

A Non-Profit Educational Community Institute

# COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI

---



Adult Education School  
Catalog Summer 2016  
Catalog 1, Volume 14

Community Technological Institute of Miami was incorporated as a 501(c)(3), not for profit organization in June 2002.

Corporate Offices  
2324 S.W. 8<sup>th</sup> Street Miami, Florida 33135  
PH: (305) 856-9090  
FAX: (305) 856-9262  
[Staff@ctim4edu.com](mailto:Staff@ctim4edu.com)

Community Technological Institute of Miami, Inc.  
is a not for profit organization and is owned and operated by:

Board of Trustees  
[Board@ctim4edu.com](mailto:Board@ctim4edu.com)  
Miguel Gonzalez, Sr. – Vice President  
Jorge Estebanez – Director  
Carlos Yeren – Director  
Dr. Carlos Muñoz Fontanills – Director  
Nilda Orama - Secretary

President  
[Staff@ctim4edu.com](mailto:Staff@ctim4edu.com)  
Calixto Garcia, PhD

Administration / Staff  
Dr. Calixto Garcia – Director of Education  
Miguel Gonzalez – School Director, Admissions Director  
Ronilda Goodrich – Placement Director, Financial Aid Director

*License #: 3227*

*Licensed by the Commission for Independent  
Education, Florida Department of Education.  
Additional information regarding this Institution  
may be obtained by contacting the Commission at*

*325 West Gaines Street, Ste. 1414,  
Tallahassee, FL 32399-0400  
Toll - free telephone number (888) 224-6684.*

Catalog 2016

Catalog 1, Volume 14

Published March 31, 2016

# Table of Contents

<b>Administration</b>	Page 2
<b>Mission</b>	Page 5
<b>Educational Philosophy</b>	Page 6
<b>History</b>	Page 6
<b>General Information</b>	Page 6 - 7
School Hours	Page 6
Course Schedule	Page 6
Holidays Observed	Page 7
<b>Rules and Regulations</b>	Page 7 - 9
Conduct	Page 7
Grievance/Appeals Policy	Page 7 - 8
Privacy Act	Page 8 - 9
Affirmative Action	Page 9
<b>Admission Policies</b>	Page 9 - 10
Admission Requirements	Page 9 - 10
Previous Credits	Page 10
Admission Procedures	Page 10
Re-Entry	Page 10
<b>Financial Information</b>	Page 10 - 11
Tuition and Fees	Page 10
Registration Fee	Page 10
Financial Aid Programs	Page 11
<b>Cancellation and Refund Policies</b>	Page 11
<b>Satisfactory Academic Progress Policy</b>	Page 12 - 16
<b>Academic Information</b>	Page 16 - 21
Advisement	Page 16
Class Size	Page 16
Leave of Absence	Page 16 - 17
Grading System and Scale	Page 17
Standards of Academic Progress	Page 17
Incomplete	Page 17
Probation	Page 18
Termination	Page 18
Transfer of Course Credits	Page 18
Cancelled Course	Page 18
Orientation	Page 18
Records	Page 18
Placement	Page 19
Workshops	Page 19
Books	Page 19
Library Information Learning Resources Center	Page 19
Student ID Cards	Page 20
Location	Page 20
Facility and Equipment	Page 20
Parking	Page 20

## **Table of Contents**

<b>Clock Hour</b>	Page 20
<b>Course Numbering System</b>	Page 20
<b>Graduation Requirements</b>	Page 21
<b>Graduation Ceremony</b>	Page 21
<b>Addendum A</b>	Page 22
<b>Course Costs</b>	Page 22
<b>Faculty</b>	Page 22
<b>Curriculum</b>	Page 23 - 33
Cosmetology	Page 23 - 24
Full Specialist	Page 25 - 26
Home Health Aide	Page 27
Massage Therapy	Page 28 - 29
Master Make-up Artist	Page 30 - 32
Mental Health Technician	Page 33
<b>Course Descriptions</b>	Page 34 - 52
<b>Notes</b>	Page 53
<b>Application for Admission</b>	Page 54 - 55

**The Board of Trustees of Community Technological Institute of Miami  
(CTIM) has identified the following Mission Statement:**

- A. CTIM is an equal access to education institution for all members of the community as it admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. CTIM does not discriminate on the basis of race, color, religion, age, sex, disability, national and ethnic origin, or marital status to the extent of the Law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- B. CTIM is a community-based institution where any disadvantaged, minority or otherwise low achieving students will receive a tailored psycho-educational program to enhance their career opportunity.
- C. CTIM will promote the development and/or enhancement of mainstream linguistic and culturally appropriate educational programming and materials for all its students and their families for the purpose of integrating them into the community's work force.
- D. CTIM will assume leadership in providing qualified personnel to the work force by fostering a diverse culturally sensitive environment for its students to enhance their essential life and work skills.
- E. CTIM shall provide an infrastructure that will enable academically deficient students with a framework to increase their skills, abilities, and knowledge base to pursue and develop their career and marketability potential.
- F. CTIM shall promote self worth, core judgment, development of effective work ethics and psychological growth via accurate and effective skills assessment, teamwork dynamics training and the promotion of effective communication skills within groups.
- G. CTIM will continue to develop programs and other model projects to ensure the highest student retention levels and the lowest dropout rates of all its students.

## **EDUCATIONAL PHILOSOPHY**

Community Technological Institute of Miami (CTIM) draws from the vast and diverse experience of its Board, Administration, and Staff. CTIM firmly believes that individuals learn at different rates and via different sensory modalities; thus, the institution adapts to the needs of the student. CTIM realizes this philosophy by tailoring the psycho-educational, culturally sensitive programs to meet the needs of the students and enhance their educational potential and career opportunities into the workforce. CTIM's objective is not to create a redundancy in services, but to serve those students that desire to learn and are not being served.

## **HISTORY**

CTIM was created as a grass-roots movement aimed at serving as a safety net for all those students that due to lack of resources or other life circumstances are disenfranchised from gaining access to education and its benefits. CTIM was created by professionals within the community who volunteer their time, effort and expertise to fulfill the objective that addresses the paucity of educational services for this segment of the community. CTIM is the culmination of a five-year project to empower individuals in the community to become the professionals of tomorrow.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

Class schedule	9:00AM - 8:00PM	Monday - Saturday
Day classes	9:00 AM - 5:00 PM	Monday - Saturday
Evening classes	3:00 PM - 8:00 PM	Monday - Friday
Laboratory work	12:30 PM - 6:00 PM	Monday - Friday

### **COURSE SCHEDULE**

CTIM has a rolling admission, as the curriculum is modular. Therefore, students can enroll and begin classes at any time.

## **HOLIDAYS OBSERVED**

The school will not be held on the following holidays. Additional holidays may be declared at the discretion of the President.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Vacation

## **RULES AND REGULATIONS**

### *CONDUCT*

All students are expected to uphold high standards of integrity and behavior, inside and outside of CTIM. CTIM reserves the right to suspend or dismiss any student whose conduct does not conform to the following standards:

- Students must maintain a satisfactory academic record and work performance.
- Students must maintain a satisfactory attendance record.
- Chewing gum, eating food and drinking beverages are permitted only in designated areas, **not** in classrooms.
- The use of foul language, disrespectful or disruptive behavior will not be permitted.
- The use of alcohol or illicit drugs is strictly prohibited.
- Any form of violence, harassment or criminal act will be grounds for immediate dismissal.

### *GRIEVANCES / APPEALS POLICY*

The Internal Grievance Procedure Policy is indicated below:

For any dispute that is unresolved, students are encouraged to voice their grievance with school management or the corporate office by means of the Institution's Grievance Policy.

Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Records of complaints and evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. Student grievances will be handled according to the following student grievance policies and procedures.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. A committee comprised of peers, staff and faculty will hear the complaint and render a decision. The student will be notified in writing within five (5) working days of the committee's decision.
4. The student may appeal the committee's decision to CTIM's President in writing within five (5) working days. If the student is in disagreement with the President's decision, the student may request in writing, within five (5) working days, that the Board of Trustees review the case and render a final decision. The student's request will be presented to the Board at the following Board meeting. If the Board agrees to review the case, it will be included in the Board's agenda within 90 days, upon receipt of the student's written request. The student will be notified in writing within five (5) working days of the Board's final recommendation.
5. Students may refer their grievance, if unresolved, to the following address:

Licensed by the Commission for Independent Education,  
Florida Department of Education.

Additional information regarding this Institution  
may be obtained by contacting the Commission at  
325 West Gaines Street, Ste. 1414,  
Tallahassee, FL 32399-0400  
*Toll - free telephone number (888) 224-6684.*

### *PRIVACY POLICY*

CTIM complies with the Family Educational Rights and Privacy Act of 1974. The students' educational informational records are confidential. CTIM makes every effort to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All



members of the faculty, administration and clerical staff are expected to adhere to the policies and procedures relating to confidentiality.

Documents submitted by or for students in support of an application for admission or for transfer credits cannot be returned to the student, photocopied, or sent elsewhere. Each student (or parent or guardian of dependent minor) has the right to access his/her (or child's) educational records upon written request.

Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. CTIM requires a release form to be completed for each third party request of information. CTIM provides the National Accrediting Commission of Career Arts access to student records without written consent.

### *AFFIRMATIVE ACTION*

CTIM admits students of any race, color, religion, age, sex, disability, national and ethnic origin, or marital status to the extent of the Law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CTIM does not discriminate on the basis of age, creed, race, color or ethnic origin.

## **ADMISSION POLICIES**

### *ADMISSION REQUIREMENTS*

The requirements for admission are:

- Submission of a completed enrollment application.
- \$125 registration fee (non-refundable)
- Applicants must be of 16 years of age or older.
- If the applicant is less than 18 years old requires parental/guardian approval and signature.
- An interview with CTIM's representative.
- Proof of official high school diploma, GED, official transcript, or Ability to Benefit (ATB) exam with the minimum passing score. Passing score on the Wonderlic Basic Skills Test of 270 on the verbal skills, 335 on the quantitative skills and 303 on the skills composite.

For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 225 clock hours.

Applicants who do not meet the above requirements may not be enrolled into CTIM.

### *PREVIOUS CREDITS*

Students who have completed hours at a state licensed school, and in a state licensed program comparable to one of the programs offered at CTIM, may have those hours credited towards that program if they have a cumulative GPA of 85% or higher; pass an evaluation exam based on material studied; meet all other admission requirements. However, CTIM does not guarantee that such transfer credit will be granted.

### *ADMISSION PROCEDURES*

When a prospective student is interested in attending CTIM, an appointment is made for the student to visit the Institute. Applicants will be interviewed and will receive a complete and thorough overview of the Institute. If the applicant decides to enroll and the admission requirements are met, he/she will complete the admission package. The admission committee will review the admission package and a determination letter will be mailed to the applicant.

### *RE-ENTRY*

A student that has cancelled or been dismissed who desires to re-enter the course of study must notify CTIM and follow the required admissions procedures. A student that was dismissed for any reason must accept an interview with the President or designee and show cause why he/she should be reinstated. No student dismissed for "Disruptive behavior" is eligible for re-entry.

## **FINANCIAL INFORMATION**

### *TUITION AND FEES*

Tuition for all programs is in addendum A. These charges do not include other fees such as registration fee, textbooks, and materials (all non-refundable). Acceptable methods of payment are cash, check, and debit/credit card.

### *REGISTRATION FEE*

A \$125.00 non-refundable registration fee is required of all applicants, and must be paid at the time of signing the Enrollment Application.

## *FINANCIAL AID PROGRAMS*

For those who qualify, the government and many private corporations, such as banks, make grants and loans available to students. The main difference between grants and loans are that students are financially responsible to pay back the loan, along with a certain percentage of interest. The student's financial need is determined by taking the cost of education while attending the Institute and subtract the amount the student and/or his/her family is expected to pay toward the cost, which is the Family Contribution.

Cost of Education - Family Contribution = Financial Need

## **CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, by either party, including student decision, course or program cancellation, or school closure, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$125.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

CTIM will keep records on file for at least one (1) year of any student who is denied entry to the institution. CTIM will keep permanent records of any student who has attended and was then dismissed or withdrew.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	400, 800, 1200 clocked (actual) hours
Full Specialist	300, 600 clocked (actual) hours
Master Makeup Artist	190, 380 clocked (actual) hours
Massage Therapy	280, 560 clocked (actual) hours
Mental Health Technician	225, 450 clocked (actual) hours
Home Health Aide	40, 80 clocked (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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total

hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Course</b>	<b>Schedule</b>	<b>Total Weeks</b>	<b>Hours / Week</b>	<b>Total Hours</b>	<b>Maximum Weeks</b>	<b>Maximum Hours</b>
Cosmetology	Full Time	50	24	1200	75	1800
Cosmetology	Part Time	60	20	1200	90	1800
Full Specialist	Full Time	30	20	600	45	900
Full Specialist	Part Time	40	15	600	60	900
Master Makeup Artist	Full Time	19	20	380	28.5	570
Master Makeup Artist	Part Time	25	15	380	37.5	570
Massage Therapy	Full Time	28	20	560	42	840
Massage Therapy	Part Time	37	15	560	55.5	840
Mental Health Technician	Full Time	28	16	450	42	675
Mental Health Technician	Part Time	45	10	450	67.5	675
Home Health Aide	Full Time	8	10	80	12	120
Home Health Aide	Part Time	13	6	80	19.5	120

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be

conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
69 or less	BELOW STANDARDS – UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum standards for satisfactory academic progress may be placed on probation if: The institution determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines standards can be met by the next evaluation; and the institution develops an academic plan. A student will be considered to be making satisfactory academic progress while during the probationary period, if the

student appeals the decision, and prevails upon appeal. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory

academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

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

## **ACADEMIC INFORMATION**

### ***ADVISEMENT***

For academic advising or counseling, students can make an appointment with the school president, director, or consultant. The advisor assists the student to develop an academic plan of study based on the student's objectives. The advisor will make every effort to guide the student toward completion of all requirements. However, each student must accept the ultimate responsibility for satisfying all requirements. Our curriculums also place a great deal of emphasis on career counseling. Each of the offices listed below provide advisement in their field of responsibility to all students as appropriate:

- Admissions Office • Registrar • Financial Aid Officer • Director
- Academic Staff • President – Dr. Calixto Garcia

### ***CLASS SIZE***

All classes will hold a maximum of 15 students. If the class is full the student will have to get an override from the teacher.

### ***LEAVE OF ABSENCE***

A leave of absence (LOA) may be granted once in a twelve (12) month period, for an illness or any legitimate purpose. An LOA must be requested in writing by the student, and must include the reason for the request as well as the student's signature. An LOA must be requested in advance unless unforeseen circumstances prevent the student from doing so. In which case, an LOA may be granted and CTIM will document the reason for its decision and collect the request from the student at a later date. There must be a reasonable expectation that the student will return from the LOA. The LOA shall not exceed thirty (30)



days for personal reasons; or one (1) semester under medical circumstances, upon approval. CTIM will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA is not considered to have withdrawn and no refund calculation is required. CTIM will extend the student's contract period by the same number of days taken in the LOA. All parties must initial any changes to the contract period on the enrollment agreement, or an addendum must be signed and dated by all parties. If the student does not return at the expiration of an approved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

### **GRADING SYSTEM AND SCALE**

CTIM will keep permanent records for each student.

<b>RATING</b>	<b>PASSING MARK</b>	<b>GRADE</b>	<b>POINTS</b>
Excellent	90% - 100%	A	4.0
Very Good	80% - 89%	B	3.0
Satisfactory	70% - 79%	C	2.0
Unsatisfactory	69% or less	F	0.0
	Incomplete	I	0.0
	Withdrawn	W	0.0
	Credit Examination	E	
	Transfer Credit	T	

### **GRADING SCALE**

Students' grades are determined by the student's ability to understand theoretical lectures, ability to perform adequately, personal conduct, and professional attitude.

### **STANDARDS OF ACADEMIC PROGRESS**

A student's academic progress report is generated at the end of each course after having earned a cumulative grade point average of at least 2.0 ("C" average – 70%).

The student's record is available for review by the student upon request.

### **INCOMPLETE**

1. If a student fails to complete all assignments by the end of the course, a grade of "I" (Incomplete) will be entered on the student record.
2. The "incomplete" must be removed by the end of the second week of the

following semester. If the "Incomplete" is not removed within the specified timeframe, the grade automatically becomes an "F". Students can withdraw from classes up to one week after the class has started, with no penalty.

### *PROBATION*

A student can be placed on probation for excessive absences, unsatisfactory conduct, nonpayment or insufficient academic progress. The normal probation period is fifteen (15) days.

### *TERMINATION*

A student may be dismissed at the discretion of the President of Community Technological Institute of Miami prior to completion of the program. Reasons for termination include, but are not limited to the following:

- Insufficient progress (not maintaining a 70% average and/or not maintaining a "pass" basis in clinical/skill/lab).
- Failure to comply with rules outlined in catalog under Code of Conduct and the Institute's policies.
- Nonpayment of tuition under terms agreed upon with the President of Community Technological Institute of Miami.

### *TRANSFER OF COURSE CREDITS*

CTIM does not guarantee transferability of course credits as this is solely at the discretion of the receiving school. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### *CANCELLED COURSES*

Students will be refunded or credited for any courses which are cancelled by CTIM due to lack of students (a class must have a minimum of 10 students).

### *ORIENTATION*

Orientation of new students is conducted the week before classes begin. New students will learn about procedures from CTIM staff. There will also be a presentation by the school where new students will be able to have their questions answered by the staff and/or current CTIM students.

### *RECORDS*

- Student records are kept permanently and are available for review upon request to the Registrar. Records will be kept under lock and key in a fire proof cabinet.

- For those students who are denied entry, dismissed or terminated from the school, their records will remain on file for at least one (1) year.

### *PLACEMENT*

Community Technological Institute of Miami will maintain a computerized list of graduate students which will help the placement department seek positions in future employing companies. While CTIM does not guarantee placement, we will make every effort to help the graduate at no additional charge. Our placement department also arranges interviews and faxes students' resumes to companies who seek employees or interns. Assistance in finding suitable employment is also provided by posting area job openings on a career opportunities bulletin board for students to review. Students will 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 places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school 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.

### *WORKSHOPS*

It is to CTIM's best interest as well as to the students' interest to prepare them for entering the workforce and upcoming job interviews. In order to accomplish this task, CTIM has set up workshops to inform students on what to expect after graduation.

### *BOOKS*

Textbooks and workbooks for all courses are available in CTIM; however, students are not required to buy their books at the CTIM.

### *LIBRARY INFORMATION / LEARNING RESOURCES CENTER*

Community Technological Institute of Miami will maintain a library with reference books of courses being taught and contract annually with QuestiaInternet Library ([www.questia.com](http://www.questia.com)). Questia is the first online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. Additionally, students will be instructed in the use of local public libraries and internet resources.

### *STUDENT IDENTIFICATION CARD*

At the beginning of each semester, all new students are given the opportunity to obtain CTIM's I.D. for a minimal fee. It is not a requirement. The application for admission, including all admission credentials, must be received at least 30 days prior to the semester in which the applicant plans to enroll.

### *LOCATION*

Community Technological Institute of Miami (CTIM) is located at 2324 SW 8<sup>TH</sup> Street, Miami, FL 33135. Telephone: 305-856-9090. CTIM is conveniently located in the City of Miami close to I-95 and Dolphin Expressway (836). Miami-Dade Transit has a bus stop less than 25 feet from the front door of the school.

### *FACILITY DESCRIPTION AND EQUIPMENT*

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene. CTIM houses a contemporary student salon and student labs with stations, tables, beds and appropriate equipment, supplies and materials. There is ample room for the Cosmetology salon and the laboratory space for Cosmetology, Full Specialist, Massage Therapy and Home Health Aide. It has a street entrance/exit at the front and an entrance/exit in the rear. It has a parking lot in the rear. The space consists of several divided units that are used as classrooms and offices. There is a hallway that runs through the center from the front of the building to the rear. There is a reception area in the front. There are two restrooms. The physical space is well lit and ventilated. It has running hot & cold water, and is equipped with a kitchen area for the students and staff.

### *PARKING*

Free parking is available for our students.

### *CLOCK HOURS*

A clock hour is defined as a minimum of 50 minutes of supervision or directed instruction and appropriate break.

### *COURSE NUMBERING SYSTEM*

The course numbering system uses a four to seven digit system, consisting of one to four alpha and three numeric digits. The prefixes are characters which represent the subject area. The suffixes are numbers which represent the sequence taught.

## *GRADUATION REQUIREMENTS*

Defines the eligibility for graduation in the following manner:

- Completion of the full curriculum for a program.
- Having earned a cumulative grade point average of at least 2.0 ("C" average – 70%)
- Having filed for graduation with the office of the Registrar and with Student Services in order to receive their credentials whether, the students participate or not in the Graduation Ceremony.
- Having met all financial obligations to CTIM, including the return of resource materials, or any other item whose use was limited.
- Making a request in writing for the diploma and transcripts at the Registrar's office.
- Note: These documents will not be issued to the student unless the student has met the above listed requirements.

## *GRADUATION CEREMONY*

At least once a year, CTIM will sponsor a formal graduation ceremony. All students are encouraged to participate.

**DISCLOSURE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

**Addendum A**

Program	Tuition	Registration Fee Non-refundable	Books Non-refundable	Materials Non-refundable	Total
Cosmetology	\$5,050	\$125	\$125	\$200	\$5,500
Full Specialist	\$2,140	\$125	\$125	\$110	\$2,500
Home Health Aide	\$415	\$125	\$115	N/A	\$655
MassageTherapy	\$5,550	\$125	\$175	\$150	\$6,000
Master Make-up Artist	\$2,140	\$125	\$150	\$100	\$2,515
Mental Health Technician	\$2,225	\$125	\$150	N/A	\$2,500

***FACULTY***

CALIXTO GARCIA, PH.D  
Miami Institute of Psychology

OMAYRA HERNANDEZ, R.N.  
Bella Vista Nursing School

RONILDA C. GOODRICH, Cosmetologist  
La France Beauty School

EYDHER VERDECIA, LMT  
Community Technological Institute of Miami

MIGUEL GONZALEZ, JR. B.B.A.  
Florida International University

***PROGRAMS***

MENTAL HEALTH TECHNICIAN

HOME HEALTH AIDE

COSMETOLOGY, FULL SPECIALIST,  
MASTER MAKE-UP ARTIST

MASSAGE THERAPY

## CURRICULUMS

### COSMETOLOGY

**CLOCK HOURS: 1200**

#### PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities in cosmetology by teaching the students the necessary knowledge and clinical training to provide quality care as a cosmetologist and pass the State Cosmetology License Examination. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

#### PROGRAM DESCRIPTION

This course will prepare students in the areas of hair shampooing, coloring, shaping, styling, waving & relaxing, hair & scalp treatment, manicure, pedicure, facials, waxing, make-up. Upon successful completion of this program the students will receive a certification and qualify to take and pass the State Cosmetology Licensure Examination.

#### DISCLOSURE

Board of Cosmetology Reporting Requirement for Criminal Convictions:

As of October 1, 2009, Section 455.227(1)(t), Florida Statutes requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead nolo contendere or guilty to a crime in any jurisdiction. The statute also requires the reporting of any convictions that occurred prior to October 1, 2009. A licensee who fails to report that information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail it to the department. For more information refer to <http://www.myfloridalicense.com/Dbpr/pro/cosmo/index.html> or contact the department at 850.487.1395.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
<b>COS 001</b>	<b>Orientation</b>	<b>1</b>	
<b>COS002</b>	<b>HIV/AIDS</b>	<b>4</b>	
<b>COS003</b>	<b>Ethics and Legal Responsibilities</b>	<b>10</b>	
<b>COS004</b>	<b>Sanitation &amp; Sterilization</b>	<b>30</b>	
<b>COS005</b>	<b>Hair Styling</b>	<b>100</b>	<b>200</b>

<b>COS006</b>	<b>Hair Coloring</b>	<b>150</b>	<b>65</b>
<b>COS007</b>	<b>Hair Waving &amp; Straightening</b>	<b>30</b>	<b>65</b>
<b>COS008</b>	<b>Hair Shaping</b>	<b>50</b>	<b>50</b>
<b>COS009</b>	<b>Hair &amp; Scalp Treatment</b>	<b>20</b>	<b>45</b>
<b>COS010</b>	<b>Shampoo &amp; Rinsing</b>	<b>50</b>	<b>50</b>
<b>COS011</b>	<b>Facials, Makeup &amp; Hair Removal</b>	<b>125</b>	<b>35</b>
<b>COS012</b>	<b>Manicure, Pedicure &amp; Nail Extensions</b>	<b>40</b>	<b>20</b>
<b>COS013</b>	<b>Florida Cosmetology Laws</b>	<b>10</b>	
<b>COS014</b>	<b>Salon Management</b>	<b>50</b>	



## **FULL SPECIALIST**

**CLOCK HOURS: 600**

### **PROGRAM OBJECTIVE**

The purpose of this program is to prepare students for career opportunities as full specialist by teaching the students the necessary knowledge and clinical training to provide quality care as a full specialist. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma and be prepared to pass the State of Florida Full Specialist licensure examination.

### **PROGRAM DESCRIPTION**

This course will prepare students in the areas of skin care, facial procedures, toning, electricity, massage, hair removal, make-up artistry, salon management, manicures and pedicures. Upon successful completion of the program hours, clinic service and final exam, students will be registered to take the state licensure board.

Note: The state of Florida requires a Full Specialist course to be 500 hours in length. The Full Specialist course offered at CTIM is 600 hours in length. The reason that our course exceeds the state requirement is that we try to provide the highest standard possible in terms of practical and academic training, which includes at least one course in employment skills and various seminars on business management.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>THEORY CLOCK HRS</b>	<b>LAB CLOCK HRS</b>
<b>SPEC001</b>	<b>Introduction To Skin</b>	<b>15</b>	
<b>SPEC002</b>	<b>Sterilization And Sanitation</b>	<b>35</b>	
<b>SPEC003</b>	<b>Cosmetics (Chemistry And Application)</b>	<b>15</b>	<b>15</b>
<b>SPEC004</b>	<b>Facial Procedures</b>	<b>30</b>	<b>30</b>
<b>SPEC005</b>	<b>Electricity and Facial Toning</b>	<b>15</b>	
<b>SPEC006</b>	<b>Eyebrows (Shaping and Tinting)</b>	<b>15</b>	
<b>SPEC007</b>	<b>Salon Safety</b>	<b>15</b>	
<b>SPEC008</b>	<b>Peels And Microdermabrasion</b>	<b>15</b>	<b>10</b>
<b>SPEC009</b>	<b>Hair Removal</b>	<b>25</b>	<b>30</b>
<b>SPEC010</b>	<b>Salon Management</b>	<b>15</b>	
<b>SPEC011</b>	<b>HIV / AIDS Awareness</b>	<b>5</b>	
<b>SPEC012</b>	<b>Ethics</b>	<b>5</b>	

<b>SPEC013</b>	<b>Nail Theory &amp; Practice</b>	<b>70</b>	
<b>SPEC014</b>	<b>Manicures</b>	<b>15</b>	<b>20</b>
<b>SPEC015</b>	<b>Pedicures</b>	<b>15</b>	<b>10</b>
<b>SPEC016</b>	<b>Tips</b>	<b>30</b>	<b>15</b>
<b>SPEC017</b>	<b>Sculpture</b>	<b>30</b>	<b>15</b>
<b>SPEC018</b>	<b>Nail Fill-Ins</b>	<b>15</b>	<b>15</b>
<b>SPEC019</b>	<b>Nail Artificial Removal</b>	<b>15</b>	<b>10</b>
<b>SPEC020</b>	<b>Polishing Nail Art</b>	<b>15</b>	<b>15</b>
<b>SPEC021</b>	<b>Florida Law</b>	<b>5</b>	

## HOME HEALTH AIDE

CLOCK HOURS: 80

### PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities as home health aides. Home Health Aides may work in hospitals, nursing homes, assisted living facilities, and private homes.

### PROGRAM DESCRIPTION

The content includes instruction to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment. Content areas to be included are: legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; and employability skills. Additionally, hands-on practice includes Basic Infection Control Procedures, First Aid, CPR, ADE, Vital Signs, Home-Care & Client Care Skills.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
<b>HHA001</b>	<b>Home Health Care Procedures</b>	<b>30</b>	<b>5</b>
<b>HS002</b>	<b>Ethics &amp; Legal Responsibilities</b>	<b>5</b>	
<b>HHA003</b>	<b>Wellness &amp; Disease Concepts</b>	<b>5</b>	
<b>HHA004</b>	<b>Emergency Procedures</b>	<b>5</b>	<b>3</b>
<b>HS005</b>	<b>Infection Disease Control, HIV/AIDS</b>	<b>5</b>	
<b>CC006</b>	<b>Health Safety And Security Procedures</b>	<b>5</b>	<b>2</b>
<b>S008</b>	<b>Communication Skills</b>	<b>5</b>	
<b>JOB001</b>	<b>Employability Skills</b>	<b>5</b>	
<b>AD001</b>	<b>Computer Skills</b>	<b>5</b>	

## MASSAGE THERAPY

CLOCK HOURS: 560

### PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities in massage therapy by teaching the students the necessary knowledge and clinical training to provide quality care as a massage therapist. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

### PROGRAM DESCRIPTION

In this course, students will learn a wide variety of massage and bodywork styles and techniques to serve the needs of a wide variety of clientele. In learning these various modalities, students are encouraged to unify the underlying principles among them. This will enable the graduate to integrate these therapies into a treatment session that is most appropriate for the needs of their clients.

Note: The state of Florida requires a Massage Therapy course to be 500 hours in length. The Massage Therapy course offered at CTIM is 560 hours in length. The reason that our course exceeds the state requirement is that we try to provide the highest standard possible in terms of practical and academic training, which includes at least one course in employment skills and various seminars on business management.

### DISCLOSURE

Board of Massage Therapy Reporting Requirement for Criminal Convictions:

Any applicant who has ever been found guilty of, or pled guilty or no contest/nolo contendere to any charge other than a minor traffic offense must list each offense on the application. Failure to disclose criminal history may result in denial of your application. Each application is reviewed on its own merits. The Board of Massage Therapy has created guidelines for specific offenses to be cleared in the board office; however, staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Massage Therapy for review. Evidence of rehabilitation is important to the board members when making licensure decisions. For more information refer to <http://floridasmassagetherapy.gov/licensing> or contact the department at 850.488.0595.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
<b>TMT001</b>	<b>Anatomy and Physiology</b>	<b>150</b>	
<b>TMT002</b>	<b>History of Massage. Basic Massage Theory and Clinical Practice.</b>	<b>225</b>	
<b>TMT003</b>	<b>HIV/AIDS &amp; Medical Errors.</b>	<b>5</b>	
<b>TMT004</b>	<b>Hydrotherapy &amp; Spa Techniques</b>	<b>15</b>	

<b>TMT005</b>	<b>Florida Statutes &amp; Rules Business &amp; Ethical Issues</b>	<b>15</b>	
<b>TMT006</b>	<b>ALLIED MEDICAL MODALITIES: Structural Kinesiology</b>	<b>20</b>	
<b>TMT007</b>	<b>ALLIED MEDICAL MODALITIES: Foot Reflexology Techniques</b>	<b>15</b>	
<b>TMT008</b>	<b>ALLIED MEDICAL MODALITIES: Hot Stones, Hydrocollators, Cryotherapy</b>	<b>15</b>	
<b>TMT009</b>	<b>ALLIED MEDICAL MODALITIES: Transcutaneous Electrical Nerve Stimulation (T.E.N.S.)</b>	<b>5</b>	
<b>TMT010</b>	<b>ALLIED MEDICAL MODALITIES: Pathology and Infection Control</b>	<b>35</b>	
<b>TMT011</b>	<b>ALLIED MEDICAL MODALITIES: Health, Hygiene &amp; Nutrition</b>	<b>10</b>	
<b>TMT012</b>	<b>Externship, Supervised &amp; Independent Practice.</b>		<b>50</b>

# **MASTER MAKE-UP ARTIST**

**CLOCK HOURS: 380**

## **PROGRAM OBJECTIVE**

The objective of this program is to offer the most complete Makeup Education for the professional makeup artist.

## **PROGRAM DESCRIPTION**

This program is designed for makeup artists, hairstylists, and cosmetologists, costume designers, artists and others who have a serious desire to work in the most creative field of Makeup. Graduates will be prepared for entry level work as a makeup artist in motion pictures, television and print media.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>THEORY CLOCK HRS</b>	<b>LAB CLOCK HRS</b>
<b>MA 001</b>	<b>Introduction to Fashionable Makeup for Spa, Salon, Print and Fashion Modeling</b>	<b>4</b>	
<b>MA 002</b>	<b>Professional Cosmetic Techniques, Products, Brushes and Tools</b>	<b>4</b>	
<b>MA 003</b>	<b>Artistic Principles of Color: 3 Dimensions and Color Harmonies</b>	<b>10</b>	
<b>MA 004</b>	<b>Aesthetic Beauty -Symmetry and Balance of the Features</b>	<b>4</b>	
<b>MA 005</b>	<b>Method of Eyebrow Design and Symmetry</b>	<b>6</b>	
<b>MA 006</b>	<b>Beauty Method - The Hollywood Way</b>	<b>10</b>	
<b>MA 007</b>	<b>The 5 Looks: Sporty, Daytime, Corporate, Elegant and Sexy</b>	<b>15</b>	
<b>MA 008</b>	<b>Makeup for the "Baby-boomers" and the Mature Client</b>	<b>6</b>	
<b>MA 009</b>	<b>Today's Female and Teenage Client</b>	<b>2</b>	
<b>MA 110</b>	<b>Communication - Client Consultation - Color Consultation and Education</b>	<b>4</b>	
<b>MA 111</b>	<b>Wedding Clients - Bride and Groom and Wedding Party</b>	<b>16</b>	
<b>MA 112</b>	<b>Body Makeup and Tattoo Covering for Weddings</b>	<b>4</b>	
<b>MA 113</b>	<b>Networking, Advertising &amp; Marketing for Salon, Spa and Medi-Spa</b>	<b>8</b>	
<b>MA 114</b>	<b>Sanitation and Safety in Cosmetics for Makeup Artists</b>	<b>4</b>	
<b>MA 115</b>	<b>Retro Fashion "Nostalgic" Makeup, 30's 40's, 50's &amp; 60's</b>	<b>10</b>	

<b>MA 116</b>	<b>Drawing and Sketching for Makeup Artists</b>	<b>10</b>	
<b>MA 117</b>	<b>Commercial and Classic White Face</b>	<b>8</b>	
<b>MA 118</b>	<b>Multicultural Looks, Egyptian, Geisha, Chinese Opera, African Tribal</b>	<b>8</b>	
<b>MA 119</b>	<b>High Fashion, Haute Couture and Platform Makeup</b>	<b>10</b>	
<b>MA 120</b>	<b>Avant Garde - High Tech Fashion Beauty Makeup</b>	<b>10</b>	
<b>MA 121</b>	<b>Makeup Principles for Photography, Hi-Definition and HDTV</b>	<b>4</b>	
<b>MA 122</b>	<b>How Lighting Affects Your Makeup in Photography</b>	<b>4</b>	
<b>MA 123</b>	<b>Protocols and Preparing for the Photo Shoot</b>	<b>4</b>	
<b>MA 124</b>	<b>Men's, Teen's and Children's Makeup for Photography</b>	<b>4</b>	
<b>MA 125</b>	<b>Photo Shoot for Your Portfolio - 2 models, 3 looks</b>	<b>4</b>	
<b>MA 126</b>	<b>Safety and Sanitation</b>	<b>2</b>	
<b>MA 127</b>	<b>Injury Effects - Bruises, Black Eyes, Compound Fracture</b>	<b>6</b>	
<b>MA 128</b>	<b>Cuts, Blood, Scars Abrasions, Slit throat, Bullet Hits</b>	<b>15</b>	
<b>MA 129</b>	<b>Burns - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Charred and Burn Scars</b>	<b>6</b>	
<b>MA 130</b>	<b>Freezing, Frost Bite and Frozen</b>	<b>4</b>	
<b>MA 131</b>	<b>Cadavers, Fresh and Decayed</b>	<b>4</b>	
<b>MA 132</b>	<b>Air Brushing Makeup Techniques</b>	<b>6</b>	
<b>MP 133</b>	<b>Teeth Making for Character Work</b>	<b>6</b>	
<b>MA 134</b>	<b>Eyeballs for Makeup Effects</b>	<b>6</b>	
<b>MA 135</b>	<b>Old Age Techniques, Makeup &amp; Latex</b>	<b>6</b>	
<b>MA 136</b>	<b>Bald Cap Application / Coloring / Removal</b>	<b>10</b>	
<b>MA 137</b>	<b>Facial Hair Work Moustaches / Beards</b>	<b>10</b>	
<b>MA 138</b>	<b>Beginning Ventilating</b>	<b>10</b>	

<b>MA 139</b>	<b>Basic Life Casting, Mold Making, Sculpting and Prosthetic Making</b>	<b>12</b>	
<b>MA 140</b>	<b>Prosthetics: Application / Coloring / Removal</b>	<b>10</b>	
<b>MA 141</b>	<b>Tattoos Application and Removal</b>	<b>8</b>	
<b>MA 142</b>	<b>Script Breakdown/Continuity/Set Conduct</b>	<b>6</b>	
<b>MA 143</b>	<b>Character Makeup</b>	<b>8</b>	
<b>MA 144</b>	<b>Marketing Yourself , Social Refinement, Professional Modeling Techniques and Portfolios</b>	<b>24</b>	
<b>MA 145</b>	<b>Internship</b>		<b>30</b>
<b>MA 146</b>	<b>Final Exam - written and practical</b>	<b>18</b>	



## **MENTAL HEALTH TECHNICIAN**

**CLOCK HOURS: 450**

### **PROGRAM OBJECTIVE**

The purpose of this program is to educate and prepare students with the skills, knowledge and abilities to work in a diverse community and increase employability as psychiatric aides or psychiatric technicians also identified as mental health technician. Mental Health Technicians may work in psychiatric hospitals, community mental health clinics, partial hospitalizations programs and other mental health facilities.

### **PROGRAM DESCRIPTION**

This course will prepare students to understand basic psychiatric terminology, psychopathology, basic psychopharmacology, social skills training and mental health laws and ethics. Students will work with and be supervised by registered nurses and/or licensed social workers, psychologists, psychiatrists and other mental health professionals. The student's communication skills and professional interaction with patients will be valuable assets.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>THEORY CLOCK HRS</b>	<b>LAB CLOCK HRS</b>
<b>MH001</b>	<b>Psychiatric Terminology</b>	<b>30</b>	<b>0</b>
<b>MH002</b>	<b>Mental Health Procedures I</b>	<b>10</b>	<b>20</b>
<b>MH003</b>	<b>Mental Health Procedures II</b>	<b>10</b>	<b>20</b>
<b>MH004</b>	<b>Mental Health Assistance</b>	<b>20</b>	<b>10</b>
<b>MH005</b>	<b>Mental Health Technicians</b>	<b>20</b>	<b>10</b>
<b>MH006</b>	<b>Therapeutic Techniques</b>	<b>10</b>	<b>20</b>
<b>MH007</b>	<b>Intake Procedures &amp; Clinical Evaluation</b>	<b>15</b>	<b>15</b>
<b>MH008</b>	<b>Pharmacology</b>	<b>25</b>	<b>5</b>
<b>HS002</b>	<b>Ethics &amp; Legal Responsibilities</b>	<b>30</b>	<b>0</b>
<b>HS009</b>	<b>Anatomy &amp; Physiology I</b>	<b>20</b>	<b>10</b>
<b>HS005</b>	<b>Infection Disease Control HIV/AIDS</b>	<b>20</b>	<b>10</b>
<b>AD001</b>	<b>Office Procedure I</b>	<b>30</b>	<b>0</b>
<b>EXT001</b>	<b>Internship</b>	<b>0</b>	<b>90</b>

## **COURSE DESCRIPTIONS**

### **ADMINISTRATIVE**

<b>AD001</b>	<b>OFFICE PROCEDURES I</b>
<p>This course is designed specifically to familiarize the student with word processing. Major emphasis is placed on using basic word processing functions and transcription equipment in producing documents such as case histories, discharge summaries, medical reports, and medical correspondence. The student will also be introduced to records management and the handling of office mail.</p>	
<b>AD002</b>	<b>OFFICE PROCEDURES II</b>
<p>This course is designed to familiarize the student with the specific business skills pertinent to the medical office. This course includes developing competencies involving proper telephone techniques, interviewing effectively, handling records management, scheduling and monitoring appointments, transcribing medical documents, managing a physician's professional schedule, and various other office responsibilities. It includes also knowledge of Medical billing and insurance claims handling.</p>	

### **HEALTH SCIENCE**

<b>HS001</b>	<b>INTRODUCTION TO HEALTH CARE</b>
<p>Introduction to the pertinent terminology of the psychiatric field. Recognition of this nomenclature as well as its proper use in case documentation. In addition to descriptions of most common psychiatric and medical pathologies.</p>	
<b>HS002</b>	<b>ETHIC AND LEGAL RESPONSABILITIES</b>
<p>This course introduces students to medical ethics and laws that govern the behavior of allied health personnel in patient care. Includes an introduction to current medical trends and issues.</p>	

<b>HS003</b>	<b>ANATOMY AND PHYSIOLOGY I</b>
<p>This course offers an introduction to the structure of the body including an overview of the body, the cells, tissues and the musculoskeletal, nervous and endocrine systems. Professionals who have a reasonable understanding of the body systems and the symptoms produced when they are diseased can effectively anticipate the approach to the examination and respond to the needs encounters.</p>	
<b>HS004</b>	<b>ANATOMY AND PHYSIOLOGY II</b>
<p>This course provides instruction in the following systems: immune, digestive, respiratory, urinary and reproductive. It also reviews the acid base balance and the fluid electrolyte balance.</p>	
<b>HS005</b>	<b>INFECTION DESEASE CONTROL - HIV/AIDS</b>
<p>Students will be provided information and statistics on infectious and blood-borne diseases, the distinction between fact and fallacy concerning the transmission and treatment of these diseases. Students will be taught how to practice Universal Precautions according to the Center for Disease Control guidelines. A session on HIV/AIDS will inform the students on facts, preventions, statistics, and treatment for the disease. Students will also be taught how to set up isolation units and provide care to patients with infectious diseases.</p>	
<b>HS006</b>	<b>MEDICAL TERMINOLOGY</b>
<p>This course introduces the student to the field of medical terminology including basic word; also introduce the student to the knowledge of advanced medical terminology including work structure and the use of medical and technical dictionaries.</p>	

## MENTAL HEALTH TECHNICIAN

<b>MH001</b>	<b>PSYCHIATRIC TERMINOLOGY</b>
<p>Introduction to the pertinent terminology of the psychiatric field. Recognition of this nomenclature as well as its proper use in case documentation. In addition to descriptions of most common psychiatric and medical pathologies.</p>	

<b>MH002</b>	<b>MENTAL HEALTH PROCEDURES I</b>
<p>A specific study of MHT procedure including:</p> <ol style="list-style-type: none"> <li>1. Observing and recording patient behavior</li> <li>2. Techniques of redirections.</li> <li>3. Patient record maintenance.</li> <li>4. Following supervisory directives and unit parameters.</li> <li>5. Proper application of restraints (to prevent injury to self or others)</li> <li>6. Leading group therapy.</li> <li>7. Helping to develop treatment plans.</li> </ol>	
<b>MH003</b>	<b>MENTAL HEALTH PROCEDURES II</b>
<p>Exposure to the most effective Aggression Control Techniques as depicted by the HRS path procedure manual. Including proper dress and equipment utilized.</p>	
<b>MH004</b>	<b>MENTAL HEALTH ASSISTANCE</b>
<p>An introduction into the current field of Mental Health focusing on typical therapeutic settings as well as milieu dynamics. In addition, to detailed descriptions of all major players in the field including Psychiatrists, Psychologists, Nurses, Mental Health Technicians, patients and their current roles in this system.</p>	
<b>MH005</b>	<b>MENTAL HEALTH TECHNICIAN</b>
<p>Specific description of MHT duties and responsibilities in the field as well as the skills and the abilities required to carry them out.</p>	
<b>MH006</b>	<b>THERAPEUTIC TECHNIQUES</b>
<p>Introduction into the most recognized and effective therapeutic approaches of the psychiatric field beginning with Freudian Psychoanalysis. In addition, to Reality Therapy by William Glasser, Cognitive-Behavior Therapy by Albert Ellis and Person Centered Therapy by Carl Rogers. Special focus into the human developmental stages of the psyche as described by Erik Erickson.</p>	
<b>MH007</b>	<b>INTAKE PROCEDURES &amp; CLINICAL EVALUATION</b>
<p>A comprehensive introduction into the evaluative techniques employed in the clinical field from intake to discharge. Major focus on patient triggers, pathological signs in behavior and existing red flags.</p>	
<b>MH008</b>	<b>PHARMACOLOGY</b>
<p>Introduction into psychotropic drugs, their most common manifestations and side effects. In addition, there will be a focus on the most common counteracting agents (i.e.: Cogentin).</p>	

## EXTERNSHIP

<b>EXT001</b>	<b>MEDICAL EXTERNSHIP</b>
<p>Each student is placed in a medical/psychiatric environment to gain actual experience in the field. The student will have hands-on training in all the areas with emphasis on: medical asepsis, vital signs, physical examination, sterilization and disinfection. Each student will use medical office equipment and general medical office procedures.</p>	
<b>JOB001</b>	<b>EMPLOYMENT SKILLS/WORK MATURITY</b>
<p>In this course, students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positives attitude/ behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing task effectively.</p>	

## FULL SPECIALIST

<b>SPEC001</b>	<b>INTRODUCTION TO SKIN</b>
<p>Students will learn skin diseases and disorders, its structures and functions, in addition to being able to identify and recognize diseases and disorders which should not be treated in a salon.</p>	
<b>SPEC002</b>	<b>STERILIZATION AND SANITATION</b>
<p>The student will demonstrate sanitation and sterilization of implements and tools. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease.</p>	
<b>SPEC003</b>	<b>COSMETICS (CHEMISTRY AND APPLICATION):</b>
<p>The student will have knowledge of the chemistry related to the cosmetics, products, and proper application for each individual client and learn proper client consultation techniques. The student will understand the Psychology of Makeup.</p>	
<b>SPEC004</b>	<b>FACIAL PROCEDURES</b>
<p>This course introduces students to In-depth theory and practice of skin care, massage pertaining to facials, treatments, and cosmetics pertaining to various facial treatments.</p>	

<b>SPEC005</b>	<b>ELECTRICITY AND FACIAL TONING</b>
This course provides the student with a basic understanding of the electrical apparatus used in facials and light therapy treatments. The student will learn safety procedures when using electricity for treatments and services.	
<b>SPEC006</b>	<b>EYEBROWS (SHAPING AND TINTING):</b>
Students will demonstrate proper-shaping of eyebrows, follow procedures for safely tweezing and tinting with non-permanent dyes, and safety precautions when working around the eyes. Students will learn applications of artificial lashes.	
<b>SPEC007</b>	<b>SALON SAFETY</b>
Students will learn salon safety and precautions pertaining to the rules and regulations of the institution, department, and state.	
<b>SPEC008</b>	<b>PEELS AND MICRODERMABRASION</b>
Students will learn of various methods of Peels and Microdermabrasion used in the field today to enhance their career.	
<b>SPEC009</b>	<b>HAIR REMOVAL</b>
Students will learn and demonstrate proper removal of hair from the body safely and efficiently. Students will also learn and demonstrate safety and sanitation procedures of depilation and epilating.	
<b>SPEC10</b>	<b>SALON MANAGEMENT</b>
Students will create a portfolio, demonstrate an understanding of salon operations, and demonstrate organizational, skills related to owning and/or operating a salon business. Students will be introduced to the various types of business opportunities available to the Full Specialist. Job opportunities will be explored.	
<b>SPEC011</b>	<b>HIV / AIDS AWARENESS</b>
Students will have an understanding of the cause and effects of contagious diseases such as HIV/AIDS and hepatitis and their prevention and spread.	
<b>SPEC012</b>	<b>ETHICS</b>
Students will define personality and identify the qualities of and how to cultivate a pleasing professional personality.	

<b>SPEC013</b>	<b>NAIL THEORY &amp; PRACTICE</b>
Students will identify the structures adjoining and affecting the nails and recognize diseases of the nails that should not be treated in the salon. The students will demonstrate the proper use of equipment, implements, cosmetics, and materials used in manicuring and pedicure.	
<b>SPEC014</b>	<b>MANICURES</b>
The student will be able to perform all manicuring services on the hand.	
<b>SPEC015</b>	<b>PEDICURES</b>
Students will demonstrate the procedure for a pedicure and the proper set up of equipment. Students will know the composition, purpose, and usage of hand, foot, and nail products.	
<b>SPEC016</b>	<b>TIPS</b>
Students will be able to apply artificial nail tips with an overlay.	
<b>SPEC017</b>	<b>SCULPTURE</b>
Students will be able to apply sculptured nails with a form.	
<b>SPEC018</b>	<b>NAIL FILL-INS</b>
Students will be able to perform artificial nail maintenance in the form of a "fill-in".	
<b>SPEC019</b>	<b>NAIL ARTIFICIAL REMOVAL</b>
This course introduces students to artificial nail maintenance and removal.	
<b>SPEC020</b>	<b>POLISHING NAIL ART</b>
Students will be able to polish all nails and apply nail art in the form of adhesive pre-manufactured art and the use of specialty brushes.	

## COSMETOLOGY

<b>COS001</b>	<b>ORIENTATION</b>
Students will be welcomed, discussion will center on the course requirements, options and review of rules and requirements.	
<b>COS002</b>	<b>INFECTION DISEASE CONTROL, HIV/AIDS</b>
Students will be provided information and statistics on infectious and blood-borne diseases, the distinction between fact and fallacy concerning the transmission and treatment of these diseases. Students will be taught how to practice Universal Precautions according to the Center for Disease Control guidelines. A session on HIV/AIDS will inform the students on facts, preventions, statistics, and symptoms.	
<b>COS003</b>	<b>ETHICS AND LEGAL RESPONSIBILITIES</b>
Students will learn morals, values, rules and principles pertaining to the practice of cosmetology. To ensure that customers and peers treat each other in a respectful professional manner. In addition to legal issues pertaining to the field of cosmetology.	
<b>COS004</b>	<b>SANITATION &amp; STERILIZATION</b>
Students will learn the different types of bacteria; will be able to recognize the relationship of bacteria and the spread of diseases. In addition, to learning the principles of sanitation, disinfection and sterilization.	
<b>COS005</b>	<b>HAIR STYLING</b>
Students will learn how to identify the terminology, principles and elements related to hair design. In addition, students will be able to demonstrate proper hair design techniques and how it applies to different facial types.	
<b>COS006</b>	<b>HAIR COLORING</b>
Students will learn the terminology related to hair color and chemistry, the classifications of hair coloring, their activity on the hair and types and the application and use of hair lighteners.	
<b>COS007</b>	<b>HAIR WAVING &amp; STRAIGHTENING</b>
Students will learn the theory, terminology and application related to waving and relaxing of the hair. Students will also demonstrate the proper application of the theories.	
<b>COS008</b>	<b>HAIR SHAPING</b>
Students will learn the process of understanding the customer's individual needs based	



<p>on the individual's age, personality and lifestyle and the customer's hair type. In addition, to learning how to style wet hair, sharp hair and long hair and the use of instruments to achieve each style (i.e. brushes, curling irons, hand dryers, etc.)</p>	
<b>COS009</b>	<b>HAIR &amp; SCALP TREATMENT</b>
<p>Students will learn the theories of hair formation, growth, structure; how to treat the hair and scalp and the different products available and their application.</p>	
<b>COS010</b>	<b>SHAMPOO &amp; RINSING</b>
<p>Students will learn the reasons for good hygienic care of the hair and scalp, proper hair maintenance, different types of products and their applications.</p>	
<b>COS011</b>	<b>FACIALS, MAKEUP &amp; HAIR REMOVAL</b>
<p>Students will learn in depth theory and practice of skin care, facials, cosmetics and waxing. The student will demonstrate proper application related to skin care, cosmetics and waxing.</p>	
<b>COS012</b>	<b>MANICURE, PEDICURE &amp; NAIL EXTENSIONS</b>
<p>Students will learn the structure, growth, conditions and diseases pertaining to the nail; the techniques used in performing manicures and pedicures. In addition to proper sanitary and safety precautions.</p>	
<b>COS013</b>	<b>FLORIDA COSMETOLOGY LAWS</b>
<p>Students will learn how to define and interpret Florida State Laws and Regulations for Cosmetology.</p>	
<b>COS 014</b>	<b>SALON MANAGEMENT</b>
<p>Students will learn the principles of starting a business and how to operate and manage a salon.</p>	

## **MASTER MAKE-UP ARTIST**

<b>MA 001</b>	<b>INTRODUCTION TO FASHIONABLE MAKEUP FOR SPA, SALON, PRINT AND FASHION MODELING</b>
<p>Students will be introduced to the Field of Makeup for the Salon, Spa and Medi Spa. Students will be given an overview of the knowledge, skills, techniques and methods needed to become a successful Makeup Artist in this area.</p>	

<b>MA 002</b>	<b>PROFESSIONAL COSMETIC TECHNIQUES, PRODUCTS, BRUSHES AND TOOLS</b>
Students will know and understand about all the Makeup, Brushes and Tools you will be using to accomplish outstanding results. Students will be taught the different types of makeup, different types of brushes and how to utilize each one correctly. Most importantly they will learn to care for their brushes & tools.	
<b>MA 003</b>	<b>ARTISTIC PRINCIPLES OF COLOR: 3 DIMENSIONS &amp; COLOR HARMONIES</b>
Students will know and understand color and all of its dimensions are essential to creating; devising and styling an individualized makeup look for each person. This topic explores the world of color from an artist's point of view, giving the freedom to utilize color for the ultimate benefit of the client, the dimensions of color - hue, chroma and value as well as color harmonies. Color mixing and color blending are also studied. The student will gain an understanding of gray values of all color and will also learn color balance.	
<b>MA 004</b>	<b>AESTHETIC BEAUTY: SYMMETRY &amp; BALANCE OF THE FEATURES</b>
True Aesthetic Beauty is the result of Symmetry and Balance of facial features. In this section of the class you will learn the principles of balance and symmetry and how it relates to creating a harmony of facial features in relation to each other.	
<b>MA 005</b>	<b>METHOD OF EYEBROW DESIGN AND SYMMETRY</b>
This class is designed to a complete and thorough understanding of designing, shaping, and applying eyebrow makeup. Over the years, many so called "fashionably shaped" eyebrow styles and designs have come and gone. Even so, there is one eyebrow shape that has been and still is the most flattering - The Classic Eyebrow! The Classic shaped eyebrows transcend fashions and will always remain in good taste as they create an aesthetic balance for the face while drawing attention to the aesthetic beauty of the eyes.	
<b>MA 006</b>	<b>BEAUTY METHOD - THE HOLLYWOOD WAY</b>
You will be shown and taught the Hollywood Beauty "Secrets". It is the KEY to planning, designing and creating an individual, makeup for each of your subjects. You will be instructed in how to select fashionable makeup colors and match the skin color of any ethnicity, culture in our ever-expanding Globalize field of Beauty. The "Westmore Method" is a makeup plan, a step by step procedure that's simple, easily reproduced and uncomplicated. It was created to give their Actresses & clients a consistently beautiful appearance that makes her look attractive, feel attractive and have a positive attitude about herself, and how others perceive her. Today's busy woman wants and	

needs a simple, uncomplicated makeup that takes a minimum of time for maximum positive results. The "Westmore Method" is that key to her success.

<b>MA 007</b>	<b>THE 5 LOOKS: SPORTY, DAYTIME, CORPORATE, ELEGANT AND SEXY</b>
<p>The woman of the 21st Century is a multi-faceted jewel that lives in our fast paced, rapidly moving world and is leaving her role of yesteryear and moving into multiple roles and responsibilities. She wants to look we-groomed, fashionable and attractive for any occasion. This topic teaches the following 5 basic looks all women can and should use. The Sporty/Athletic look; Casual/Daytime look; Business/Corporate look; Elegant/Glamorous look and the Sexy/Sensuous look. These are the looks of the multi-faceted, multi-talented woman of the 21st Century which arise from health fitness and figure control, hair care and wardrobe styling.</p>	
<b>MA 008</b>	<b>MAKEUP FOR THE "BABY BOOMERS" AND THE MATURE CLIENT</b>
<p>The needs of today's clients are changing as the majority of our society increases in age. There are approximately 54 million women over the age of 40 in the U.S. For many of these women, the makeup they used in their earlier years is no longer valid. Their "fashion time clock" has stopped, giving their look a dated, artificial look. This class will show you how to update your clients "Makeup Fashion Time Clock", helping her to realistically look more youthful and feel younger by learning various skin care analysis and techniques.</p>	
<b>MA 009</b>	<b>TODAY'S FEMALE AND TEENAGE CLIENT</b>
<p>Teenage makeup will be addressed within current teen fashions as well as the areas of disguise, enhance and defining. The issues of subtlety, youth maintenance and minimization are applied.</p>	
<b>MA 110</b>	<b>COMMUNICATION-CLIENT CONSULTATION- COLOR CONSULTATION AND EDUCATION</b>
<p>To enhance our client's appearance it is necessary to first find out what her needs and her desires are through a "guided conversation". This will assist us to create and design a natural yet fashionable look that will suit her fashion awareness and psyche. To find out our fashion parameters and color parameters requires the Art of Listening. Positive Client Communication is essential. You will also be given approaches to educating your client on how to accomplish this herself.</p>	
<b>MA 111</b>	<b>WEDDING CLIENTS - BRIDE AND GROOM AND WEDDING PARTY</b>
<p>This topic is designed to give the participant practical knowledge on how to achieve fashionable bridal makeup looks. The bridal looks shown are based on the current market trends from natural to elegant, glamorous or sophisticated. This makeup can give the bride her desire and dream to look her most beautiful and the very best on that extra special day of her life. This topic also explores the use of makeup colors with traditional white as well as non-traditional colors for bride and bridal party. This class will also provide you with the information on how to network with florists, photographers, caterers, wedding gown, formal wear specialists, and others in the wedding business.</p>	

<b>MA 112</b>	<b>BODY MAKEUP &amp; TATTOO COVERING FOR WEDDINGS</b>
<p>Students will study and apply makeup to large areas of the body. Application techniques, products and professional ethics are addressed. The use of contouring as enhancement is shown along with such techniques as how to even out the skin tone, covering tattoos, bruises, and blemishes. Also discussed is how to make the skin appear matte verses shiny for catalog and magazine work.</p>	
<b>MA 113</b>	<b>NETWORKING, ADVERTISING &amp; MARKETING FOR SALON SPA &amp; MEDI-SPA</b>
<p>The business side of the makeup industry is covered in this course: how to network, where to find business, how to present oneself to a prospect, business card creation, resumes and portfolio design and how to get people to remember you.</p>	
<b>MA 114</b>	<b>SANITATION &amp; SAFETY IN COSMETICS FOR MAKEUP ARTISTS</b>
<p>Sanitation is an on-going topic throughout a students program of study. Sanitation, as a course, is presented early in one's studies. Personal hygiene, pre-makeup skin care, sanitizing of products &amp; tools, clean up and methods of sanitation are covered.</p>	
<b>MA 115</b>	<b>RETRO FASHION "NOSTALGIC" MAKEUP: 30's, 40's, 50's &amp; 60's</b>
<p>Today's fashions change seasonally and annually. Every year new fashions and new colors change with them. Every year fashion designers call on past eras fashion designs have been recreate and modified them as part of the current fashion trends. Fashion Designers have dipped into yesteryears fashion classics to create a nostalgic look. The nostalgic looks become "Retro Fashion Classics". In Retro Fashion Classics the essence of the specific nostalgic fashion is modified, updated and glamorized, as are the makeups. The makeup's, including their retro colors, which are part of these nostalgic fashions, are brought back as well. The mood can be sophisticated, glamorous or casual. The fashion classics revisited most often are from the 1930's, 1940's, 1950's, and 1960's. It is vital that the professional Makeup Artist knows and understands the basic, original looks and colors so that they will know how to translate them into today's nostalgic fashion and glamour looks.</p>	
<b>MA 116</b>	<b>ART - DRAWING AND SKETCHING FOR MAKEUP ARTISTS I</b>
<p>The Students will receive 16 hours of drawing instruction. Students will learn line, form, shape and shadowing using many different shading techniques. They will be using many different mediums, including pencils, charcoal and pastels. This class begins to move the student from a person just applying makeup to an Artist of Makeup or more professionally known as a Makeup Artist. Elements of this class are drawing techniques of line, form, shape and balance along with perspective and image development All this adds to the student's ability to perceive symmetry &amp; balance as an integral part of the creative &amp; aesthetic elements of their makeups.</p>	

<b>MA 117</b>	<b>COMMERCIAL AND CLASSIC WHITE FACE</b>
<p>The Commercial Classic White Face's are makeup designs that sell \$5,000 watches and other expensive jewelry; that have been the corporate image for IBM; for Fashion shows, Trade shows and other forms of advertising. These looks can be used commercially in videos, print work and all types of photography and can be worn by both men and women. Each classic white face is a unique reflection of the type of character or clown they are portraying. In the professional field of White Face or Clowning each clown has their "look". A Professional Clowns makeup design is protected by copyright. Clowns are very specialized and there is a specific hierarchy within the clown ladder or chain of command. In descending order there is the Whiteface, "Neat White Face" or Pierrot, then the "Comedy Whiteface" also known as the "Grotesque Whiteface". Next are the August Clown and the Tramp Clown, the social outcast Tramp Clown. The Tramp Clown has two basic sub categories, the "Traditional or Sad Tramp" and the "Happy Hobo". Each of these clown types has a very specific makeup style and uses different colors to identify their type and to denote their place within the clown hierarchy. Knowledge of the World of Clown Makeup is essential and important for us as makeup artists, as we are often asked to create a clown makeup for commercials, films, television, print work and editorial jobs, fairs and special events. High Fashion, Haute Couture &amp; Platform Makeup.</p>	
<b>MA 118</b>	<b>MULTI-CULTURAL LOOKS: EGYPTIAN, JAPANESE, CHINESE AND AFRICAN TRIBAL</b>
<p>In this section of the course you will be taught to do some traditional and classic looks from other cultures. The Eye Makeup and Brows from Ancient Egypt as well as how to create an Asian Eye look on a western eye shape. The Geisha epitomizes the traditional Beauty Makeup in Japan and the Chinese Opera Makeup is a stylized traditional woman's Makeup. In this course you will also recreate an African traditional Woodabe look. This part of the course is the basis for a new approach to doing a non-western based beauty makeup. These stylized makeups's can be revamped, modified and utilized in a contemporary high styled fashionable beauty makeup.</p>	
<b>MA 119</b>	<b>HIGH FASHION: HAUTE COUTURE &amp; PLATFORM MAKEUP</b>
<p>The focus of this section of the course is to illustrate and to have several hands-on projects to introduce the student to the wide-ranging field of High Fashion, Haute Couture &amp; Platform Makeup or modeling. Students will observe then recreate some of these Haute Couture fashions as seen from the international Fashion Shows. They will also recreate some of the famous female personality's looks from the entertainment industry and fashion (some of these looks are trend setting). They will have the opportunity to create their own concept or fashion translation based on their observations in the class of the glamorous, multi-dimensional models on the runway or</p>	

in magazines. They will learn to create makeups that emphasize, but not overpower the designer's look of the clothing or accessories. Observing and understanding today's fashion trends are essential for the professional Makeup Artist.

**MA 120      AVANT GARDE - HIGH TECH FASHION BEAUTY MAKEUP**

"Tomorrow's Makeup's Today" is the theme of this hi-tech beauty makeup. Students will incorporate unconventional use of color, design placement of decoration and re-evaluate the use of color to create new and unconventional beauty looks. These Avant Garde makeup designs are eye catching; they are used in catalogues, fashion shows, trade shows and other forms of advertising. You will learn several of these High Tech looks and the techniques behind them. These special makeups can also be used commercially in videos, print work and all types of photography.

**MA 121      MAKEUP PRINCIPLES FOR PHOTOGRAPHY, HI-DEFINITION & HDTV**

The top Professional Photographers have always utilized makeup to enhance their clients' features and images, whether their subjects are in for personal Portraits, corporate and professional Portraits, Weddings, Print Work for Advertisements, and Catalogs. Makeup is an essential element for on camera personnel for Videos and Television as well. In this class you will learn makeup for both men and women that will enable you to enhance and define their features for their best look while at the same time minimize photo-retouching problems. You will also learn how to solve some of the problems before hand (e.g. broken capillaries, age spots, blemishes, fading hair line and dark circles under eyes). You will learn the makeup principles for Black & White as well as Color Photography, Digital and HDTV. You will view all of your work on camera to more fully understand the techniques and principles being taught. Another element you will again address is Body Makeup. Students will study and apply makeup to large areas of the body. Application techniques, products and professional ethics are addressed. You will learn why the hands and décolletage should always match the face color wise. The use of contouring as enhancement is shown along with such techniques as how to even out the skin tone, covering tattoos, bruises and blemishes. Also discussed is how to make the skin appear matte verses shiny for catalog and magazine work.

**MA 122      HOW LIGHTING AFFECTS YOUR MAKEUP IN PHOTOGRAPHY**

This part of the class is a study of the impact of lighting upon one's makeup applications. Detailed in the course are photography terminology, color principles, use of filters & gels, obstructions, post-photo enhancement, and how different types of lighting will affect the makeup scheme.

**MA 123      PROTOCOLS & PREPARING FOR THE PHOTO SHOOT**

There are certain Protocols that need to be observed during the Photo shoot. These Protocols are basically the immediate chain of command, our behavior; attitude and talking during the photo shoot process. Each Photographer has their own set of work

<p>habits and how they like to work with the client and the crew. It is important to observe these protocols so that we are asked back. There are specific products, brushes and tools you take with you to the set for touch ups and emergency use - always be prepared.</p>	
<b>MA 124</b>	<b>MEN, TEEN &amp; CHILDREN'S MAKEUP FOR PHOTOGRAPHY</b>
<p>Students learn the art of male grooming. How to prepare the male face for photo shoots and weddings Includes facial hair grooming. Child and teen makeup will be addressed within the areas of disguising skin discoloration's, enhance, and defining their features when necessary. The issues of subtlety, youth maintenance and minimization are applied.</p>	
<b>MA 125</b>	<b>PHOTO SHOOTS FOR YOUR PORTFOLIO - 2 MODELS, 3 LOOKS.</b>
<p>You will be given the opportunity to participate in an actual Photo Shoot. This is important to have an actual hands-on experience. You will have a female model, which you will do two makeup looks on, and a male model. These will become part of your portfolio.</p>	
<b>MA 126</b>	<b>SAFETY AND SANITATION</b>
<p>Sanitation is an on-going topic throughout a students program of study. Sanitation, as a course, is presented early in one's studies. Personal hygiene, pre-makeup skin care, sanitizing of products &amp; tools, clean up and methods of sanitation are covered.</p>	
<b>MA 127</b>	<b>INJURY EFFECTS - BRUISES, BLACK EYES, COMPOUND FRACTURE</b>
<p>This advanced course creates highly dramatic effects. Students will create life like bruises, black eyes as well as various injuries including a compound fracture.</p>	
<b>MA 128</b>	<b>CUTS, BLOOD, SCARS ABRASIONS, SLIT THROAT, BULLET HITS AND SEVERED DIGIT</b>
<p>This advanced course creates highly dramatic effects using 2 and 3 dimensional versions. Students will create abrasions, scabs, bleeding, cuts, bullet wounds, scratches, slit throat, scars, and a severed finger.</p>	
<b>MA 129</b>	<b>BURNS: 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> CHARRED AND BURN SCARS</b>
<p>One is often called upon to create burn effects. Students will create first, second, third degree burns and fourth or charred. You will also learn various looks for Burn Scars, and will learn which types of burns are created by fire, steam, lightning, boiling water, electrical, hot metal and radiation.</p>	
<b>MA 130</b>	<b>FREEZING: FROST BITE AND FROZEN</b>
<p>Students learn to create the effect of how the body and its parts react to extreme cold, frostbite and freezing, frozen with ice and snow.</p>	

<b>MA 131</b>	<b>CADAVERS: FRESH AND DECAYED</b>
Here the students will learn the looks of the newly deceased and for the rotting dead of several weeks or decayed.	
<b>MA 132</b>	<b>AIR BRUSHING MAKEUP TECHNIQUES</b>
Airbrushing is a necessary method of doing makeup in today's work. In this class you will learn all the basic elements of professional airbrush makeup, types of equipment, types of paint/makeup as well as how to clean and maintain your equipment.	
<b>MA 133</b>	<b>TEETH MAKING FOR CHARACTER WORK</b>
In this practical hand on class the student will design and construct a set of feature film quality teeth. One character attribute that can easily transform an actor is the temporary alteration of their teeth. In this intensive class, students will learn several techniques for safely changing an actors tooth. Topics include: using temporary tooth stains, gold teeth, "build up" denture technique and sculpted vampire fangs. The student will leave the class knowing everything necessary to use teeth transformations in their own make-up designs. In this class you will learn to use modern, safe and non-toxic materials to make character teeth veneers.	
<b>MA 134</b>	<b>EYEBALLS FOR MAKEUP EFFECTS</b>
Artificial eyeballs are another aspect of character design that can complete a look or that of a gruesome body part. In this class the students will learn how to simulate a three-dimensional human eye using common materials that are easily obtained.	
<b>MA 135</b>	<b>OLD AGE TECHNIQUES: MAKEUP AND LATEX</b>
Makeup artistry details the evolutionary aspects of creating old age through the use of makeup, high lights and shadows as well as the latex stretch and stipple technique combined with the use of makeup high lights and shadows. Included in the aging process are such nuances as old age spots, broken capillaries & loss of skin elasticity.	
<b>MA 136</b>	<b>BALD CAP APPLICATION/COLORING/REMOVAL</b>
The Bald Cap is a key element in the creation of many characters. The application, blending, coloring and integrating of the bald cap into the overall makeup design are essential for the all around makeup artist to know. In this class you will learn the two basic types of bald caps, the adhesives used for their application, the materials to blend them and several ways to color them. An important part of this process is the safe use of products, the removal and subsequent skin care to maintain skin integrity. The Bald Cap is one of the "Grand Illusions of the Art of Makeup".	



<b>MA 137</b>	<b>FACIAL HAIR WORK MOUSTACHES/BEARDS</b>
<p>The use of Facial Hair (beards, mustaches and side burns) is an important part of character transformations and creating various period looks. The application and dressing of beards, mustaches, and side burns is considered to be knowledge and expertise required of all professional motion picture makeup artists. In this class, you will learn how to prepare the hair and how to blend the hair colors for an infinite hair match. You will be shown several adhesives that can be used for applying the hair. In addition, there are several techniques for their styling and dressing that you will be taught. You will learn how to research and create the styles or a variety of time periods. The final element you will be taught is the safe removal and subsequent skin care.</p>	
<b>MA 138</b>	<b>BEGINNING VENTILATING</b>
<p>Ventilating is the sophisticated art of the creation of hairpieces. Students will be involved with ventilating patterns, blocking the net, use of ventilating needles and the actual making of a moustache.</p>	
<b>MA 139</b>	<b>BASIC MOLD MAKING, SCULPTING AND PROSTHETIC MAKING AND LIFE CASTING</b>
<p>The Student will learn the basis of mold making and sculpting by creating a scar plate. Students will take their scar plates, make a positive in clay and subsequently create prosthetic scars, bullet hits and cuts which are then applied and colored to match the body or face for realistic injury effects. Students will observe the technique of Life Casting as they see a demonstration of how to take a facial impression mold of a live subject and the use of plaster and alginate along with placement of plaster bandages, subject preparation and proper removal. Students will gain hands on experience in the process by taking a facial cast, make a plaster positive and then sculpt a change in a facial feature or an injury and then complete the mold making process. Students will take their molds and make a prosthetic to be used in a classroom exercise where they apply, blend &amp; color the prosthetic.</p>	
<b>MA 140</b>	<b>PROSTHETICS: APPLICATION/COLORING/REMOVAL</b>
<p>The knowledge of how to apply, blend and color facial prosthetics is an essential element for today's skilled makeup artist's bag of tricks. This class will demonstrate and teach you how to apply several types of facial prosthetics, blend them into the skin and then color them. You will learn in the hands- on part of this class about the various adhesives used in the application of the prosthetics; the products and techniques for blending the prostheses into the face; several methods of coloring them and integrating them into the rest of the makeup design. Another essential element to learn and understand is the safe removal of prosthetics and the post removal skin care.</p>	
<b>MA 141</b>	<b>TATTOOS APPLICATION AND REMOVAL</b>
<p>Students will learn how to recreate contemporary and historical tattoos - several different methods of creation are explored from stencils to freehand.</p>	

<b>MA 142</b>	<b>SCRIPT BREAKDOWN/CONTINUITY/SET CONDUCT</b>
<p>The first step in identifying the makeup requirement for film and television is the script breakdown process. Students will learn how to properly read a script, identify important information needed by a make-up artist. This will help with proper scheduling. It is important to make a positive impression in the competitive world of make-up. Students will learn how to properly conduct themselves in a professional manner on a movie set. The relationships formed on the set will help makeup artist make positive connections for future employment. New makeup artists need to understand the function of each person's job on a film crew. Students will learn what is expected of them on a film set and the various jobs of other movie personnel.</p>	
<b>MA 143</b>	<b>CHARACTER MAKEUP</b>
<p>In this section of the class you will learn about dust, dirt &amp; grime, tears and sweating, blacking out teeth and how to create a gold tooth.</p>	
<b>MA 144</b>	<b>MARKETING YOURSELF , SOCIAL REFINEMENT, PROFESSIONAL MODELING TECHNIQUES AND PORTFOLIOS</b>
<p>The business side of the motion picture, television commercial workshops, agency procedures, auditions &amp; Go Sees and fashion shows is covered in this part of the course. The student will be instructed in business network, how to present oneself to prospects, resumes, portfolio preparation and design. They will also be instructed in the areas of development shoot and the “2 Look” photo shoot. The art of communication, personality development, social success and etiquette. Students will also learn visual poise, high fashion runway modeling techniques, promotional truck show, and retail modeling</p>	
<b>MA 145</b>	<b>INTERNSHIP</b>
<p>Students will utilize the techniques and methods learned in the last 16 weeks in different professional venues.</p>	
<b>MA 146</b>	<b>FINAL EXAM - 16 WEEK MASTER COURSE, WRITTEN AND PRACTICAL</b>
<p>The Final Exam consists of a written exam and 2 Hands-on Makeup's. Students will utilize the techniques and methods acquired in these last 16 weeks. The cleanliness and organization of the Makeup Kit is also counted as a portion of this Final Examination.</p>	

## MESSAGE THERAPY

<b>TMT001</b>	<b>ANATOMY AND PHYSIOLOGY</b>
<p>This section covers the structure of the systems of the human body. In depth study of the following systems: Integument, Muscular, Skeletal, Nervous, Respiratory, Cardiovascular, Lymphatic-Immune, Endocrine, Digestive, Reproductive, and Urinary. It will cover skeletal and muscular nomenclature, and include palpatory anatomy of important human body landmarks. It will also cover the functions of the various human body systems, and how they are affected by massage.</p>	
<b>TMT002</b>	<b>HISTORY OF MASSAGE, BASIC MASSAGE THEORY AND CLINICAL PRACTICE</b>
<p>In this section, the student will learn the history of massage, Swedish massage strokes, their variations, and their use as it pertains to specific muscles &amp; body systems. In addition to basic kinesiology and Swedish gymnastics, a system of passive, active, and resistant stretches and joint mobilizations. This section also teaches body mechanics, professional draping techniques, seated massage, side-lying massage, pregnancy massage, geriatric massage, sports massage, and massage adaptations for special populations. This section includes: miofascial release techniques, neuromuscular therapy, trigger point work, advanced kinesiology, and basic postural analysis.</p>	
<b>TMT003</b>	<b>HIV/AIDS &amp; MEDICAL ERRORS</b>
<p>This course will cover universal precautions, proper clinical prevention, and safety for students and their massage patient. This section will also cover the State of Florida requirements for prevention of medical errors. It will also provide further guidelines as to record keeping and S.O.A.P. notes.</p>	
<b>TMT004</b>	<b>HYDROTHERAPY &amp; SPA TECHNIQUES</b>
<p>This course will explore of the various treatments pertaining to hydrotherapy. The course will also provide a Spa segment, in which the use of various types of oils, lotions, salts and scrubs will be taught in association to their healing qualities.</p>	
<b>TMT005</b>	<b>FLORIDA STATUTES &amp; RULES. BUSINESS &amp; ETHICAL ISSUES</b>
<p>In this course, the student will learn the specific details pertaining to the Florida Statutes and Rules. Instruction will include Florida Laws and Rules (Chapter 480 and 456, Florida Statutes and Rule Chapter 64B7). It will also cover the general rules and legalities within the State of Florida to include OSHA and HIPPA regulations. This course will explore requirements for establishing a massage practice from a practical point of view. This section includes: licensing, permits and zoning, networking with other professionals, accounting principles, and marketing. This section is also designed to develop communication and conduct skills for ensuring safety in order to build client trust and rapport. This section includes: standards of practice, code of ethics, professionalconduct, boundary management and scope of practice. This class will also provide basic information on billing practices and proper formatting and writing of S.O.A.P. notes.</p>	

<b>TMT006</b>	<b>ALLIED MEDICAL MODALITIES: STRUCTURAL KINESIOLOGY</b>
This course will cover kinesiology and the interrelation of joints. The student will learn human kinetics and how the body functions and moves, with focus on medical principles towards the analysis, preservation and enhancement of the human body's movement.	
<b>TMT007</b>	<b>ALLIED MEDICAL MODALITIES: FOOT REFLEXOLOGY TECHNIQUES</b>
The student explores the theory and practice of applying pressure on points in the feet to affect corresponding body zones in order to positively affect the client's health.	
<b>TMT008</b>	<b>ALLIED MEDICAL MODALITIES: HOT STONES, HYDROCOLLATORS, CRYOTHERAPY</b>
This class will teach the student the uses of different types, shape, size, and weight of stones, cold and heated, on the body. It will teach the student how to address specific problem areas and the care and sanitation of the stones and the unit, as well as temperature control. Additionally, the student will learn how and when to use hot packs on pain areas. While learning to care and use the hydrocollator unit and the hot packs. Students will learn the art of Cryomassage and the appropriate use of ice or cryo-care products. The student will also learn the effectiveness of cryotherapy technique, and how to activate the immune system, mobilize the endocrine system and improve health, fight stress and fatigue.	
<b>TMT009</b>	<b>ALLIED MEDICAL MODALITIES: TRANSCUTANEOUS ELECTRICAL NERVE STIMULATION (T.E.N.S.)</b>
The student will learn the application of electrical current through the skin for pain control, how to use and care for the T.E.N.S. unit, and how to connect it to the skin using two or more electrodes.	
<b>TMT010</b>	<b>ALLIED MEDICAL MODALITIES: PATHOLOGY and INFECTION CONTROL</b>
This course will identify the types of diseases, agents of disease, modes of transmission, the host/pathogen relationship, and risk factors for disease. Diseases of each body system are discussed along with how to adapt the massage to these conditions. Over 100 pathologies are discussed as well as general contraindications and precautions. Pharmacology is also discussed, as some clients use medications to treat or manage disease. Prevention of HIV/AIDS acquisition and transmission. The course will also cover universal precautions, proper clinical prevention, and safety for themselves and the massage patient.	
<b>TMT011</b>	<b>ALLIED MEDICAL MODALITIES: HEALTH, HYGIENE &amp; NUTRITION</b>
This course covers the six main types of disease processes and how it affects massage treatment, sanitation of linens and equipment, hand washing procedures, glove usage, and Cardio-Pulmonary Resuscitation (CPR). It also delves into what constitutes good health, professional hygiene, and proper nutrition.	
<b>TMT012</b>	<b>EXTERNSHIP, SUPERVISED, &amp; INDEPENDENT PRACTICE</b>
Under the direction of the instructors, students blend techniques learned in class into client centered treatment sessions.	



**COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI**  
**Application for Admission**

A \$125.00 nonrefundable application service fee is required with application

PLEASE TYPE WRITE OR PRINT CLEARLY ALL INFORMATION REQUESTED ON THIS FORM

**PERSONAL INFORMATION:** SOCIAL SECURITY NUMBER:    -   -

---

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      SEX:  FEMALE  MALE

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**FULL NAME OF PARENT, LEGAL GUARDIAN, OR NEXT OF KIN (EMERGENCY CONTACT):**  
**RELATIONSHIP TO APPLICANT:** \_\_\_\_\_

---

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING RACE/ETHNIC DATA REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION:**

AMERICAN INDIAN / ALASKAN NATIVE     AFRICAN AMERICAN     ANGLO  
 ASIAN / PACIFIC ISLANDER     OTHER

**IS YOUR ETHNIC HERITAGE HISPANIC?**     YES     NO

**PLEASE INDICATE YOUR NATIVE LANGUAGE:**

CREOLE     ENGLISH     PORTUGUESE     SPANISH     OTHER

**PLEASE INDICATE CITIZENSHIP STATUS:**

NATURALIZATION     PERMANENT RESIDENT     REFUGEE  
 ASYLEE/APPLICANT     VISA COUNTRY OF CITIZENSHIP

INDICATE TYPE VISA: \_\_\_\_\_

**PREVIOUS EDUCATION: LIST SCHOOLS ATTENDED BELOW:**

SCHOOL	ADDRESS	PHONE	DATES FROM-TO

**HIGH SCHOOL DIPLOMA/STATE ISSUED DIPLOMA (GED):**  YES  NO

DATE ISSUE: \_\_\_\_\_ FROM WHERE: \_\_\_\_\_

**ATTENDED OTHER COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS, ETC.**

YES  NO IF YES, LIST BELOW ALL SCHOOLS ATTENDED

SCHOOL	ADDRESS	DATES FROM-TO	GRADUATED
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

**WILL ATTEND COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI BEGINNING:**

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ TERM: \_\_\_\_\_

**I WANT TO ENROLL IN THE FOLLOWING CURRICULUM(S):**

Cosmetology \_\_\_\_\_ Full Specialist \_\_\_\_\_  
 Master Make-up Artist \_\_\_\_\_ Massage Therapy \_\_\_\_\_  
 Mental Health Technician \_\_\_\_\_ Home Health Aide \_\_\_\_\_

**GOOD CONDUCT AND CITIZENSHIP**

Applicants who have experienced disciplinary problems at educational institutions or with other authorities (not including minor traffic violations) shall state circumstances on a separate sheet to be included with this application. This information will not necessarily exclude applicants for admission, will be handled confidentially and will permit counseling assistance to be offered by CTIM.

**I certify all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by the rules and regulations of Community Technological Institute of Miami. I understand that Community Technological Institute of Miami is authorized to obtain Florida public school records and test scores electronically, if available.**

**SIGNATURE REQUIRED**

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Community Technological Institute of Miami (CTIM) is an equal access/equal opportunity community academic institution and does not discriminate on the basis of age, color, creed, handicap, or race. The enrollment agreement in addition, to the catalog constitutes a binding agreement between the student & CTIM upon acceptance.

Initial \_\_\_\_\_

▪ 2324 S.W. 8<sup>th</sup> Street ▪ Miami, Florida ▪ 33135 ▪ 305-856-9090 ▪ Fax: 305-856-9262 ▪