

ALASKA ACADEMY OF ADVANCED COSMETOLOGY & MASSAGE

Catalog & Student Handbook



The View Spa, LLC
2525 Industrial Blvd. C-1 Juneau, AK 99801
907-789-9283
www.alaskaacademy.com
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INTRODUCTION

The View Spa LLC dba: Alaska Academy of Advanced Cosmetology and Massage is located in Juneau, the capital city of Alaska. Physical Address is 2525 Industrial Blvd. C-1 Juneau, AK 99801. Phone number to the school is 907-789-9283. Our website is: www.alaskaacademy.com .

The Academy is approximately 4000 Square feet and conveniently located within close proximity to a city bus stop for access to public transportation. There is plenty of parking around the building. The academy is located on the second floor with beautiful views from almost every angle, including full view of the Mendenhall Glacier from the moment you enter the salon work area. The facility includes a salon area, esthetics room, manicure / pedicure room, a barbering area, massage treatment rooms, a braiding room, student area with lockers, classrooms, a large multi-use area for classes or meetings (available to rent), laundry rooms, administrative offices and three restrooms.

MISSION STATEMENT

The mission statement of Alaska Academy of Advanced Cosmetology is to provide students a quality post-secondary education in the fields of cosmetology and massage, and to enhance the quality of life by serving others to look and feel their best in body and mind.

The Academy provides exciting and individualized training for students to learn the most up to date practices in hairdressing, barbering, advanced manicuring, pedicuring, esthetics, and massage; taking great pride in the services our students offer to the community. Staffed by highly trained and motivated instructors, it is the newest school program in Southeast Alaska. To ensure the students get the personalized instruction needed to quickly progress through their courses the academy maintains a high teacher to student ratio.

The program is designed in three phases. The first phase is in the classroom with an instructor. The second phase will take place on the clinic floor hands-on techniques. After mastering the basic skills, they will be in the final phase of training which will prepare students for Alaska's state board testing and future job placement. There will be high expectations of students which include punctuality and dedication while maintaining a professional relationship with instructors and clients. Use of effective communication skills will also be emphasized, which is a necessary requirement on delivering quality customer service.

I would like to compliment you on your decision to explore the opportunities available working in cosmetology. Choosing a complete training program that will provide you the best possible education is the first step in starting on the road to a successful career in cosmetology.

Thank you for your interest in the Alaska Academy of Advanced Cosmetology. Please feel free to visit the facility at any time. If you would like to schedule an appointment for a program overview and complete tour of the facility please feel free to contact the school at: 907-789-9283 or theview@alaskaadvancedcosmetology.com

Wishing you the best of success!

The Entire Education Team

Hours of Operation:

The Academy is open from the hours of:

Monday, Thursday and Friday from noon -8 pm

Saturday -Sunday from 12pm-6 pm

The academy will be closed in observance of the following holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day; Labor Day; Thanksgiving Day; Christmas Day; limited hours Christmas Eve and New Year's Eve.

Faculty/Instructors:

All of the Academy faculty and instructors are professionals in the field and hold the appropriate license from the State of Alaska to practice and teach. They have benefited from years of experience in the industry and are committed to passing along their knowledge.

Students with concerns and questions are encouraged to ask your instructor to speak with them after class or speak with an administrator at any time. Our experience has shown that many kinds of concerns or problems, if left unresolved may affect students' academic performance and goals. All students are encouraged to seek advice on any questions, comments and or concerns they may have.

STAFF in alphabetical order:

Armstrong, Candice - Director of Education/Hairdressing Instructor:

Mrs. Armstrong is new to Alaska (2019) and has come to the academy as a former military spouse and has traveled both the United States and S. Korea. She has been a licensed cosmetologist for 27 years is a licensed cosmetologist and instructor in VA, AK, and FL. She has owned two salons and has been an instructor in Northern VA and FL for Paul Mitchell.

Henderson, Audra – Wellness Instructor:

Audra Henderson holds a Master's in Public Health from University of Alaska Anchorage, a certificate as a Functional Nutritional Therapy Practitioner from Nutritional Therapy Association, and a Bachelor's in Communications from Pennsylvania State University. Additionally, she is certified with National Academy of Sports Medicine as a Personal Trainer and licensed by the State of Alaska as an esthetician.

FACULTY/INSTRUCTORS continued:

Kelly, Kirby- Barber Instructor:

Mr. Kelly has been a barber for over 21 years and received his Alaska instructors license in 2018. Mr. Kirby is based out of Sitka.

Paddock-Betts, Jo - Substitute Instructor of Cosmetology and Esthetics:

Mrs. Paddock -Betts has been a licensed cosmetologist for over 36 years and is licensed to instruct both hairdressing and esthetics. She owns The Little Mermaid, a salon in Douglas.

Steadman, Kimberly- Instructor:

Ms. Kimberly Steadman, is a licensed instructor in hairdressing, barbering, esthetics, advanced manicuring, and hair braiding. She has been in the industry since 1995 and graduated from the Gene Juarez Academy in Seattle. It is her passion throughout her career to motivate students and teach the techniques she has mastered. She has developed the Individualized Learning Program, in which focuses on one on one and specialized individual training.

We have several guest artists, and instructors that provide specialized lessons.

COURSE DESCRIPTIONS:

Manicurist (12 hours + 8 optional): (*new online course available*)

The manicurist program consists of 12 hours of instruction on sanitation and safety measures in class or online. In addition, the academy provides optional complimentary course work in: Manicuring (2 hours), Artificial Gel Nails (2 hours), Fiberglass Nails (2 hours), Nail Shapes, Structures and Growth (2 hours).

Bacteria	1 hour
Infectious Agents and Infection	2 hours
Sanitation	3 hours
Harmful Products	3 hours
Anatomy and Physiology	2 hours
Nail Disorders	2 hours

Tuition:	\$2,400.00
Application Fee	\$ 75.00
State Board Licensure Fee	\$ 330.00
CBJ Tax	\$ 120.00
TOTAL	\$2,925.00

Hair Braiding (35 hours):

A student who enrolls in this course of hair braiding must complete 35 hours of instruction. This course includes:

Hair and scalp analysis	5 hours
Diseases and Disorders	5 hours
Sanitation	5 hours
Statutes and Regulations	5 hours
Natural Hair Braiding Techniques	15 hours

Tuition:	\$1137.50
Application fee:	\$ 75.00
Text Book	\$ 100.00
State Board Fees	\$ 330.00
CBJ Tax	\$ 61.88
TOTAL	\$1704.38

Advanced Wellness Course (50 hours):

This course offers a holistic overview of the multi-faceted dimensions of health and wellness. Health is approached from physical, social, intellectual, emotional, occupational and environmental perspectives. Students will receive an overview of basic nutrition, physical activity, and emotional well-being. Students will be able to comprehend and compare their physical activity and nutritional habits to national guidelines and explore the benefits of physical activity and sound nutrition for wellness over their lifespan. Techniques for avoiding repetitive motion injuries are also discussed, demonstrated and practiced along with self care after standing all day. This course is highly recommended in conjunction with other course offerings however it is also available as a standalone course.

Tuition:	\$1637.00
Application Fee:	\$ 75.00
Text Book:	\$ 25.00
Tax:	\$ 83.10
TOTAL:	\$1820.10

Advanced Manicurist Endorsement (250 hours):

Applicants for the endorsement as an advanced manicurist must complete a curriculum that consists of at least 250 hours of instruction or training in manicuring that includes the following subjects for the minimum number of hours specified.

1. Sanitation and safety measures: 45 hours, including instruction in bacteriology and sanitation (including chemical agents; and sanitizing measures and procedures. Federal Occupational Safety and Health Administration (OSHA) safety standards, and infectious agents and infection.
2. Anatomy and physiology of the arms, hands and feet: 45 hours. Including instruction in: nail shapes, structures and growth, nail irregularities, and nail diseases. bones, muscles, and nerves of the arm and hand skin histology, and functions; and blood circulation, including blood vessels; and blood supply of the arm, hand and foot
3. Manicuring and pedicuring: 155 hours, including instruction in: Preparation; Equipment and implements; Supplies;

Procedures including: basic manicure; oil manicure; nail analysis; and hand and arm massage;
 Pedicure;

Artificial nails, including: sculpturing and liquid and powder brush-on; artificial nail tips; nail wraps and repairs; maintenance; and use of professional electric nail file;

Polish application; and

Specific needs

4. State Law 5 hours.

Also included in this instruction,

1. Communication skills
2. Professional Ethics
3. Sales Skills
4. Decorum
5. Record keeping
6. Client Service record cards

Tuition:	\$4000.00
Application fee:	\$ 75
Text Book	\$ 200
Student Kit	\$ 500
State Board Fees	\$ 390
CBJ Tax	\$ 235.00
TOTAL	\$5400.00

Barber OR Hairdressing 1650 hours:

A student who enrolls in a barbering or hairdressing course must complete at least 1650 hours of theoretical and practical training. 185 hours will consist of theoretical instruction which includes 5 hours of state law (consisting of the provisions of AS 08.13, 12 AAC 09, and 18 AAC 23). The practical operations will include the following:

SUBJECT	Practical Operations Hairdressers	Practical Operations Barbers
Wet hairstyling and drying, including hair analysis, shampooing, finger waving, pin curling, and comb outs.	180	30
Thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot irons, hair braiding, and blow dry styling.	180	180

Permanent waving, including hair analysis, and chemical waving.	80	50
Chemical straightening, including hair analysis, and use of sodium hydroxide and other base solutions.	10	10
Haircutting, including hair analysis, and the uses of razor, scissors, electric clippers, thinning shears for wet and dry cutting.	250	400
Hair coloring and bleaching, including hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.	75	75
Scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulations, and other hair treatments	10	10
Beard trimming	5	50
Beard shaving	0	50
Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers, and depilatories or the removal of superfluous hair.	15	0
Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes.	15	0
manicure	15	0

A student is responsible for participating in the routine maintenance of sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

Tuition:	\$17,000.00
Application fee:	\$ 75.00
Text Book	\$ 250.00
Student Kit	\$ 1000.00
Student Permit	\$ 125.00
State Board Fees	\$ 390.00
CBJ Tax	\$ 912.50
TOTAL	\$19,752.50

Non-Chemical Barber 1350 hours:

The non-chemical barbering program is very similar to the barbering program but without instruction in permanent waving, chemical straighten and hair coloring and bleaching. It is ideal for the student that is only interested in providing haircuts and shaves. A student who enrolls in a non-chemical barbering

course must complete at least 1350 hours of theoretical and practical training. 185 hours will consist of theoretical instruction which includes 5 hours of state law (consisting of the provisions of AS 08.13, 12 AAC 09, and 18 AAC 23). The practical operations will include the following:

Wet hairstyling and drying, including hair analysis, shampooing, finger waving, pin curling, and comb outs.	30
Thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot irons, hair braiding, and blow dry styling.	180
Haircutting, including hair analysis, and the uses of razor, scissors, electric clippers, thinning shears for wet and dry cutting.	400
Scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulations, and other hair treatments	10
Beard trimming	50
Beard shaving	50

A student is responsible for participating in the routine maintenance of sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

Tuition:	\$ 9,500.00
Application fee:	\$ 75.00
Text Book	\$ 250.00
Student Kit	\$ 1000.00
Student Permit (state fee)	\$ 125.00
State Board Fees	\$ 390.00
CBJ Tax	\$ 537.50
TOTAL	\$11,877.50

Instructor Curriculum 600 hours:

Instructor applicants must meet all the Alaska State Board requirements in order to apply for this program. These include: hold are current license in the field of study and have at least one year work experience. Upon verification by the Academy of Advanced Cosmetology, a student may enroll and complete at least 600 hours of training in instruction of cosmetology, barbering, advanced manicuring, or esthetics. The minimum hours will include the following:

SUBJECT	Hours
State board statutes and regulations	25 hours

Preparation of theoretical instruction, evaluation of instruction, student record keeping, and school operations.	75 hours
Supervision of reception desk, booking appointments, assigning students for clinic floor services.	25 hours
Clinic floor supervision of students, under the direct supervision of a licensed instructor	50 hours
Presentation of theoretical subject in a classroom situation.	50 hours
Presentation of practical subjects in a classroom situation.	50 hours.
Supervision of the clinic floor	325 hours

Tuition:	\$ 9,500.00
Application fee:	\$ 75.00
Text Book	\$ 500.00
Student Permit	\$ 100.00
State Board Fees	\$ 470.00
CBJ Tax	\$ 500.00
TOTAL	\$11,145.00

Esthetics 400 hours:

Students who enroll in the Esthetics program course will complete a minimum of 400 hours of theoretical and practical training. This will include 40 hours of theoretical instruction, including five hours of state law. The Academy also offers lash training of 50 hours with Belle Lash extensions, including theory and practical applications. The minimum practical applications will include the following:

SUBJECT	Number of Practical Applications
Manual, including skin analysis, cleansing, manipulations, packs and masks.	60
Electrical, including use of all electric modalities and electrical apparatus, including dermal lights for facials and skin-care purposes.	40
Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair.	50
Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes.	50

Tuition:	\$11,200.00
Application fee:	\$ 75.00
Text Book	\$ 270.00
Student Kit	\$ 500.00
Student Permit	\$ 100.00
State Board Fees	\$ 470.00

CBJ Tax	\$ 698.50
TOTAL	\$13,213.50

Fees for additional hours

Students will be charged \$32.50 an hour for each hour of make up work beyond the maximum time frame of the program in which they are enrolled or for additional hours needed to meet Alaska licensure requirements.

COSMETOLOGY LICENSURE

To engage in the professions of manicurist, hairdresser, barber, instructor in cosmetology, hair braider or esthetician, a student must obtain a license from the Alaska Dept. of Commerce Community and Economic Development, Division of Corporations, Business and Professional Licensing. Licensure as a manicurist or hair braider only requires an application and fee. But licensure as a barber, hairdresser, advanced manicurist, esthetician or instructor requires passing a written test in addition to the application and fees. The programs of the Alaska Academy of Advanced Cosmetology are designed to prepare the student to be a professional in the field and pass the written tests to obtain licensure.

ADMISSIONS REQUIREMENTS FOR COSMETOLOGY PROGRAMS:

The Academy of Advanced Cosmetology and Massage does not discriminate in its employment, admissions, instruction, or graduation policies based on race, age, religion, sexual orientation, not ethnic origin. The Academy does not recruit students already enrolled and attending programs of similar studies from other schools or locations. The Academy of Advanced Cosmetology and Massage requires each student to:

1. Complete an application for enrollment and submit a non-refundable \$75 application fee
2. Be at least 16 years old
3. Provide proof of secondary education such as a High School Diploma, GED certificate, official transcript of secondary school completion, or a state certificate of home-school completion.
4. Photo identification such as a driver’s license or state issued identification card, passport, or military issued identification.

Should an enrolling student provide a foreign high school diploma, The Academy will work with the student to obtain English translation of the document along with confirmation that the education translated is equivalent to a United States high school diploma. The documentation must come from an outside agency.

Secondary education students must meet or exceed the following admissions requirements:

1. Meet the AK state requirements for admissions. (Must be at least 16 years of age or older and have completed the 10th grade). High school transcripts must be received.
2. Proof of age, proof of age can be verified by: driver's license, birth certificate, passport, or state issued identification card.
3. Must provide permission *in writing* from a secondary school in which they are enrolled.
4. Successfully complete the pre-enrollment evaluation.

COSMOTOLOGY STUDENT PERFORMANCE STANDARD:

Students are expected to learn the techniques and skills needed to provide satisfactory service to a client. Instructors will provide on the spot correction when a student is providing a substandard or inadequate

client service. As they progress, students are evaluated as to if they demonstrate the required skills, abilities and techniques needed to work as a professional in their chosen field. If, after training in an area, a student is unable to satisfactorily perform an expected service then the instructor will focus on that skill or technique with the student until satisfactory progress is made. A student should demonstrate proficiency in the field by the end of the program.

Students must complete all written tests with a 75% or higher.

Student records are kept and maintained in the Academy and locked in a secure environment inside the school. Students will receive monthly progress reports, and have the option to request them at any time.

COSMETOLOGY WORK STATIONS:

Work stations are equipped for double occupancy, as such please is respectful of other students study material(s), tools, and other personal objects. All work stations including study areas, computers, classrooms and clinic floor work area(s) will be cleaned regularly and completely cleaned by end of each and every school day. Each student will be assigned sanitation duties, and will be guided on proper care of tools; with this guidance students are responsible for their stations/tools daily. Personal property such as cell phones, purses, bags, backpacks etc shall be stored away when performing services on the clinic floor and in classrooms.

MASSAGE THERAPY PATHWAY TO LICENSURE

PURPOSE & PHILOSOPHY

The first written records of massage therapy were found in China and Egypt, dating back thousands of years to ancient cultures who believed in its medical benefits. Massage can be a powerful tool used to promote balance and maintain both internal and external health. Studies of the benefits of massage demonstrate that it is an effective treatment for reducing stress, pain and muscle tension in addition to helping relieve anxiety, injuries, and promote overall wellness. Through the practice of self-awareness that massage therapy brings, we can become aware of the patterns that may be causing our conditions and thus more able to correct them.

The Alaska Academy of Advanced Cosmetology (AAAC) offers a Pathway to Licensure in Massage Therapy Program utilizing touch as a vehicle for awareness. At AAAC, students learn to offer massage in a context of personal inquiry and empowerment. Massage is a vehicle for awareness of tension and where it exists in the body and communicating through touch how to let go of these habitual patterns of tension. Massage offers a unique possibility for personal empowerment seldom found elsewhere in the field of health care. Clients may potentially leave a massage with more awareness and more control of their bodies and their lives. To provide a safe space for our clients, it is essential that our work be nonviolent and nonsexual in nature and that the goals be the client's rather than the therapist's. We

respect our client's threshold of pain, both physical and emotional, exploring how we can be available as therapists without being intrusive. Massage therapists can be skillful facilitators, empowering and inviting clients to awareness. We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance and peace.

CAREER OPPORTUNITIES

Massage therapy has become a recognized insurance-eligible member of mainstream healthcare. With the establishment of national certification and the development of licensing laws for massage therapy, the profession has moved toward recognition and credibility among healthcare providers and insurance companies. This means the massage therapy profession is one with many opportunities. Employment areas for professional massage therapy services include: health service centers and athletic clubs, private spas, beauty and tanning salons, hotel and resort fitness facilities, cruise ships, private practices and clinics, medical and chiropractic practices and hospitals. Many practitioners do outcalls or set up their own clinics and many pursue more than one opportunity simultaneously. For example, a massage therapist may be employed at a spa or medical office and also provide an outcall service or rent space in a massage therapy clinic. The massage therapist has many choices. In our business classes, students learn proven formulas for contacting related professionals for career opportunities as well as strategies for letter writing and phone follow up to open doors in the job market.

Our intention is to empower our students to create their career on their own terms. Please note that while the school provides limited placement assistance, *there can be no guarantee of employment.*

MASSAGE FACULTY & INSTRUCTORS

Kimberly Steadman: Facilitator

Ms Steadman has been in the industry for over 25 years. She is a licensed instructor in the fields of Esthetics, Hairdressing, Barbering, and Advanced Manicuring.

David To, LMT - Instructor:

Mr. To has been in the industry for over 15 years and is also certified in Swedish and American massage in addition to Advanced Bodyworks techniques I and II, Acupressure I and II, Deep Tissue, Structural Kinesiology, and Tuina.

Gina Norris, LMT - Instructor:

Ms. Norris is a 2016 graduate of the Alaska Career College Massage Program. She worked in clinics in Anchorage, Ketchikan, Nome and Hoonah offering Sports massage, chair massage and chiropractic massage.

In addition we have guest and specialty instructors that assist and offer additional knowledge and perspectives.

MASSAGE EDUCATIONAL OBJECTIVES

Our focus areas include development of knowledge, skills and practices, professional preparation and personal growth. We aim to provide students with safe and effective learning experiences, a comprehensive knowledge base of the structure and muscular functions of the human body, and theory and practice of therapeutic massage modalities. We strive to prepare students to become qualified massage therapists, to help students develop professional work habits, to help students understand their scope of practice, to help students develop appropriate referral skills, and to model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.

Hours of Operation:

The academy is open for massage classes from the hours of:

Monday - Friday from: 5 pm - 9 pm

The academy will be closed in observance of the following holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day; Labor Day; Thanksgiving Day; Christmas Day; limited hours Christmas Eve and New Year's Eve.

MASSAGE COURSE DESCRIPTIONS

Theory (125)

Theory is the text-book based learning designed to give students a solid foundation of which to build upon. The history of massage and bodywork will be discussed along with the various applications of massage to improve human health and the mechanisms by which massage may impact the body. Massage has been shown to relieve pain, increase local blood circulation, improve muscle flexibility, intensify movement of lymph, and loosen adherent connective tissue. The theory behind the various massage techniques will be introduced as well as massage equipment and products, and infection control and safety (universal and standard precautions). Medical terminology that will be used throughout the course will be introduced and learned. Additionally, communication and creating a positive and safe experience for client will be covered including draping.

Self-Care for Body Workers (25)

This course is designed to teach students practical skills to improve the quality of their lives by focusing on the five essentials: diet, sleep, exercise, emotional awareness and play. Also introduced are stretching and proper body mechanics to avoid repetitive motion injuries, and exercises for strengthening and stretching the legs, back, and hands as preparation for the physical nature of the massage program.

Anatomy and Physiology (150)

The design and function of the body and its interconnected systems will be studied and explored including the muscular system, skeletal system including joints and connective tissue, the nervous system (central and peripheral), and circulatory system. To a lesser extent the lymphatic, endocrine and digestive systems will also be discussed.

Kinesiology (50)

This course is to help students gain a greater understanding of the relationship and functions of muscles. Students gain knowledge of the origins, insertions, and actions of over 100 muscles through the use of lecture, palpation, stretching, exercise, and reading. Students also gain an understanding of muscle relationships and movement to specific pathologies and bodywork techniques.

Pathology (50)

Human pathology is introduced as it relates to the practice of massage therapy. Students will understand the cause, nature, and origin of diseases. Students will gain the ability to notice any variant conditions or deviation from normal. Students will identify treatments that would benefit the client and when treatments should be discontinued or withheld.

Foundations of Bodywork/Technique (200)

This section of coursework is designed to introduce students to hands-on techniques designed to move blood and lymph and to relieve aching muscles while increasing relaxation and general well being. These techniques include kneading, stroking and palpitations. Body mechanics and the context of sensitivity and trust that continues throughout the program are introduced. Included in this course of study will be techniques and modalities that will prepare therapists for many areas of massage therapy. Additionally, client assessment to identify the correct technique for them will be taught.

Business, Communication, Ethics & Law (60)

Topics includes business planning, professional development, obtaining employment, bookkeeping and tax strategies for the self-employed, ethical marketing and promotional ideas for creating a successful massage practice, insurance billing and SOAP documentation. Alaska State and Municipal Law is examined as it relates to massage licensure, continuing education, record keeping, business licensing, creating an LLC and compliance with fire and safety codes. Students are introduced to the ethical issues regarding professional boundaries and ethical conduct in the therapeutic relationship. Especially emphasized is the nonsexual nature of professional massage and building trust.

Blood borne Pathogens (4)

State of Alaska Required, may be offered online

CPR/First Aid (8)

State of Alaska Required, may be offered offsite

Specialty Massage (30)

Guest instructors trained in a specialty focus or technique will join the class throughout the year. Topics may include: manual lymph drainage, myofascial release, cupping, Tuina, oncology massage, geriatric massage, infant massage, Lomilomi, hot stone massage, Thai massage and pregnancy massage. These courses may be made available for continuing education credits for licensed therapists, with a cost.

Student Clinic (98)

Students are required to complete multiple massage sessions on members of the public. These massage experiences are recorded in massage journals provided to the student. Medical history and information about the client is recorded in files and the client is requested to give the student written feedback on their work.

MESSAGE LICENSING

The massage therapy program prepares participants to take the MBLEx exam provided by the Federation of State Massage Therapy Boards (FSMTB). To obtain licensure, applicants must pass the

exam, undergo a background check and pay the application and licensure fees. AAAC is committed to meeting the increasing standards of massage education in Alaska. We are happy to meet with prospective students to discuss the details of licensing. MBLEx testing is not available in Juneau at this time, therefore a student wishing to take this exam will need to travel to Anchorage, Seattle or another city in which the test is being held in order to sit for the exam. Exam and travel cost is NOT included in the tuition and is the responsibility of the student.

The Academy has been approved as a massage school by the Alaska Commission on Postsecondary Education (ACPE).

State of Alaska Licensing Requirements:

AS 08.61.030. Qualifications for license. The board shall issue a license to practice massage therapy to a person who

- (1) applies on a form provided by the department;
- (2) pays the fees established under AS 08.61.090;
- (3) furnishes evidence satisfactory to the board that the person has completed a
 - (A) course of study of at least 625 hours of in-class supervised instruction and clinical work from an approved massage school; or
 - (B) board-approved apprenticeship program;
- (4) is 18 years of age or older;
- (5) has been fingerprinted and has provided the fees required by the Department of Public Safety under AS 12.62.16 for criminal justice information and a national criminal history record check; the fingerprints and fees shall be forwarded to the Department of Public Safety to obtain a report of criminal justice information under AS 12.62 and a national criminal history record check under AS 12.62.400;
- (6) has a current cardiopulmonary resuscitation certification;
- (7) has received at least two hours of safety education covering bloodborne pathogens and universal precautions in the two years preceding the application for the license; in this paragraph, "bloodborne pathogens" has the meaning given in AS 18.15.450;
- (8) has successfully completed a nationally recognized competency examination approved by the board; and
- (9) has not been convicted of, or pled guilty or no contest to, a crime involving moral turpitude, or who has been convicted of, or pled guilty or no contest to, a crime involving moral turpitude if the board finds that the conviction does not affect the person's ability to practice competently and safely.

MESSAGE PROGRAM ADMISSION REQUIREMENTS

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of race, age, religion, gender, sexual orientation, country, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the massage program must be 18 years of age at the time of graduation and must:

1. Complete an application for enrollment.
2. Provide photo identification such as a valid driver's license, passport or military issued ID
3. Submit a brief statement explaining your motivation for training in massage
4. A \$75 application fee made payable to Alaska Academy of Advanced Cosmetology.
5. Complete pre-enrollment screening to assess for crimes of moral turpitude as listed under

Alaska Board of Massage Requirements AS 08.61.030.

Potential students must also participate in a tour of the school and an interview with an admissions representative and submit a signed enrollment agreement prior to the start of the program. Upon registration, anyone with a tuition balance will be required to pay a deposit and agree to a payment plan. If there is still space available, a student may be accepted for admission to the program any time prior to the beginning of a new class. Please note that the program commonly fills and goes to a waiting list. By applying early, you will ensure your place in the program.

Tuition

It is preferred that tuition be paid in full at or before registration with check, money order, or credit card. The first step to becoming a professional massage therapist is to have a clear plan for meeting the financial requirements for the investment you are making. We strongly encourage you to explore all the possibilities for funding, including savings, employment, bank loans, gifts and loans from family, and low interest credit cards. Once you have a clear sense of how much of the expense you might be able to procure up front, call us to schedule an appointment (in person or by phone) with an administrator.

MESSAGE THERAPY PROGRAM COSTS:

<u>Massage Therapy Pathway to Licensure</u>	800 Hours
Tuition and books:	\$13,548.00
Non-Refundable Application Fee	\$75.00
Non-Refundable State of AK Licensure Application Fee	\$200
Non-Refundable State of AK License Fee	\$290
Non-Refundable Fingerprint Processing Fee	\$60
Non-Refundable MBLEx Exam Fee	\$265
Taxes:	\$677.40
Total:	\$15,115.40
There are several other costs associated with this program that are <u>NOT</u> included in the tuition for the Academy. These are but not limited to: Travel to Anchorage (or out of state) for the MBLEx exam, Housing and Transportation fees. These cannot be totaled and can vary.	<p>I have read and understand that the MBLEx is not available in Juneau, and so travel to take the test will be required and is not included in my tuition and fees paid to the Academy.</p> <p>Student Initial _____</p> <p>Student Signature: _____</p> <p>DATE: _____</p> <p>Administrator Signature: _____</p> <p>DATE: _____</p>

Several textbooks are included with tuition.

- Theory & Practice of Therapeutic Massage* by Mark F. Beck
- The Anatomy Coloring Book* by Wynn Kapit and Lawrence M. Elson
- Trail Guide to the Body* by Andrew Biel

Trail Guide to the Body, Student Workbook by Andrew Biel
Trail Guide to Movement by Andrew Biel
MBLEx Test Prep 2018 & 2019 for the New Outline by Test Prep Books

Other books that are not included, but that the student may choose to purchase are:

Anatomy Trains by Thomas Myers
A Massage Therapist's Guide to Pathology by Ruth Werner
The Trigger Point Therapy Workbook by Clair Davies and Amber Davies

Additional costs not covered in tuition:

1. Additional Massage or Anatomy Reference Books: \$500
2. Massage table: \$500-\$700
3. Massage oil, holster and sheets: \$150
4. Travel to Seattle or Anchorage to take the MBLEx, \$600 (estimate)

STUDENT PERFORMANCE STANDARD:

The Academy of Advanced Cosmetology and Massage utilizes and maintains the following grading policy:

<u>GRADE POINTS:</u>	<u>PERCENTAGE:</u>
A- Excellent 4.00 GPA	95-100%
B- Above Average 3.00 GPA	90-94%
C- Average 2.00 GPA	85-89%
D- Passing 1.00 GPA	70-84%
F- Failing 0.00 GPA	69% and below

Students must complete all written tests with a 75% or higher.

ACADEMY RULES AND STANDARDS FOR ALL PROGRAMS

ATTENDANCE POLICIES:

All students are required to attend school during scheduled contract time, students must complete all clock hours required by the State Boards and The Academy of Advanced Cosmetology. Students must be in classroom/ work stations or otherwise scheduled by instructor at least 5 minutes prior to the start of class. Students that are tardy will not be credited for 1 hour of theory. Students that need time off or may be late for class will need to fill out a request form at least 7 days in advance for the absence or tardy to count as “unexcused”. Three tardies in one month will count as one unexcused absence, and thus will then result in an extended time / date of graduation. Students who accrue more than three unexcused absences will be issued a letter of reprimand, and a copy will be placed in the students file. Students whom are sick, will need to call the front desk at least 2 hours (or more) prior to their scheduled class time. Illness related absences will require a doctor's note and a copy will be placed in the student’s file.

If a student is physically absent for 10 days and the Academy has not been given a reason, doctors note, or an Academy leave of absence or a written notice of withdrawal, the Academy will automatically withdraw the student from any/ all programs the student is currently contracted under. Students may be expelled, or suspended for violation(s) of rules, poor attendance, improper conduct, or failure to maintain satisfactory progress. Regular attendance is highly encouraged and it is an important contributing element of the student’s academic and practical performance.

If an emergency shall arise, the student is required to call the office at: (907)789-9283 as soon as possible. Upon returning from the emergency, the student will need to immediately contact the administrator’s office, and their instructor to explain the emergency. If, upon arrival of an emergency class session, instructors may not be interrupted during class time, and will need to check in with the administrative office and be escorted into a class. Students who fail to report their absence or emergency will be considered unexcused for all classes missed. Failure to comply with the provisions of the letter of reprimand will subject the student to suspension or expulsion for the Academy.

I understand and have read all the above information.

Student initial: _____

DRESS AND GROOMING STANDARDS:

All students enrolled at The Academy of Advanced Cosmetology and Massage must wear attire of all black. A black Academy logowear top will be provided and, if clean, is always appropriate. Each student is responsible for a neat, tidy, and professional appearance. Socks, jackets and clothing must be kept in good condition and must be cleaned and pressed (if necessary) on a regular basis. Attire for all students in all programs should be neat, clean and modest. For men, proper attire includes black slacks, or khaki type pants, sport (collared) shirts, and sweaters. For women in cosmetology, proper attire includes black dresses, skirts, sweaters, blouses, and slacks. Dresses and skirts shall be no shorter than above the knee or at the end of the fingertips of the individual. Sweatshirts, shorts, short skirts, hats are not permitted while on the clock at school. Blouses and shirts on any student shall not show any of the armpit area, and tank tops as a primary shirt are not permitted. Women enrolled in massage therapy should wear pants or slacks as the motions involved in massage do not make skirts practical. Black clothing and above mentioned attire will be strictly enforced by the Academy and its employees. Students not adhering to the Academy's dress code policies will be asked to clock out by any of the employees (Instructor, Administrator, Director, Owner etc.) and sent home to change. Students clocking out will be allowed some time to return home to change, if the student does not return within a reasonable amount of time given, the student will lose all credit for the day and marked in the record book as an unexcused absence.

CODE OF CONDUCT:

The Academy reserves the right to dismiss/expel students whose conduct is detrimental to the best interests of the Academy and to its enrolled students or to the public. Violations of safety precautions, interference with other students at work, and obscenity are examples of conduct that can result in immediate dismissal. To be specific, the following rules and regulations will be observed and enforced. Any student involved in dishonesty, theft, destruction of property, disruptive or disorderly conduct will be subject to disciplinary action(s) and could result in dismissal from The Academy.

It is the policy of The Academy to dismiss any student without written notice for failure to meet any and all financial obligations, unsatisfactory conduct, and possession of illegal drugs, alcohol, or weapons of any kind on the school's premises. Additionally, The Academy reserves the right to terminate, or suspend a student when any actions are deemed as a safety hazard, for any faculty, employees, or students of The Academy. Tuition refunds for dismissed/ expelled students will be issued in accordance with the written refund policies of The Academy: The following rules will be followed by all **cosmetology** students of the Academy:

1. A student will remain at their assigned work area/station unless excused by an instructor.
2. No student will remove implements, keep in their possession or move or remove equipment from the assigned student station or designated equipment area.
3. No student will refuse to take a client.
4. Students will be required to call on their instructor at any time if there are any issues with the service being performed or is having difficulty with a customer.
5. No student will converse with another student or disrupt another student while they are performing services on a client.
6. No student will discuss tips or other monetary subject(s) while the client(s) are present. Discussions of this nature or otherwise shall be done, off campus, on break, or discreetly and in private.
7. If a student has any problems at all he/she shall consult with their instructor only. At no time will another student consult, ask for advice, or ask for instructions from another student at any time.

8. A student will only wear approved attire set forth by The Academy. Clothing shall be at all times neat and tidy. Soiled, dirty, wrinkled, clothing, smocks, etc. will not be tolerated.
9. Students will keep all tools, implements, stations, chairs, tables, etc clean and sanitary.
10. When a student performs his or her own breakdown of their work /study area, he/she will empty and launder all used towels, empty waste paper baskets, and leave their work /study area in neat and tidy condition daily.
11. A student will always keep his or her student permit displayed while on the clinic floor and on the Academy premises.
12. A student will not be permitted to eat, or smoke while on the clinic floor or with a customer. Eating, drinking and cell phone use is not permitted at all on the clinic floor.
13. Students may only perform services on other students with permission only from their instructor.
14. A student must attend/adhere to his or her scheduled assigned in accordance with their contractual agreement(s).
15. A student is not permitted to check out or accept payment from a customer for finished services of any kind without checking with their instructor and those instructors have signed off for the service(s).
16. At no time will any student(s) criticize, disrupt, or otherwise another students abilities or their performance at The Academy.
17. Students not utilizing their time here at The Academy wisely can and will be asked to clock out for the day and will not receive credit for time/ service performed.
18. Any student that is unable to perform practical services, or participate in theory derived classes, physically, mentally or otherwise can be asked to clock out for the day, will not receive credit and sent home.
19. Contact an Instructor or administrator immediately if you feel you are being abused, mistreated, etc. By a customer, another student, or an instructor.
20. Three unexcused tardies or absences may result in suspension.
21. Students will not receive or be entitled to income for any services to the public.
22. A student will abide by all the rules and regulations of The Academy, Alaska State Board of Barbers and Hairdressers, and the Alaska Commission on Postsecondary Education governing Alaska schools.
23. All telephone calls/ texts will be for emergency reasons only. No students are allowed to text or make calls from their cell phones during school hours. All calls will need to be made on break or with exclusive permission from your instructor and are to take place in case of emergency outside the building.
24. Visitors are not allowed in the school or on school grounds during school hours. In our experience and for the safety of students and the entire faculty visitors have been disruptive to the learning journey of the student(s). Therefore, all visitors are not permitted.
25. Students are not allowed in the office at any time unless accompanied by an instructor.
26. Any student suspected of being under the influence of alcohol, drugs, will be clocked out and sent home and not receive any credit for the day. Repeat offenders of the strict policy will be suspended or expelled from the Academy. If a student is suspended or expelled documentation of the violations will be sent to the State Board, in addition to the Alaskan Commission of Post-Secondary Education.
27. All students are expected to prepare themselves, and conduct themselves as professionals and as adults in/ and around the school grounds. Professionalism is expected by students, to all faculty, and fellow students as well.

The following rules will be followed by all **massage** students of the Academy:

1. A student will remain in class unless excused by an instructor or has previously completed a leave of absence form.
2. No student will remove equipment from the classrooms.
3. No student will refuse to take a customer.
4. A student will call an instructor any time he/she is having difficulty with either a customer or a service.
5. No student will converse with another student while either student has a customer.
6. No student will discuss tips while any customers are present.
7. If a student has any problem, he/she will consult with an instructor; at no time will a student ask another student for advice or instruction.
8. A student will wear attire approved by the Academy. Students will be neat at all times.
9. A student will keep their area sanitary at all times.
10. When a student does his/her day-end cleaning he/she will empty all used towels, wipe down massage tables, dump waste paper, and leave the classroom good condition.
11. A student will not eat or smoke while working with a customer.
12. Students will gain permission from the instructor before giving services to another student.
13. A student must attend his/her assigned schedule.
14. No student will criticize another student's services or abilities.
15. If a student is not utilizing his/her time wisely, he/she may be sent home and he/she will not receive credit for that time.
16. Any student unable to physically or mentally perform practical services or participate in theory cannot receive credit for that time.
17. Contact an instructor immediately if they are being abused or mistreated by a customer, another student or an instructor.
18. Three unexcused lateness or absence per quarter may result in suspension.
19. Students will not receive or be entitled to income for services to the public.
20. A student will abide by the regulations of the Academy.
21. All telephone calls for students are to be for emergency reason only. No students are to make outgoing calls from their cell phone or text during school hours, unless they have received permission from an instructor and have an important reason. All other calls are to be made outside the building.
22. Because visitors interfere with the activities of the students and patrons, visitors will not be allowed in the school building.
23. Students are not allowed in the building at any time unless accompanied by an instructor.
24. Any student suspected of being under the influence of alcohol or non-prescribed drug will be sent home and will not receive credit for that day. Repeat offenders will be terminated, and a report of the termination and the surrounding circumstances will be sent to the Alaska Commission on Post-Secondary Education.

The staff has reserved the right to make final decisions on enforcement of all and every policy or rule pertaining to the Academy and the individual student, as outlined in this handbook. The student will be the same kind of professional that he/she is a student. These rules will help him/her become the professional that can hold a job in the best of shops. We pledge ourselves to help students reach this goal. Student cooperation is necessary.

Conditions for Dismissal

A student may be dismissed for any of the following reasons:

- Failure to fulfill the requirements of academic probation.
- Failure to keep tuition payments up to date.
- Attending classes under the influence of alcohol or drugs.
- Having three unexcused absences within a one-month period.
- Having four days of unexcused lateness within a one-month period.
- Behaving in any manner that may be harmful to the learning environment or reputation of the school.

REFUND POLICY

If a circumstance arises where refunds are to be awarded on a prorated basis, the last full day of physical attendance will be used in calculations. All refunds shall be made within thirty calendar days and will be made to the agency that provided financial assistance. Enrollment fee of \$75.00 will not be refunded under any circumstances. *The refund policy does not apply to the 12 hour manicuring program, 50 hour wellness program or 35 hour braiding program.*

For courses of instruction of 120 hours or more:

1. For a period of time after instruction has begun, but no more than the second day of classes, or the equivalent, the Academy shall refund 100 percent of the tuition.
2. For a period of time after the first day of class, but not more than 10 percent of the classes have elapsed, the Academy shall refund at least 90 percent of the tuition.
3. For a period of time after which greater than 10 percent, but not more than 20 percent of the classes have elapsed, the Academy shall refund at least 80 percent of the tuition.
4. For a period of time after which greater than 20 percent, but not more than 25 percent of the classes have elapsed, the Academy shall refund at least 55 percent of the tuition.
5. For a period of time after which greater than 25 percent, but not more than 50 percent of the classes have elapsed, the Academy shall refund at least 30 percent of the tuition.
6. After 50 percent of the classes have elapsed, the student is committed to the entire amount of the tuition. NO REFUND

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement without charge, other than the non-refundable registration fee, until the first day of instruction. After the first day of instruction, refunds will be issued based on the refund policy.

**Note: Tuition is due in full on the first day of class instruction unless the student is on an approved time payment plan. A time payment plan may be arranged on an individual basis. There is a non-refundable \$75.00 registration fee.*

Cancellation Notice

Non-attendance of classes does not constitute official notice of withdrawal from school. Cancellation, termination or withdrawal by a student from course enrollment **MUST BE** in writing and must be delivered by certified or registered mail, or in person to the school's director of admissions to be

effective. Verbal notice is neither valid nor acceptable. If a student does not attend school for 10 consecutive days, the school will automatically withdraw the student unless he/she is on approved leave of absence. After termination or withdrawal the Academy will then review the student's payments and duration of attendance to determine if a refund is due or additional payment is owed. Please refer to the Academy's refund policy.

LEAVE OF ABSENCE:

If a student is in good academic standing and is making a sincere effort towards completing his/her program, a Leave of Absence (LOA) can be granted for legitimate emergency purposes. The LOA form must be submitted in advance unless unforeseen circumstances prevent doing so. In cases where the student was not able to request the LOA in advance, the written request must be submitted as soon as possible. The school will determine based upon the information provided whether a LOA will be granted and the date the student will return. Leave of absence time is only allotted for the maximum of 14 days in total at one time. A student who is granted an LOA is required to return by the approved return date. If the student does not return by that date, the student will be withdrawn effective the last date of attendance prior to the start of the LOA. Taking a leave of absence will result in a revised enrollment contract as the date of completion of the program will change.

Probation and Termination

Students must meet good standing requirements. A combination of scores from class assignments with a professional attitude will be evaluated to determine individual progress. A student not maintaining a grade point average of "C" (75%) in his/her daily work will be monitored during this period. If during the probation period of thirty day, a "C" has not been maintained, the student's enrollment will be terminated, following dismissal for unsatisfactory progress the student may re-enroll after one term has elapsed.

Withdrawal and Re-Entry Policy

Students withdrawing from the program are asked to have an interview with the Director and sign a statement documenting the date of the withdrawal for their academic records. Students who voluntarily, or otherwise, withdraw for any reason, with the intent to re- enter with a later program, may be required to pay up to a \$500 administrative restart fee. Restarting students will only be admitted to the next preferred class if there is space available and at the discretion of the School Administrator. An evaluation of the student's skill level may be required. At the discretion of the School Administrator a student may receive credit toward the later program for completed hours and tuition paid. Any student that stops attending the program, after five days of non-attendance, will undergo a status determination. The School Administrator will contact the student to determine the student's reason for non-attendance. Administrative withdrawal will occur after the School Administrator has exhausted all resources for contacting the student and not more than ten days of non-attendance.

GRIEVANCE PROCEDURE(S):

Grievances should be brought to the attention of an instructor in privacy. The instructor will respond within a week. If the student is not satisfied with the response of the instructor then they can make a complaint in writing to the Academy director. The director will interview the student and any others named in the grievance and issue a decision in writing within 30 days. If the student is still dissatisfied

they may contact the Alaska Commission on Postsecondary Education. The Juneau office is located at 3030 Vintage Park Blvd. Juneau, AK 99801. Phone: (907) 465-2962.

PAYMENT OPTIONS

Unless other arrangements are made, payment in full is expected before the first day of class. The Academy can offer monthly payment plans with half of the tuition down at the time of enrollment. A payment plan contract is available from the administrative office. Other options include private scholarships, private loans and various Native Corporation assistance programs.

Transfer of Hours

The Academy shall on a case-by-case basis accept hours of instruction and training of a student transferring from another licensed school in Alaska, or in another licensing jurisdiction. The Academy cannot guarantee transfer of credit hours of instruction and training to another licensed school. Transfer of credit is always at the discretion of the receiving school.

Confidentiality of Student Records

Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Students may access their records at any time during business days. They are kept in a key-locked file cabinet the academy. The school permanently maintains records of academic progress.

Graduation Requirements

In order to receive a diploma and official transcript, a student must attend or make up and be competent in the scheduled hours. Tuition and any other fees must be paid in full.

Policy Prohibiting Harassment and Discrimination

It is the policy of AAAC to maintain an academic and work environment free from discrimination and harassment (including sexual harassment), where staff, faculty and students treat each other with respect, dignity and courtesy.

AAAC will also endeavor to protect students, to the extent possible, from reported harassment by non-employees in the learning environment, including customers, clients and suppliers.

Consensual Relationships

Relationships between staff and students are prohibited.

Drug and Alcohol Abuse Prevention Policy

It is not the intention of AAAC to dictate anyone's lifestyle or interfere with anyone's freedom of choice. It is our belief that entering into a therapeutic relationship with someone under the influence of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client. AAAC is committed to providing an environment free of the abuse

of alcohol and the illegal use of alcohol and other drugs. AAAC has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by AAAC community members.

Standard of Conduct:

The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by AAAC. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

PLACEMENT ASSISTANCE

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities board for students to review. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum of the Academy places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the Academy and follow-up on current employment or employment needs. In addition, the Academy maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates, as available.

It is the goal to provide each student with the education necessary to excel in the industry upon graduation. All efforts will be made to track progress for two years upon graduation. It is the school's desire that each student remains in touch with us so that we can continue to support our graduates with their success.

DISCLAIMER

Job placement is not guaranteed or promised to students upon completion of the above mentioned course.