm</td>
<td>August 16th Esthetics and August 30th Cosmetology</td>
</tr>
<tr>
<td>9/9/22</td>
<td>9am-3pm</td>
<td>September 12th AP Esthetics and September 27th Cosmetology</td>
</tr>
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<td>10/3/22</td>
<td>9am-3pm</td>
<td>October 11th Esthetics and October 25th Cosmetology</td>
</tr>
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<td>11/7/22</td>
<td>9am-3pm</td>
<td>November 22nd Cosmetology</td>
</tr>
<tr>
<td>12/5/22</td>
<td>9am-3pm</td>
<td>December 6th Esthetics and December 20th Cosmetology</td>
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Plymouth PROGRAM SCHEDULES 12.1.2021

**cl indicates classroom time

** Schedule options are subject to change.

<table>
<thead>
<tr>
<th>Cosmetology 20 hr./wk., 19 months</th>
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<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
<td>Fundamentals (1st 12 weeks)</td>
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<td>9-2cl</td>
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<tr>
<td>Schedule C.B1.20</td>
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<table>
<thead>
<tr>
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<table>
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<th>Esthetics 24 hr/wk, 7 months</th>
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**Current schedule options for Advanced Practice Esthetics through April 2022:

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<th>Advanced Practice Esthetics 18hr/wk, 7 months</th>
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**Beginning with the May 2022 Advanced Practice Esthetics class, and moving forward the schedule will be:**

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<th>Schedule AP.A.18</th>
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<thead>
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<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<table>
<thead>
<tr>
<th>Schedule AP.D.1.18</th>
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<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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Combination Esthetics and Advanced Practice Esthetics 18hr/wk for 64 weeks will choose an Esthetics 18hr/wk schedule option for the 1st 8 months and then will choose an Advanced Practice Esthetics 18hr/wk schedule option for the 2nd 7 months.

**Students may request to change their schedule at no charge. The request will be approved or denied based on availability. The change must be in force for three months before requesting another change.**
PCI ACADEMY STAFF

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

Vice President & Financial Aid Director
Stephanie Reasland, B.A., Central College, stockholder

Title IX, Inventory Supervisor & VAWA
Linda Lohman, licensed cosmetologist, licensed educator, stockholder, Redken Color Certified

Treasurer
Angela Torgeson, licensed cosmetologist, licensed educator, owner

Ames ACADEMY STAFF

Admissions
Tammy Nichols, admissions counselor
Sarah Haberl, admissions counselor

Financial Aid
Ramean Walczuk, financial aid advisor

Student Experience Coordinator
Autumn Deemer

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
Sadie Buchta- cosmetology, massage, Hospital Based Massage Therapy Certification from Mayo Clinic School of Health Sciences
Michelle Duncan – cosmetology, microdermabrasion certification, Redken Design Certified, Redken Color Certified, stockholder
Zane Dreesman – cosmetology, Redken Color Certified
Brittany Baires - cosmetology
Sarah Haberl - cosmetology
Amy Heaberlin – massage, B.A., Iowa State University, advanced training- Cupping, Table Thai, Deep Tissue
Rhonda Holdaway – cosmetology, Redken Color Certified
Katelynn Janssen- massage and esthetics
Niki Lindsey- esthetics, Satin Smooth Certified, microdermabrasion 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, microdermabrasion and chemical peel certification
Taylor Seward - cosmetology
Brady Snider – cosmetology, microdermabrasion and chemical peel certified, Redken Color Certified
Megan Sullivan – cosmetology, Redken Color Certified
Eva Vogt – cosmetology

Iowa City ACADEMY STAFF

Admissions
Kristin Keith, admissions counselor

Financial Aid
Jenny Fiebelkorn, financial aid advisor

Student Experience Coordinator
Morgan Kroeze

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
Kayleigh Bauer – cosmetology
Michelle Duncan – cosmetology, microdermabrasion certification, Redken Design Certified, Redken Color Certified, stockholder
Jordan Fischer – cosmetology
Crystal Greene- esthetics
Johanna Lampe - esthetics
Linda Lohman – cosmetology, Redken Color Certified
Maria Segura – cosmetology, microdermabrasion and chemical peel certified
Brady Snider – cosmetology, microdermabrasion and chemical peel certified, Redken Color Certified
Teresa Sullivan – massage therapy
Angela Torgeson – cosmetology
Brenda Wallace – cosmetology, microdermabrasion and chemical peel certified

Plymouth ACADEMY STAFF
Admissions Rep
Carina Plotnick, admissions counselor
Melinda Santineau, admissions counselor
Financial Aid
Samantha Sand, financial aid advisor
School Manager
Sara Strouts, licensed cosmetologist and advanced practice esthetician, licensed educator, licensed school manager
Student Experience Coordinator
Sandy Timmerman

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

Educators
Lisa Jarvis – cosmetology
Susan Jensen – cosmetology, advanced practice esthetics
Shelly Kelly – cosmetology
Kate Manders – cosmetology, advanced practice esthetics, Redken Color Certified
Shawntel McDonald - advanced practice esthetics
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 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 3rd 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 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 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 6, 10 and 13. Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

Holidays

Constitution and Citizenship Day
Annually on September 17th we acknowledge Constitution and Citizenship Day.

Class Starting Dates
Class starting dates are listed starting on page 4. 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
- Electronic device (see system requirements beginning on page 55)
- Apron
- Bookbag

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. Solid Black tops and bottoms neat and clean. Solid Black tops, not too low cut, may be sleeveless. No spaghetti straps. No sweatpants. Solid Black skirts, shorts and dresses, no shorter than 5” above the top of the knee. Solid 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 4 in cosmetology or level 3 in esthetics, ap esthetics, nail technology and massage therapy, they may add solid white and solid gray to their dress code. When a student reaches level 5 in cosmetology or level 4 in esthetics, ap esthetics, nail technology and massage therapy, they may add any solid color if 1 piece of their clothing (shirt or pants) is solid black.
Personal Services are a privilege.
A student maintaining 85% grades, 100% attendance and no tardiness 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 their coach each month that they qualify 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 Campus Login student information system to clock in at the beginning of their shift, lunch/dinner breaks, and at the end of their shift. Clock in up to 15 minutes before the scheduled starting time. Students can see their clock in/out times, and accumulated hours in real time. Students can reach out to their campus Student Experience Coordinator with time clock questions.
Ames- secames@pci-academy.com
Iowa City- seciowacity@pci-academy.com
Plymouth- secplymouth@pci-academy.com
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, which includes clocking in/out when not on campus.
Get full credit for all your training and graduate on schedule. Use the Campus Login student information system to help achieve this goal. Accurate records affect meeting attendance standards and financial aid.
The student ID card found within Campus Login 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, Esthetics, Advanced Practice Esthetics and Massage Therapy. 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:
  o Move or change my address
  o Change my telephone number
  o Change my name
  o Change my social security number
  o 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 completes their training:
  Cosmetology: $2,200
  Esthetics and Massage: $600

Completion Scholarships- Plymouth, MN
PCI Academy offers scholarships to every PCI Academy student who completes their training:
  Cosmetology: $2,200
  Esthetics: $600
  Advanced Practice Esthetics: $500
  Combination Esthetic and Advanced Practice Esthetics: $1,100

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. In the event of withdrawal or termination from a program, an official transcript will be released to the student when all financial obligations to the academy have been met.

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 outlined on page 18.

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

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

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.)

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.

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 workspaces 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 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. The fee for not returning your lock and key is $50. 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 or treatment tables.

**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
- Over the Top, Stylist Planner

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

**Accessories**
- 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, Over the Top, Planner

**Kit**
tweezers, 5pc tool kit, brow scissors

**Accessories**
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)
**not currently offering**

**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**

**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, Over the Top, Planner

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

**Accessories**
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.

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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, Over the Top, Planner
Kit Oil holster
Accessories 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, eyelash extensions and waxes – 60 facial services, 40 makeup applications, 2 full sets of eyelash extensions, 1 patch test, 1 removal, 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 Cosmetology Fundamentals books and lab, Over the Top, Stylist Planner

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

Accessories name badge

Levels of Achievement

An 85% grade average in written and practical work as well 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
Total 600 hours

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
Eyelash Extensions- 2 full sets of eyelash extensions, 1 patch test, 1 removal

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.
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, Over the Top, Planner
Kit tweezers, brow scissors
Accessories 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, Over the Top, Planner
Kit
derma blade handle, 5pc tool kit
Accessories
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
Total 1100 hours

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
Eyelash Extensions - 2 full sets of eyelash extensions, 1 patch test, 1 removal
   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)
Combination Esthetics and 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.
Kit tweezers, 5pc tool kit, brow scissors, derma blade handle
Accessories 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)
**not currently offering

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, Over the Top, Planner
Kit
CND student kit, CND Brisa gel kit
Accessories
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.
The following policies:

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 (owners and/or financial aid office staff) with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials with legitimate educational interest (owners and/or financial aid office staff)
4. Appropriate parties with a legitimate educational interest
5. Organizations conducting certain studies for or on behalf of the school
6. Accrediting organizations
7. To comply with a judicial 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
By accessing or using PCI academy’s online curriculum systems, however accessed, you agree to be bound by these terms of use. The curriculum systems are owned or controlled by PCI Academy. These terms of use affect your legal rights and obligations. If you do not agree to be bound by all of these terms of use, do not access or use the systems. The information contained within PCI Academy’s systems is deemed confidential and owned solely by PCI Academy. Accordingly, no employee or student shall copy or otherwise disclose to another person or company anything found within the systems. Violation of this policy may result in disciplinary action, up to and including discharge. PCI Academy may also pursue any other legal rights and remedies against the employee or student who violates these Terms of Use or assists another employee or student of violating it.
In addition, it is a violation of federal law under FERPA to release student information without a student’s signed permission on the appropriate form. Only an owner or financial aid personnel may release information after such form is filed.

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).

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.

Liability
PCI Academy will not be held liable for injuries resulting from negligence of any person. Two examples of such negligence would be sitting incorrectly in chairs causing you to fall out of the chair, not being aware of surroundings when handling hot tools or sharp tools thus causing injury to oneself or others.

Students are NOT considered employees of the school and not covered under Workmen’s Compensation. Self-inflicted injuries such as, but not limited to cuts, scrapes, burns are not covered under PCI Academy’s range of liability.

Personal Property: Personal property must be kept safe by the student. PCI Academy assumes no responsibility for loss, damage or theft of personal property while on campus.
CONSUMER INFORMATION

Campus Security Act Information Disclosure Ames IA 9-13-2021

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 2018-2020 showed 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 Iowa City IA 9-13-2021

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 2018-2020 showed 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: https://www.homefacts.com/offenders/Iowa/Johnson-County.html

**Campus Security Act Information Disclosure Plymouth MN 9-13-2021**

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 2018-2020 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

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 shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction.

The academy will retain, or refund tuition as follows:

Formula: The Academy shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction. The Academy shall make a pro rata refund of tuition charges to a student who terminates from their program after the first two calendar weeks in an amount that is not less than 95% of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the payment period to the total number of calendar days in the payment period. If a terminating student has completed 60% or more of a payment period, the Academy is not required to refund tuition charges to the student.

However, if the student must terminate after the first two calendar weeks due to the student’s physical incapacity or the transfer of a spouse’s employment, the student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining calendar days in the payment period to the total number of calendar days 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 withdraw 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 following the date of determination.

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

Buyer’s Right to Cancel - 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 5 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 school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school 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 5 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 withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to $50, and minus the less or 25% of the total tuition or $100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point.

If you withdraw from your program after 75% of the program has 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 as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to the financial aid office.

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 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 withdrawn for 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. If the calculation results in a refund being owed, the order in which the Title IV program funds will be refunded is as follows: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus Loans, and Federal Pell Grants.

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.

Any monies due the student shall be refunded as soon as possible, but no later than 45 days after determining the student has withdrawn.

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 within 30 days, to allow the student at least 14 days to accept or decline to have the loan funds to be disbursed. Grant funds must be disbursed within 45 days. 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. If this results in a credit balance on the student’s account, it will be disbursed as soon as possible but no later than 14 days after the calculation of Return to Title IV.

If the Return to Title IV calculation results in an amount to be returned that exceeds the school’s portion, the student must repay some funds.

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

Grade Level Classifications- Plymouth, MN
1st Academic Year- 0-900 hours
2nd 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 89 weeks; scheduled hours 2470

Cosmetology
Half time, 108 weeks, 20 hrs./wk. 2100 hours; Max. time allowed 125 weeks; scheduled hours 2470

Cosmetology
Full time, 61 weeks, 40 hrs./wk. 2100 hours; Max. time allowed 70 weeks; scheduled hours 2470

Esthetics
Three-quarter time, 29 weeks, 24 hrs./wk. 600 hours; Max. time allowed 33 weeks; Scheduled Hours 706

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

Massage Therapy
Half 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**
Three-quarter 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, they 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, they 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 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 leave of absence will only be considered if the request is for over 7 consecutive calendar days. 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 9-1-2020 to 8-31-2021 - Ames, IA

Cosmetology for the period 9-1-20 to 8-31-21

Graduation Rate: 58% of students graduated within normal time
Placement Rate: 83% 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 9-1-20 to 8-31-21
Graduation Rate: 69% 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
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 9-1-20 to 8-31-21
We did not have anyone graduate from nail technology 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 9-1-20 to 8-31-21
Graduation Rate: 83% of massage students scheduled to complete graduated
Placement Rate: 80% 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 9-1-2020 to 8-31-2021- Iowa City, IA
Cosmetology for the period 9-1-20 to 8-31-21
Graduation Rate: 100% of cosmetology students scheduled to complete graduated
Placement Rate: 50% of students who graduated were placed in the cosmetology industry or a related field
Licensure Rate: 0% of graduates who passed their state board exams and 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 9-1-20 to 8-31-21
Graduation Rate: 88% of students graduated within normal time
Placement Rate: 60% of students were placed in the cosmetology industry or a related field
Licensure Rate: 94% 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 9-1-20 to 8-31-21
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 9-1-20 to 8-31-21  
Graduation Rate: 75% of massage students scheduled to complete graduated 
Placement Rate: 67% 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 9-1-2020 to 8-31-2021- Plymouth, MN  
Cosmetology for the period 9-1-20 to 8-31-21  
Graduation Rate: 58% of students graduated within normal time  
Placement Rate: 42% of students were placed in the cosmetology industry or a related field  
Licensure Rate: 92% 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 9-1-20 to 8-31-21  
Graduation Rate: 89% of students graduated within normal time  
Placement Rate: 28% 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 9-1-20 to 8-31-21  
We did not have anyone graduate from nail technology 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.

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, gender identity, sexual orientation, 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.iw.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.)
Qualifed 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
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

LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population. 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
ACCESS, Assault Care Center Extending Shelter and Support, crisis line 515-292-5378, www.assaultcarecenter.org
MICA, Mid-Iowa Community Action, 515-956-3333, www.micaonline.org, children and family services
YSS, Youth and Shelter Services, 515-233-3141, www.yss.ames.ia.us

Drug, Alcohol, and Sexual Abuse Resources

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- 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.jccrisis.center.org
LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population. 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.dvipiowa.org
The Crisis Center, crisis line 855-325-4296, www.jccrisis.center.org
The Shelter House, 319-351-0326, shelterhouseiowa.org
Johnson County Human Services, 319-337-2705, 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
Plymouth Police Department
Non-Emergency 952-258-5321
Emergency 9-1-1

Chrysalis Women’s Center, Counseling & Therapy Services, Minneapolis 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
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

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

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 2020 (reported 11-30-2021)
Number of students scheduled to graduate 259
Number of students who graduated 192
Number of students eligible for employment 175
Number of eligible individuals employed in a field for which training prepared them 138
Number of individuals who took all portions of their licensing exam 168
Number of individuals who passed all portions of licensing exam 165
Length of longest NACCAS approved program taught in 2019 or 2020 in weeks 108

Completion rate 74.13% meets the standard
Placement rate 78.86% meets the standard
Licensure rate 98.21% meets the standard

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

NACCAS Annual Report by Program
All Cosmetology Programs
Completion Rate 57.61%
Placement Rate 86.27%
Licensure Rate 95.74%

All Esthetics and Skin Care Programs
Completion Rate 83.44%
Placement Rate 72.97%
Licensure Rate 99.10%

All Massage Therapy Programs
Completion Rate 81.25%
Placement Rate 100%
Licensure Rate 100%

All Nail Technology Programs
We did not hold any Nail Technology Programs.

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 llohman@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 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 filled.

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 and 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 recurrence.

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
Complaints About Private Colleges and Career Schools

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](http://muawi.org) 515-288-0881
- LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population.
  [www.lunaioa.org](http://www.lunaioa.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](http://muawi.org) 515-288-0881
- LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population.
  [www.lunaioa.org](http://www.lunaioa.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.dvipiowa.org](http://www.dvipiowa.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
- 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.

If you wish to fill out a complaint form online, you may do so at [http://www.ed.gov/ocr/complaintintro.html](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, 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 critical to our office’s investigation. It can be challenging to fully investigation 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.

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.

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### Electronic Device System Requirements for Cosmetology and Esthetics:

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### Electronic Device System Requirements for Massage Therapy and Advanced Practice Esthetics:

Cengage web-based learning platforms require broadband internet access and supported web browsers and plugins.

**Supported Browsers**

- Windows®
  - Chrome™ 70 and 80
  - Firefox® 72 (Windows 10 only)
  - Edge 18 (Windows 10 only)
- macOS™
  - Chrome 70 and 80
  - Safari® 13
- iOS
  - Safari 13

Other browsers and versions than those listed might also work, but are not supported. If you have problems when using an unsupported browser version, try using a supported browser version before contacting Customer Support.

**Workstation Recommendations**

- Download bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / multi-core
- Display: 1366 x 768, color
- Graphics: DirectX, 64+ MB
- Sound (for some content)