



**PROFESSIONAL**  
**HAIR DESIGN**  
**ACADEMY**

# ***CATALOG***

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# GENERAL INFORMATION

## MISSION STATEMENT

The intent, purpose and principal objective of the courses offered by the Professional Hair Design Academy (the "Academy") is to train and graduate professionals in Cosmetology, Nail Technology, Massage Therapy and Cosmetology Instruction with poise, appearance, and proficiency capable of licensure and professional practice in an entry level position in the relevant field of their choice.

## HISTORY AND LOCATION

The Academy is owned by Rock-Stock LLC. The Academy is located at 3408 Mall Drive, Eau Claire, Wisconsin 54701. Eau Claire is located in the west-central part of Wisconsin. The population was 67,778 as of the 2015 U.S. Census estimate, making it the largest city in the northwest quarter of the state, and the 8<sup>th</sup> largest city in the state overall. The City of Eau Claire is the county seat of Eau Claire County.

## AMENITIES AND EQUIPMENT

The Academy is a 9,200 square foot facility which has spacious hair care, massage therapy, nail care, and skin care educational areas. The Academy contains one cosmetology clinic floor with 36 styling stations, a makeup center, a manicure room with six stations, one large dispensary, one pedicure room with two pedi-spa units and four crossover rooms for massage therapy and skin care. The Academy has four large classrooms, one student break room with lockers, one instructor's lounge, two administrative offices, one instructor's center, and restroom facilities for men and women. The Academy is a non-smoking facility.

## RESPONSIBILITY FOR CATALOG INFORMATION

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula.

# ESSENTIAL INFORMATION FOR ALL PROGRAMS

## THE APPLYING & ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an admissions interview meeting. During the meeting you will meet staff and students. Information concerning curriculum, books and supplies, apparel code and career investment payment plans will be shared. Upon acceptance to The Academy, sign the enrollment agreement and pay the registration fee.

## EDUCATIONAL REQUIREMENTS

All students must have a high school diploma or G.E.D. certificate or equivalent. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students.

## ADMISSIONS REQUIREMENTS

The following documentation is required for admission to all programs at Professional Hair Design Academy:

- Enrollment Application
- **Proof of High School Graduation:**
  - Student's official high school diploma or G.E.D (or equivalent)
  - An official high school transcript with the student's graduation date to show proof of graduation
  - The Academy does not accept online diplomas
- **Personal Identification:**
  - Copy of the student's photo identification, such as driver's license, passport, or other government-issued photo identification exhibiting that the student meets the state required compulsory school age.
- A completed and signed enrollment agreement
- Academy required registration fee

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Any student who has previously withdrawn from a program at The Academy may be entitled to re-enter that program. Students may re-enter a program under the following terms:

- The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the temporary withdrawal. Under any one or a combination of the above conditions, the student will be re-admitted without prejudice.

Upon re-entry, all tuition and fees owed to The Academy from the original enrollment must be paid in full.

## **TRANSFERS**

Applicants for transfer into the cosmetology, massage therapy, and nail technician programs are considered on an individual basis. PHD Academy may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. PHD Academy may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter.

PHD Academy does not recruit students that are currently attending, or admitted to attend, another school offering a similar program of study.

Transfer students will be charged per hour according to the current rate of tuition for hours required, the cost of any additional equipment required, plus a registration fee of \$100.00 or 15% of the total cost, whichever is less. The total cost will not exceed that of a regular new student.

## **OBJECTIVE**

The objective of The Academy is to educate and train students to become service providers with professional standards in cosmetology, nails, massage therapy and cosmetology instruction.

## **ORIENTATION**

All programs have a student orientation, which is generally conducted one or two weeks prior to the start of classes.

## **CLASS SIZE**

Early enrollment is encouraged. Class sizes are limited at Professional Hair Design Academy.

## **HOURS**

The Academy is open Monday-Saturday. Pre-determined schedules which define the student's hours of attendance are given to the students at the time of enrollment.

## **CLASS START DATES**

Cosmetology classes start approximately every eight to ten weeks. Class Start Dates are shown on the Catalog Insert #1. If The Academy cancels or alters a program start date, the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

## **SCHOLARSHIPS**

Please see Admissions office or website for available scholarship applications.

## **FINANCIAL ASSISTANCE**

Payment plans may be offered by The Academy. Federal financial assistance is available to those students who qualify.

## **BOOKS AND SUPPLIES**

Students are required to purchase books and supply items required for the educational program in which they are enrolled. Textbooks and supply items purchased from the Academy are non-refundable. Costs for the required Academy textbook and supply items for each program, including sales tax, shipping, and handling are listed in the program descriptions below. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and supply items and it reserves the right to do so at its discretion.

Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided at the time of enrollment and again during orientation.

## **APPAREL CODE**

A copy of the Academy's Apparel Code is included as an insert to this Catalog. Students are required to comply with the Dress and Apparel Code for the program in which they are enrolled.

## **HOLIDAYS**

The Academy is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Academy is also closed between December 25th and January 1st each year.

## **GRADUATION**

A diploma is awarded to graduates at the completion of their training, during the exit interview process. For all programs with the exception of the massage therapy program, students must graduate prior to taking the State Board Exam for licensure.

## **HOUSING**

Contact the admissions office concerning questions related to housing needs.

## **MISCELLANEOUS**

In the event of a sudden illness or injury while on the premises of the school, the Academy may refer the student to a physician for medical assistance.

The Academy has no responsibility and is in no way liable to any part for negligence, carelessness or lack of skill by anyone or more students practicing any part of the course upon another. The Academy is also not responsible for any personal belongings of the student. Students are responsible for their own property. Any supplies that are lost or broken must be replaced by the student at the student's sole cost and expense.

# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS

- Program required hours must be successfully completed
- All assignments, including tests and projects must be completed
- 80% attendance and 80% GPA
- All Tuition and Fees agreed upon per the enrollment agreement must be completed or arrangements made. All over contract fees must be paid in full.
- Each student shall complete the required number of clinic assignments during respective clinical training periods, even though successful completion of this requirement may in fact cause the student's training to exceed the contract hours for the respective program.

If at any time during the course, the Academy determines in its sole discretion that the student cannot meet the education standards of the Academy, the Academy reserves the right to terminate the student's training. All unused portions of the tuition will be refunded or settled in accordance with the refund and settlement policy.

## GRADES

- The Academy utilizes a 100-point grading scale of which 100-94% is equivalent to an "A", 93-87% is equivalent to a "B", 86-80% is equivalent to a "C", and 79-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 80% or higher GPA to graduate. The Student Clinic Area Grading scale is based on a 10 step process:
- 100% = 10 Completes in all 10 steps
- 90% = 9 Completes
- 80% = 8 Completes
- 70% = 7 Completes
- 60% = 6 Completes
- 50% = 5 Completes
- 40% = 4 Completes
- 30% = 3 Completes
- 20% = 2 Completes
- 10% = 1 Complete

50% or less may warrant the student to be removed from the Student Salon Area and returned to theory. A zero will be given in each step for refusal of a guest or service.

## INCOMPLETES

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

## MAKEUP WORK

Students are responsible to make up work missed due to absenteeism or tardiness. Makeup work will be completed under the supervision of Academy staff during regular scheduled course contract hours.



## INADEQUATE GRADES

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

## SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or salon area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

## TERMINATION

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to meet any of the policies including insufficient progress; nonpayment of tuition; failure to comply with Academy rules or policies (including, but not limited to, refusal to follow directions of educators); violation of State Laws or Regulations; disruptive behavior and improper conduct; and any action which causes or could cause bodily harm to a client, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by The Academy, the Student will receive a refund, according to the Refund Policy described in this catalog. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy. The student may also be terminated for failure to fulfill tuition requirements as agreed upon per the enrollment agreement.

## TERMS OF RE-ENTRY

See "ADMISSIONS REQUIREMENTS" above.

## COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation. If the student has tried to resolve the issues through the Academy's complaint process and is unsuccessful, the student may contact:

Wisconsin Department of Safety and Professional Services  
1400 East Washington Avenue, Room 112  
Madison, Wisconsin, 53708-8935  
Phone: 608-266-2112 or 877-617-1565

Massage Therapy Questions and Complaints:  
Wisconsin Educational Approval Board  
431 Charmany Drive, Suite 102  
Madison, WI 53719  
Phone: 608-266-1996

The student is required to try to resolve the problems through The Academy's complaint process, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from the Academy's accreditation website go to: [www.naccas.org](http://www.naccas.org) under "Applications & Forms", "All Applications & Forms", and select "Complaint Form – Complaints against Schools" or contact NACCAS at 3015 Colvin Street, Alexandria, VA 22314.

# CAREER FORECASTING

## PLACEMENT

The Academy maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted on the student bulletin board. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

## RECIPROCITY

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

## LICENSING REQUIREMENTS

Licensing for cosmetology in the state of Wisconsin includes students completing 1,550 hours of approved training and graduating from a state approved school and passing the state board licensing exams. Licensing for nail technician, in the state of Wisconsin includes students completing 300 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for massage therapy, in the state of Wisconsin includes students completing 600 hours of approved training, graduating from a state approved school, passing a national certification examination, passing an examination on state laws and administrative rules governing massage therapy or bodywork, and subsequently registering with the state. Licensing for barber and cosmetology instructors, in the state of Wisconsin includes students completing 150 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

## CAREER OPPORTUNITIES

Licensed cosmetologists, massage therapists, and nail techs have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school. Recent data from the United States Bureau of Labor Statistics describing the projected job outlook and expected compensation for Cosmetologists, Nail Technicians and Massage Therapists is provided as an Insert to this Catalog.

# ACADEMY POLICIES

## POLICIES

During the enrollment process, each student is informed of Academy policies and procedures and agrees to abide by those policies and procedures, including, but not limited to, the standards of attendance, conduct, appearance and courtesy to all. All students attending Professional Hair Design Academy must maintain Satisfactory Academic Progress (SAP) which is defined as reaching each checkpoint of training with an average theory and practical grade of 80% and 80% attendance.

## STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination. Expulsion does not relieve a student of financial responsibility, nor deprive a student of refunds to which a student may be entitled.

## ATTENDANCE POLICY

Daily attendance is the responsibility of each and every student. Students are expected to attend their full contracted schedule and to complete all state-approved training. The Academy requires an 80% attendance rate to graduate.

If a student finds it necessary to be absent, it is the student's responsibility to notify a staff member at The Academy of the absence by completing an Absence Request Form prior to the absence or by phone the day of the absence at least 30 minutes prior to the student's scheduled start time. If calling in, students must speak to a staff member or leave a message on the Academy's voicemail, which is available when the Academy is closed.

Any absence that is not communicated to Academy staff in accordance with the previous paragraph will be considered "unexcused." Students may be suspended for continued, unexcused absences. Suspended students may appeal the suspension to the Board of Academic Advisors in writing. The written appeal must include documentation, such as a doctor's report, supporting both the student's absence and the failure to properly notify Academy staff. Continued unexcused absenteeism may result in additional disciplinary action beyond suspension up to and including termination from the student's program of study.

Students have a contracted ending date for the completion of their program. Excused and unexcused absences will not extend the contract end date. If a student does not complete the required hours of training by the contracted ending date, the student will be assessed a per hour charge according to the current rate of tuition for all hours to be completed after their contract end date (see "Over Contract Charges" below). Please see the program descriptions below for the current hourly rates for each program.

Federal regulations require that any student receiving Federal Financial Aid who is absent for fourteen (14) consecutive calendar days must be dropped from the program.

## TARDY POLICY

Students are expected to arrive at the Academy and clock-in prior to their scheduled start time. The following is considered a Tardy: (1) clocking in after the scheduled start time; (2) clocking in late from meal breaks; (3) exceeding the allowed break time from class or salon area. In addition, unless prior authorization is granted, students may not leave the Academy campus except for meal breaks.

Students will be suspended if they have been tardy more than five (5) times during the course of their program. Continued unexcused tardiness may result in additional disciplinary action beyond suspension up to and including termination from the student's program of study.

## OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date, an additional fee per clock hour will be charged until the required clock hours/coursework are completed. The fee charged per hour for clock hour over contract fees is based on the contracted rate of tuition. Please see the program descriptions below for the current hourly rates for each program.

Taking days off can result in over contract fees. Excused and unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program.

Over contract fees are calculated after the student's contract graduation date expires. Payment arrangements must be agreed upon by The Academy and the student at that time. Over contract fees does not negate any current payment plans for tuition.

Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 80% grades and attendance within the maximum time frame, the student will not be eligible for graduation.

## DISMISSAL AND THE APPEAL PROCESS

A student who was dismissed due to unsatisfactory progress may appeal the dismissal to the Board of Academic Advisors ("BAA") in writing. The BAA will make a determination. If the appeal is approved, the student will be re-admitted to Professional Hair Design Academy. However, the student will still be on academic monitoring upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at the Academy.

## LEAVE OF ABSENCE

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the Academy with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any of the following reasons:

- 1) Medical Issues
- 2) Military Requirements
- 3) Jury Duty
- 4) Mitigating Circumstances beyond the Student's Control
- 5) Administrative

The LOA must be requested and approved in writing prior to the LOA occurring. The LOA must be dated and signed by the student. The student is required to list the reason for the LOA. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the Academy via mail or in person within a reasonable resolution of the emergency. No LOA shall be granted unless there is a reasonable expectation that the student will return from the LOA. Any student requesting a LOA should continue attending school until he/she receives official notification that the LOA has been approved.

The day the student returns from a LOA the student is required to inform the admissions / financial assistance / education offices of their return. A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student. The maximum time frame for a LOA is 90 calendar days. Professional Hair Design Academy may permit more than one LOA provided the total number of days of all LOA's does not exceed 90 calendar days in a 12 month period.

If a request for LOA is granted, the student is not considered to have withdrawn from the program and no refund calculation will be made at that time. However, if the student is receiving consumer loans or federal funds, no aid, consumer or federal aid payments will be disbursed during the LOA. If the student does not return from the LOA, the student will be dropped from The Academy and the student's loans, if applicable, will enter repayment per the terms of the loan disclosure. The student's withdrawal date for determining any applicable refund shall be the date on which the student was last in attendance.

# PROGRAMS OF STUDY

## COSMETOLOGY

<b>Registration Fee:</b>	<b>\$100.00</b> due at the time of signing the Enrollment Agreement
<b>Tuition:</b>	<b>\$11,900.00</b>
<b>Book and Supply Fee:</b>	<b>\$1,266</b>
<b>Program Length:</b>	<b>1800 Hours</b>
	<b>Day Program: 54 weeks</b>

All prices are effective as of the date of publication of this catalog and are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our equipment suppliers. Over contract fees, if applicable, shall be charged at a rate of \$6.61 per hour.

## PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Federal Financial Aid is available to those who qualify.

## OBJECTIVES

Professional Hair Design Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers an 1,800 hour training program in the cosmetology arts and sciences that meets Wisconsin state standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a cosmetologist in a salon.

## PROGRAM CONTENT

### COSMETOLOGY COURSE

#### PRINCIPLES OF WOMEN'S AND MEN'S HAIR CARE & DESIGN

- **Shampooing.** This course teaches the product knowledge, fundamentals and manipulation procedures needed to perform this essential service.
- **Scalp Treatments & Conditioners.** Learn to recognize what's required for healthy hair and scalp. The course includes hair and scalp analysis and the products and procedures used to give a complete scalp treatment.
- **Hairstyling.** This course includes the principles of hair design: Theory, fingerwaving, shaping, pincurls, rollers, blowdrying and the use of the curling iron including press and curl. You are then taught to combine these skills with your own artistic ability to create the correct hair design for any client.
- **Hairshaping.** Learn the proper use of the scissors, tapering shears, razor, clipping and channeling shears. You will then be taught the basics of shaping hair, parts, sectioning, patterns, angles, elevations, beard and mustache trimming and the techniques of shaping and how to choose an adaptable shaping for your clients.

#### ESTHETICS AND NAILS

- **Dermatology.** This course is a study of the skin and disorders, skin analysis, cleansing, facial manipulations and the practical knowledge to give a professional facial and advise clients on skin care.

- **Makeup Artistry.** Learn about cosmetics and their uses, facial structure and analysis, facial design and the techniques used to apply basic and corrective makeup for day, evening and avant garde looks.
- **Manicuring.** This subject teaches about both natural and artificial nails and disorders. Learn proper nail care and the procedures for giving a professional manicure.

## BUSINESS PRINCIPLES

- **State Laws.** A study of all state laws relating to this field. This course also covers the health and sanitation laws governing the industry for public health, safety and welfare.
- **Marketing.** How to market yourself, your services and products. Learn about resume writing and applying for a position.
- **Salon Management.** You will learn basic principles including advertising, inventory control and employee relations.

## CHEMICAL CONTROL

- **Permanent Waving.** Scientific principles and artistic applications of chemical hair control including restructuring permanents. You are taught methods of winding, processing and neutralizing to achieve finished designs.
- **Chromatology.** The theory and law of color are taught as it pertains to hair, makeup and clothing coordination.
- **Hair Color.** This course includes the chemical structure of hair and effects on hair of professional products. It will give you the knowledge to choose and use these products safely to achieve beneficial results for your clients.

## PHYSIOLOGY

- **Anatomy.** The study of the organs and the systems of the body.
- **Histology.** The study of the microscopic anatomy of the body as it pertains to the field of cosmetology.
- **Trichology.** Science encompassing hair and treatments of the hair.

## STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a cosmetologist in the State of Wisconsin are set forth in Section 454.06 of the Wisconsin Statutes. Section 454.06 requires that all applicants for a cosmetology license satisfy the following conditions:

- Pay an initial credential fee;
- Present evidence that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology;
- Graduate from a course of instruction of at least 1,550 training hours in not less than 10 months in an approved school of cosmetology; and
- Pass a state board examination to determine fitness to practice cosmetology.

The Academy provides a course of instruction in cosmetology that totals 1,800 hours and exceeds the Wisconsin state minimum training hours. Based on feedback from students and employers, the Academy believes that by providing students with an additional 250 hours of training beyond the state minimum, students will obtain advanced technical experience and training on business skills. This additional training may result in additional employment opportunities and higher income potential for graduates. The 1,800 hour program length also satisfies the training hours required by most other states.

Wisconsin Cosmetology/Barbering Curriculum					
	Subject	Theory Hours	Practical Hours	Total Hours	Clinic Assignments
I.	<b>Hygiene, Grooming &amp; Personal Development</b>	10	0	10	0
II.	<b>Bacteriology, Sterilization &amp; Sanitation</b>	20	20	40	Included in all assignments
III.	<b>Tools, Equipment and implements</b>	3	9	12	0
IV.	<b>Hair &amp; Scalp Care</b>	150	450	600	
	Haircutting (incl. clipper cuts and razor cuts)				100
	Hairstyling (incl. finger waving, curling, thermal waving, roller setting, pin curls, blow-drying, wigs/hairpieces)				150
	Shampooing (incl. hair analysis)				200
	Scalp Treatments (incl. conditioning, reconditioning)				50
V.	<b>Chemical Services/Chemistry</b>	190	400	590	
	Straightening/perm waving				20
	Thermal Press				
	Haircoloring				75
VI.	<b>Shaving/Facials/Makeup/Unwanted Hair</b>	35	60	95	20
VII.	<b>Manicuring/Pedicuring/Artificial Nails</b>	10	25	35	35
VIII.	<b>Disorders/Anatomy/ and Physiology of Hair Skin and Nails</b>	50	0	50	0
IX.	<b>Marketing and Sales</b>	45	0	45	0
X.	<b>State Laws and Rules, Barber/Cosmetology History</b>	18	0	18	0
XI.	<b>Individual Student Needs/Industry Trends and Electives</b>	117	188	305	Per individual student needs
TOTAL HOURS		648	1152	1800	

# MASSAGE THERAPY

Registration Fee:	\$100.00 due at the time of signing the Enrollment Agreement
Tuition:	\$7,000.00
Book and Supply Fee:	\$422.00
Program Length:	630 Hours
	Day Program: 45 weeks
	Night Program: 45 weeks

All prices are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our suppliers. Over contract fees, if applicable, shall be charged at a rate of \$11.11 per hour.

## PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Federal Financial Aid is available to those who qualify.

## OBJECTIVES

The Academy provides education in all phases of massage therapy. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass a national certification examination and meet the state of Wisconsin's certification requirements to work as a massage therapist.

**DESCRIPTION OF COURSE:** All courses of study include theory, demonstration and practical application techniques necessary to perform professional massage therapy services with confidence. All courses cover the State Law governing the subjects and knowledge necessary to obtain certification with the state as a massage therapist or bodyworker.

## PROGRAM CONTENT

Anatomy, Physiology, Pathology and Kinesiology	127 Hours
Hours Business, Law and Ethics	50 Hours
Massage Therapy/Bodywork Theory, Technique and Practice	302 Hours
Student Clinic	20 Hours
CPR and Standard First Aid	6 Hours
Additional Massage Therapy/Bodywork Course	95 Hours
Total Hours Required by Wisconsin	600 Hours
Additional Student Clinic Hours	30 Hours
<b>Total Academy Curriculum Hours</b>	<b>630 Hours</b>

## HUMAN ANATOMY AND PHYSIOLOGY -70 HOURS

Students will extensively study the human body and all of its functions, which is the foundation for understanding and practicing therapeutic massage. Students will be able to comprehend dysfunction as it affects the human body. This comprehensive course will include the 11 body systems, pathology, cells and tissues.

## KINESIOLOGY -57 HOURS

An in depth study of musculoskeletal anatomy. This course will train students to recognize origin, insertion, and actions of muscles through palpation. Memorization of muscles and bones is required in order to identify the functions of each.



**MEDICAL TERMINOLOGY -21 HOURS**

This class is designed to give students the ability to analyze, pronounce and spell medical terms. Students will gain knowledge of medical specialists and their specialties. Diagnostic tests and procedures will also be covered. Pathology will also be incorporated.

**DAY SPA TECHNIQUES -28 HOURS + 5 CLINIC**

The main area of study will be hydrotherapy. Students will have use of a hydrotherapy tub, hand held hose and vichy shower. Aromatherapy and hot stone massage will also be covered under this subject. Students are required to do 5 hours of clinic in conjunction with this class.

**SPECIALIZED MASSAGE TOPICS -40 HOURS + 10 CLINIC HOURS**

Reflexology, Lymph Massage, acupressure, pathology, eastern philosophy and additional chair massage are some of the topics covered. Students will also learn pressure point techniques. 10 hours of chair massage is required in conjunction with this class.

**ETHICS, BUSINESS AND LAW -50 HOURS**

The code of ethics, educational and legal requirements for massage therapy as well as professional standards for practicing therapeutic massage will be discussed. Students will learn bookkeeping, advertising, marketing, office management, putting together a business plan and other aspects of running a business.

**COMPLETE BODY MASSAGE -84 HOURS + 15 CLINIC**

Students will learn Swedish massage and seated massage, demonstrate movements and techniques. Pathology will be discussed. Students will be taught how to conduct a client consultation and chart their findings using a S.O.A.P. format. Students will demonstrate and practice by working on each other throughout the class. One professional massage is required for this class. 15 hours of clinic will be scheduled in conjunction with this class.

**SPECIAL NEEDS MASSAGE -35 HOURS**

This class was designed to give the therapist a better understanding of the special needs clients may have. Instruction will be given on pre-natal, postpartum, geriatric, and disability massage. Infant massage will also be covered. Class content will include pathology.

**ADVANCED MASSAGE TECHNIQUES -48 HOURS + 8 CLINIC**

Advanced techniques are taught to give students a better idea of a "spot treatment" massage. The class is broken down into sections of the body for students to learn in depth techniques for giving a beneficial massage to a problem area. Charting and pathology are also reviewed. Eight hours of clinic will be scheduled in conjunction with this class.

**SPORTS MASSAGE -49 HOURS + 5 CLINIC**

The focus of this class will be learning specific techniques for treating the athlete. Students will learn pre-event and post-event massage along with common injuries athletes may have. Five hours of clinic will be scheduled in conjunction with this class.

**DEEP TISSUE MASSAGE -92 HOURS + 7 CLINIC**

Increased knowledge of anatomy, kinesiology, pathology and palpatory skills are learned. Students will have a basic knowledge of Trigger Point Therapy and be able to treat common areas of Trigger Point formation. Different types of myofasial tissue will be identified along with treatment techniques. Students will know what muscles to check for client complaints of an injury or pain in a described area. Students will learn an integrated approach to deep tissue. Seven hours of clinic will be scheduled in conjunction with this class.

**CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID -6 HOURS**

Basic Life Support taught by a Certified Red Cross Instructor. First Aid techniques are learned with competency. Demonstration required. This class is offered for students to meet the state requirements. Students that currently hold certification in CPR and First Aid must show proof. Others can take the provided certification course.

**REQUIRED CLINIC HOURS:**

Day Spa Techniques	5 Hours
Complete Body Massage	15 Hours
Chair Massage	10 Hours
Sports Massage	5 Hours
Advanced Massage	8 Hours
Deep Tissue	7 Hours

**TOTAL 50 Hours**

**STATE LICENSURE REQUIREMENTS**

The specific requirements for licensure as a massage therapist or bodywork therapist in the State of Wisconsin are set forth in Section 460.05 of the Wisconsin Statutes. Section 460.05 requires that all applicants for a massage therapist or bodywork therapist license satisfy the following conditions:

- Must be 18 years of age or older;
- Must have graduated from high school or attained high school graduation equivalency;
- Submit an application for licensure to the state credentialing board;
- Pay the then-current fee;
- Graduate from a school of massage therapy or bodywork therapy approved by the Wisconsin educational approval board;
- Complete at least 6 classroom hours in Wisconsin law and rules of the affiliated credentialing board relating to the practice of massage therapy or bodywork therapy;
- Pass a state-approved national certification examination;
- Submit evidence that sufficient malpractice liability insurance coverage is in effect;
- Submit evidence that the applicant has not been convicted of any of the offenses set forth in Wis. Stat. § 460.05(h); and
- Submit evidence that the applicant has current proficiency in the use of an automated external defibrillator achieved through an approved instructor.

The Academy provides a state-approved course of instruction in massage therapy that totals 630 hours and exceeds the Wisconsin state minimum of 600 training hours. Based on feedback from students and employers, the Academy believes that by providing students with an additional 30 hours of clinic training beyond the state minimum, students will obtain additional hands-on experience and business skills. This additional training may result in additional employment opportunities and higher income potential for graduates.

# NAIL TECHNOLOGY

**Registration Fee:** \$100.00 due at the time of signing the Enrollment Agreement  
**Tuition:** \$1,600.00  
**Book and Supply Fee :** \$422.00  
**Program Length:** 300 Hours  
**Day Program:** 19 weeks

All prices are effective as of the date of publication of this catalog and are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our equipment suppliers. Over contract fees, if applicable, shall be charged at a rate of \$5.33 per hour.

## PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

## OBJECTIVES

Nail Technology training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform nail care services on the general public. The Academy offers a 300 hour training program that meets Wisconsin state law standards.

The Academy provides education in all phases of nail technology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a nail technician.

## PROGRAM CONTENT

SUBJECTS	THEORY	PRACTICAL	HOURS
Business Management, History Law and Codes, Bookkeeping, and Ethics	36		36
Safety, Sanitation, Sterilization First Aid. and Bacteriology	10	25	35
Nails and Skin Disorders	24	10	34
Anatomy and Physiology	18	8	26
Manicuring and Pedicuring/Artificial Nails	24	112	136
Introduction to Advertising	12		12
Individual Student needs and Electives	7	14	21
Total	131	169	300

## STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a nail technician or manicurist in the State of Wisconsin are set forth in Section 454.06 of the Wisconsin Statutes. Section 454.06 requires that all applicants for a manicurist license satisfy the following conditions:

- Pay an initial credential fee;
- Present evidence that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology;
- Complete a course of instruction in manicuring of at least 300 training hours in not less than 7 weeks and not more than 20 weeks in an approved school; and
- Pass an examination conducted by the state examining board to determine fitness to practice as a manicurist.

# INSTRUCTOR TRAINING III

**Registration Fee:** \$100.00 due at the time of signing the Enrollment Agreement

**Tuition:** \$1,000.00

**Book and Supply Fee :** \$158.25

**Program Length:** 150 Hours

**Day Program:** 10 weeks

Students provide their own stationary school supplies. Students will be given an apparel code for their program and must adhere to the guidelines. Over contract fees, if applicable, shall be charged at a rate of \$6.67 per hour.

## PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

## OBJECTIVES

Instructor Training at The Academy includes how to teach / demonstrate in both the theory and practical classroom setting, how to prepare for class, properly lecture /demonstrate on all subjects of cosmetology, how to prepare and grade examinations and grading in the salon area. The Academy offers a 150 hour training program that meets Wisconsin state law standards.

The teacher training course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology Instructor. Applicants for the instructor's course must meet the Admissions Requirements and hold a current Wisconsin License as a Registered Cosmetologist/Barber.

## PROGRAM CONTENT

- Orientation 14 hours
- Teaching Skills 64 hours
- Managing Skills 32 hours
- Supervised Teaching 40 hours
- **COURSE LENGTH 150 hours**

## STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a cosmetology instructor in the State of Wisconsin are set forth in Section 440.63 of the Wisconsin Statutes. Section 440.63 requires that all applicants for a cosmetology instructor's license satisfy the following conditions:

- Submit an application for certification;
- Complete 2,000 hours of practice as a licensed cosmetologist or hold a current cosmetology manager license;
- Complete 150 training hours of state-approved instructor training; and
- Pass an examination to determine fitness as a cosmetology instructor.

# COSMETOLOGY APPRENTICESHIP PROGRAM

**Registration Fee:** \$100.00 due at the time of signing the Enrollment Agreement

**Tuition:** \$2,000.00

**Book and Supply Fee:** \$211.00

**Program Length:** 288 Hours

**Day Program:** 38 weeks

Students provide their own stationary school supplies. Students will be given an apparel code for their program and must adhere to the guidelines. Over contract fees, if applicable, shall be charged at a rate of \$6.94 per hour.

## PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

## OBJECTIVES

The apprenticeship program is designed to give students the knowledge and skills to perform cosmetology/barbering services under the supervision of a manager in a salon. Apprentices are assigned to The Academy by the state bureau.

## PROGRAM CONTENT

### SUBJECTS

### THEORY HOURS

Hygiene, grooming & personal development	10
Bacteriology, sterilization & sanitation	20
Tools, equipment & implements	18
Hair & scalp care	56
Chemical services & chemistry	78
Shaving, facials, makeup & unwanted hair	30
Manicuring, pedicuring & Artificial nails	10
Anatomy & physiology of hair, skin & nails	50
State laws & rules, history of barber/cosmetology	<u>16</u>

### COURSE LENGTH

**288 TOTAL HOURS**

# REGULATORY INFORMATION

## OWNERS

Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701 is owned by Rock-Stock LLC. William D. Rauckman and Jeanne A. Rauckman are active owners/ members of The Academy.

## ORGANIZATIONS

The Academy is licensed by the Wisconsin Department of Safety and Professional Services, 1400 East Washington Avenue, Room 112, Madison, Wisconsin, 53708-8935. Phone: 608-266-2112 or online at <http://dsps.wi.gov/Home>. Massage Therapy is regulated by State of Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, Wisconsin, 53719. Phone: 608-266-1996 or online at [www.eab.state.wi.us](http://www.eab.state.wi.us).

## ACCREDITATION

National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314  
Phone: 703-600-7600 or online at [www.naccas.org](http://www.naccas.org)

## BONDING

Professional Hair Design Academy is bonded against fraud and misrepresentation, violation of any State Administrative Rule, statute or policy relating to licensing or operation, against failure to perform contractual obligations, and refusal to refund tuition to which a student is entitled. Claims may be made to Cincinnati Insurance Company, P.O. Box 145496, Cincinnati, OH 45250-5496. Phone: 513-870-2000.

## RIGHTS AND PRIVACY

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees students and parents / guardians of dependent minors the right of access to the student's personal file and information and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student. Student records are maintained for a minimum of five (5) years.

## NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study.

## CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. For a detailed list of any reporting's, please see The Academy Admissions Office.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only authorized personnel have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc.

# WITHDRAWAL, SETTLEMENT AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

**ENROLLEES RIGHT TO CANCEL:** Professional Hair Design Academy ("The Academy") is required to inform you of your right to cancel this contract in your principal language, if that is not English, and to give you two (2) copies of the notice of your right to cancel this contract immediately after you sign it. If a student (or in the case of a student under age, his/her parent or guardian) cancels his/her enrollment before midnight of the third business day after signing of the enrollment agreement/contract, regardless of training received, all monies shall be refunded.

You may cancel this agreement by mailing or delivering a notice to Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701 before midnight of the third business day after you signed the agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.

The cancellation date will be determined by the postmark on written notification from the enrollee or the date said notification is delivered by the enrollee to the Director of Admissions or School Supervisor at The Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701. With respect to any student on an approved leave of absence at the time of withdrawal, the cancellation date shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.

**DENIAL OF ADMISSION:** An applicant denied admission by The Academy shall be entitled to a refund of all monies paid.

**SETTLEMENT POLICY:** The student and The Academy agree to the following refund and settlement policy which reflects the actual costs incurred by The Academy. All requests for cancellation and settlement must be made by the student in writing to The Academy.

1. Student (or in a case of a student under legal age, his/her parent or guardian) canceling enrollment after midnight of the third business day after signing of enrollment agreement, but prior to course starting date, shall be entitled to a refund of all monies paid to The Academy, less the \$100.00 Registration Fee, for each course of study.
2. For the student who begins classes (after the three business day cancellation privilege period), the registration fee shall not be refundable. Supplies or equipment purchased but not yet delivered to the student will be credited to the student. A student may, within 15 days of termination or withdrawal tender for reimbursement, equipment in original condition. A student who withdraws or is terminated will be charged a \$100.00 Administrative Fee.
3. If the campus is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro rata refund of tuition.
4. If a course is canceled subsequent to student enrollment, The Academy will provide a refund of all monies paid.

**REFUND POLICY:** Equipment and textbooks purchased by the student from the school become the full property of the student upon payment. It is the students' responsibility to purchase and maintain all equipment and textbooks required for the course.

Higher Education Act (HEA) defines "a fair and equitable refund policy" as a policy that provides for a refund in the amount of at least the largest of the amounts provided under:

1. Applicable State Law, if any.
2. Institution nationally recognized accrediting agency, approved by the secretary of the Department of Education. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. The criteria on which a student refund will be calculated, as set forth in the table below, is based on the student's scheduled hours. In no case will a student receive a refund less than the refund required by law.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<u>Percentage of Scheduled Time Enrolled to Total Course / Program</u>	<u>Total Tuition Institution Shall Receive / Retain</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

3. Non-Title IV students are subject to the applicable State refund policy only, if any.
4. Veterans receiving Montgomery GI bill benefits are refunded according to the requirements of 38 CFR 21.4255.

Our institution will calculate the amount of Title IV aid earned based on payment periods. Refunds will be calculated by the enrollment period. Students are obligated for any tuition, fees, books or equipment not covered by Title IV funds.

In case of termination by The Academy, the termination date will be determined by the date of postmark on written notification by Professional Hair Design Academy to the student which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

All refunds will be calculated based on the student's last date of attendance. Any monies due the applicant or the student shall be refunded within thirty (30) days of a determination that a student has withdrawn, whether officially or unofficially.

No change to or representation regarding this refund policy shall be recognized unless in writing and signed by all parties.

Any collection agency procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge The Academy Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party shall comply with the Withdrawal and Settlement Policy of The Academy.



# SATISFACTORY ACADEMIC PROGRESS POLICY

This Satisfactory Academic Progress ("SAP") Policy is consistently applied to all students enrolled at The Professional Hair Design Academy (the "Academy"). It is printed in the Academy's 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.

SAP is defined as reaching each evaluation period with a cumulative 80% average theory and practical grade and 80% attendance. The student must have attended a minimum of 80% of the scheduled hours at each evaluation period and have 80% theory and practical grades to be considered making SAP until the next scheduled evaluation period.

The Academy utilizes a 100-point grading scale of which 100-94% is equivalent to an "A", 93-87% is equivalent to a "B", 86-80% is equivalent to a "C", and 79-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 80% or higher GPA to graduate. The Student Clinic Area Grading scale is based on a 10 step process:

100%= 10 Completes in all 10 steps, 90%= 9 Completes, 80%= 8 Complete, 70%= 7 Complete, 60%= 6 Complete, 50% = 5 Complete, 40%= 4 Complete, 30%= 3 Complete, 20%= 2 Complete 10%= 1 Complete. 50% and less may warrant the student to be removed from the Student Salon Area and returned to theory. A Zero will be given in each step for refusal of a guest or service.

Course incompletes, repetitions, non-credit remedial courses and transfer hours have no effect on The Academy's Satisfactory Progress Policy. Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

SAP is monitored at each evaluation period based upon scheduled hours. At each scheduled evaluation period the student must be at SAP (or placed on academic warning) to receive Title IV aid. All students will be presented with a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation, and a copy will be placed in the Student's Academic File. Students will be notified at that time how the evaluation may impact the student's eligibility for financial aid, if applicable.

Eligibility for each disbursement will be determined at the following scheduled SAP evaluation periods:

A.) Cosmetology (1,800 clock hours / 54 weeks): 450 hours, 900 hours, 1,350 hours, and 1,800 hours respectively. The maximum time frame in which a cosmetology cash paying student or financial aid student can complete the program is no more than 2,250 scheduled hours, or 13.5 scheduled weeks beyond the contract end date.

B.) Massage Therapy (630 clock hours / 45 weeks): 315 hours and 630 hours  
The maximum time frame in which a massage therapy cash paying student or financial aid student can complete the program is no more than 787.50 scheduled hours, or 11.75 scheduled weeks beyond the contract end date.

C.) Nail Technology (300 clock hours / 19 weeks): 150 hours and 300 hours  
The maximum time frame in which a nail technician student can complete the program is no more than 316 scheduled hours (per Wisconsin state law), or 1 scheduled week (per Wisconsin state law) beyond the contract end date.

D.) Instructor Training III (150 clock hours / 10 weeks): 75 hours and 150 hours  
The maximum time frame in which an Instructor student can complete the program is no more than 187.50 scheduled hours, or 2.5 scheduled weeks beyond the contract end date.

E.) Cosmetology Apprenticeship (288 clock hours / 38 weeks): 144 hours and 288 hours

The maximum time frame in which an apprentice student can complete the program is no more than 360 scheduled hours, or 9.5 scheduled weeks beyond the contract end date.

Any student who does not complete the requirements for graduation of his/her program within the maximum time frame stated above will not be eligible to graduate.

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.

With respect to transfer students, 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. SAP evaluation periods for transfer students will take place at the earlier of: (1) the midpoint of the student's contracted hours or (2) the established SAP evaluation periods set forth above.

If at one of the above evaluation periods, the student is not making SAP, the student will be advised by the financial aid office/education office that she/he is being placed on academic warning with documentation placed in the student's file. During the advisory session, the student will be informed that she/he has until the next evaluation period to comply with SAP. Students may re-establish SAP by meeting minimum attendance and academic requirements by the end of the warning period. Financial aid students will still be eligible for Title IV aid during the warning period in which the student was placed on academic warning.

If the student does not meet SAP by the next evaluation period, the student will only be allowed to continue if the student is attempting to comply with SAP standards. The student will be deemed ineligible to receive Title IV funds and the student and /or parent (if applicable) must pay privately for that period's tuition. The student must meet the required SAP requirements by the following evaluation period. If the student does not, the student will be dismissed from The Professional Hair Design Academy. Cosmetology students on the 900 hour academic year can be placed on academic warning a maximum of two times. The student enrolled in Nail Technology, Massage Therapy, Instructor or Apprenticeship can be placed on academic warning once.

If a student is dismissed due to unsatisfactory progress, the student may appeal the determination within ten calendar days. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination of dismissal should be reversed. 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 appeal is approved, the student will be re-admitted to the institution. The student will return in the same SAP status as at the time of dismissal. The student must achieve SAP by the next evaluation period to remain enrolled at the institution.

# *INSERTS*

- **Catalog Insert #1 Class Start Dates**
- **Catalog Insert #2 Administrative and Instructional Staff**
- **Catalog Insert #3 Veterans Refund Policy**
- **Catalog Insert #4 Textbook Disclosure**
- **Catalog Insert #5 Apparel and Dress Code**
- **Catalog Insert #6 Job Outlook Data**

# ***CLASS START DATES***

## **CATALOG INSERT #1**

### **COSMETOLOGY**

January 17, 2017

March 27, 2017

June 12, 2017

September 4, 2017

November 6, 2017

### **MASSAGE THERAPY**

Contact Academy Admissions for next available start dates

### **NAIL TECHNOLOGY**

Contact Academy Admissions for next available start dates

### **COSMETOLOGY INSTRUCTOR**

Contact Academy Admissions for next available start dates

The Academy is closed between December 25 and January 1 each year. The Academy is also closed on the holidays listed below. These dates are subject to change.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

# *ADMINISTRATIVE AND INSTRUCTIONAL STAFF*

## **CATALOG INSERT #2**

### **PROFESSIONAL HAIR DESIGN ACADEMY PRESIDENT:**

William Rauckman

### **SCHOOL ADMINISTRATORS AND LEAD EDUCATORS:**

Lynda Smith

Jon Schabell

### **ADMISSIONS:**

Travis Gorell

Shawn Rauckman

### **FINANCIAL AID ADMINISTRATOR:**

Raeann Rauckman

### **EDUCATORS:**

Cassi Dietel

Jodi Gates

Travis Gorell

Amber Hamilton

Sarah Johnson

Jon Schabell

Lynda Smith

Heather Thom

# *VETERANS REFUND POLICY*

## **CATALOG INSERT #3**

When a veteran receiving Montgomery GI bill benefits fails or ceases to attend classes, withdraws or is discontinued from class before completion, the school will refund a pro rata portion of all charges that the length of the completed portion of the course bears to the total length of the course. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

# TEXTBOOK INFORMATION

## CATALOG INSERT #4

Listed below are the books that The Academy uses in each of its programs. The cost paid by The Academy may be less than, but shall not exceed, the manufacturer's list price set forth below.

Program abbreviations are:

- BC: Barbering and Cosmetology
- MT: Massage Therapy
- CE: Cosmetology Educator Training

Program	Program Books	ISBN	List Price
BC	Milady's Standard Cosmetology Package, 13 <sup>th</sup> Ed.*	*	\$262.80
MT	Theory and Practice of Therapeutic Massage textbook, 6 <sup>th</sup> Ed.	9781285187587	\$106.95
MT	Theory and Practice of Therapeutic Massage workbook, 6 <sup>th</sup> Ed.	9781285187617	\$52.95
MT	Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More (textbook)	9780982663400	\$55.01
MT	Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More (workbook)	9780982663417	\$21.95
CE	Milady's Master Educator: Student Course Book, 3rd Ed.	9781133693697	\$169.95

\* Milady's Standard Cosmetology Package includes: Milady's Standard Cosmetology Exam Review, 13<sup>th</sup> ed., by Milady (ISBN 9781285769554), Standard Cosmetology Practical Workbook, 13<sup>th</sup> ed., by Milady (ISBN 9781285769479), Milady's Standard Cosmetology Theory Workbook, 13<sup>th</sup> ed., by Milady (ISBN 9781285769455), and Milady's Standard Cosmetology, 13<sup>th</sup> ed., by Frangie, Catherine M. (ISBN 9781285769431).

# APPAREL AND DRESS CODE

## CATALOG INSERT #5

All students attending The Academy should maintain high standards of personal hygiene, appearance, and dress that indicate the appropriate standards of professionalism. This is particularly important to The Academy as it is comprised to a large extent of fashion conscious clients. The Academy subscribes to the philosophy that extreme fads and style of attire, such as faded or torn jeans and t-shirts, are not appropriate professional attire. All students must report to class in the proper attire, which must be clean and professional.

**SHOES** – For optimum support and stability, The Academy recommends a professional shoe with good cushion and support. The following guidelines apply:

- Shoes must be clean and in good condition
- Shoes must have closed toes
- Shoes must be all black
- Tennis shoes, if worn, must be all black, including shoe laces, and compliment the entire outfit
- Nylons or dress socks must be worn at all times; athletic socks are not allowed

## SLACKS, SKIRTS, AND DRESSES

- The Academy requires solid black slacks, skirts, and/or dresses that are of a professional nature
- Skirts and dresses must be of professional length, which is defined as no shorter than three inches above the knee
- Denim is prohibited, regardless of color
- Windsuits and/or jogging pants are prohibited
- Shorts are prohibited
- Black spandex pants or tight leggings are acceptable but must be worn with a top that is no shorter than five inches above the knee

## SMOCKS AND APRONS

- An Academy smock or apron must be worn at all times
- Smocks must be snapped/zipped completely
- Smocks/aprons must be clean and in good repair
- Only the student nametag is allowed on the smock/apron; pins or other items are not permitted without prior approval from an educator

## JEWELRY

- Jewelry on ears, neck, fingers and wrists is permitted in moderation
- Students will be asked to remove any jewelry that interferes with training or performance of services
- Students are strongly advised not to wear valuable jewelry to school; The Academy cannot be responsible for any student belongings that are lost or stolen
- Hats, caps, bandana scarves, or other head coverings are not permitted



# ***JOB OUTLOOK DATA***

## **CATALOG INSERT #6**

## Barbers, Hairdressers, and Cosmetologists

### Summary



Hairdressers provide hair styling and beauty services.

Quick Facts: Barbers, Hairdressers, and Cosmetologists	
<b>2016 Median Pay</b>	\$24,300 per year \$11.68 per hour
<b>Typical Entry-Level Education</b>	Postsecondary nondegree award
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	None
<b>Number of Jobs, 2014</b>	656,400
<b>Job Outlook, 2014-24</b>	10% (Faster than average)
<b>Employment Change, 2014-24</b>	64,400

### [What Barbers, Hairdressers, and Cosmetologists Do](#)

Barbers, hairdressers, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

### [Work Environment](#)

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon. Physical stamina is important, because they are on their feet for most of their shift. Many work full time, but part-time positions are also common. Nearly half were self-employed in 2014.

### [How to Become a Barber, Hairdresser, or Cosmetologist](#)

All states require barbers, hairdressers, and cosmetologists to be licensed. To qualify for a license, candidates are required to graduate from a state-approved barber or cosmetology program and then pass a state exam for licensure.

### [Pay](#)

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.66 in May 2016.

The median hourly wage for barbers was \$12.38 in May 2016.

### [Job Outlook](#)

Employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the

### [State & Area Data](#)

Explore resources for employment and wages by state and area for barbers, hairdressers, and cosmetologists.

### [Similar Occupations](#)

Compare the job duties, education, job growth, and pay of barbers, hairdressers, and cosmetologists with similar occupations.

### [More Information, Including Links to O\\*NET](#)

Learn more about barbers, hairdressers, and cosmetologists by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## What Barbers, Hairdressers, and Cosmetologists Do

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Hairdressers often wash and color hair.

Barbers, hairdressers, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

### Duties

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Barbers, hairdressers, and cosmetologists typically do the following:

- Inspect and analyze hair, skin, and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color, lighten, and condition hair
- Chemically change hair textures
- Cut, dry, and style hair
- Receive payments from clients
- Clean and disinfect all tools and work areas

Barbers, hairdressers, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

**Barbers** cut, trim, shampoo, and style hair, mostly for male clients. They also may fit hairpieces, perform facials, and offer facial shaving. Depending on the state in which they work, some barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services. Common tools include combs, scissors, straight razors, and clippers.

**Hairdressers**, or *hairstylists*, offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling irons.

**Cosmetologists** provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

## Work Environment

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Barbers usually work in barbershops and must stand for long periods.

Barbers, hairdressers, and cosmetologists held about 656,400 jobs in 2014.

Nearly half were self-employed.

Employment in the detailed occupations that make up barbers, hairdressers, and cosmetologists was distributed as follows:

Hairdressers, hairstylists, and cosmetologists	597,200
Barbers	59,200

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space from a salon owner. Some manage salons or open their own shop after several years of experience.

Barbers, hairdressers, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

## Work Schedules

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Many barbers, hairdressers, and cosmetologists work full time, however part-time positions are also common. Those who run their own barbershop or salon may have long hours. Work schedules often include evenings and weekends—the times when barbershops and beauty salons are busiest. Those who are self-employed usually determine their own schedules.

## How to Become a Barber, Hairdresser, or Cosmetologist

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Workers must obtain a license through a state-approved barber or cosmetology program.

All states require barbers, hairdressers, and cosmetologists to be licensed. To qualify for a license, candidates are required to graduate from a state-approved cosmetology program.

## Education

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A high school diploma or equivalent is required for some positions. In addition, every state requires that barbers, hairdressers, and cosmetologists complete a program in a state-licensed barber or cosmetology school. Programs in hairstyling, skin care, and other personal appearance services are available in postsecondary vocational schools.

Full-time programs in barbering and cosmetology usually last at least 9 months and may lead to an associate's degree. Most of these workers take advanced courses in hairstyling or in other personal appearance services to keep up with the latest trends. Those who want to open their own business also may take courses in sales and marketing.

## Licenses, Certifications, and Registrations

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Barbers, hairdressers, and cosmetologists must obtain a license in order to work. Qualifications for a license vary by state, but generally, a person must fulfill the following criteria:

- Reached a minimum age of 16
- Received a high school diploma or equivalent
- Graduated from a state-licensed barber or cosmetology school

After graduating from a state-approved training program, students take a state licensing exam that includes a written test and, in some cases, a practical test of styling skills or an oral exam.

In many states, cosmetology training may be credited toward a barbering license and vice versa, and a few states combine the two licenses. A fee usually is required to apply for a license, and periodic renewals may be necessary.

Some states have reciprocity agreements that allow licensed barbers and cosmetologists to get a license in another state

without needing additional formal training or state board testing, but such agreements are not common. Consequently, people who want to work in a particular state should review the laws of that state before entering a training program.

### Important Qualities

**Creativity.** Barbers, hairdressers, and cosmetologists must keep up with the latest trends and be ready to try new hairstyles for their clients.

**Customer-service skills.** Workers must be pleasant, friendly, and able to interact with customers in order to retain clients.

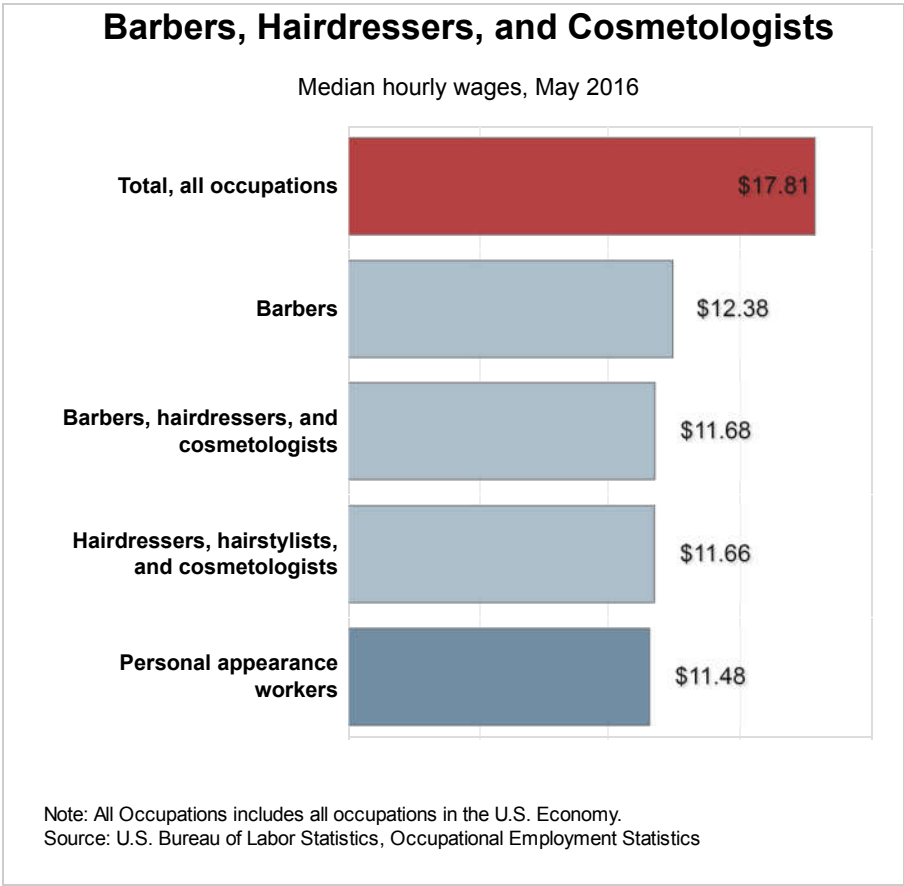
**Listening skills.** Barbers, hairdressers, and cosmetologists should be good listeners. They must listen carefully to what the client wants in order to make sure that the client is happy with the result.

**Physical stamina.** Barbers, hairdressers, and cosmetologists must be able to stand on their feet for long periods.

**Tidiness.** Workers must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients and for making clients comfortable enough so that they will want to return.

**Time-management skills.** Time-management skills are important in scheduling appointments and providing services. For example, routine haircuts do not require the precise timing of some other services, such as applying neutralizer after a permanent wave. Clients who receive timely hair care are more likely to return.

### Pay



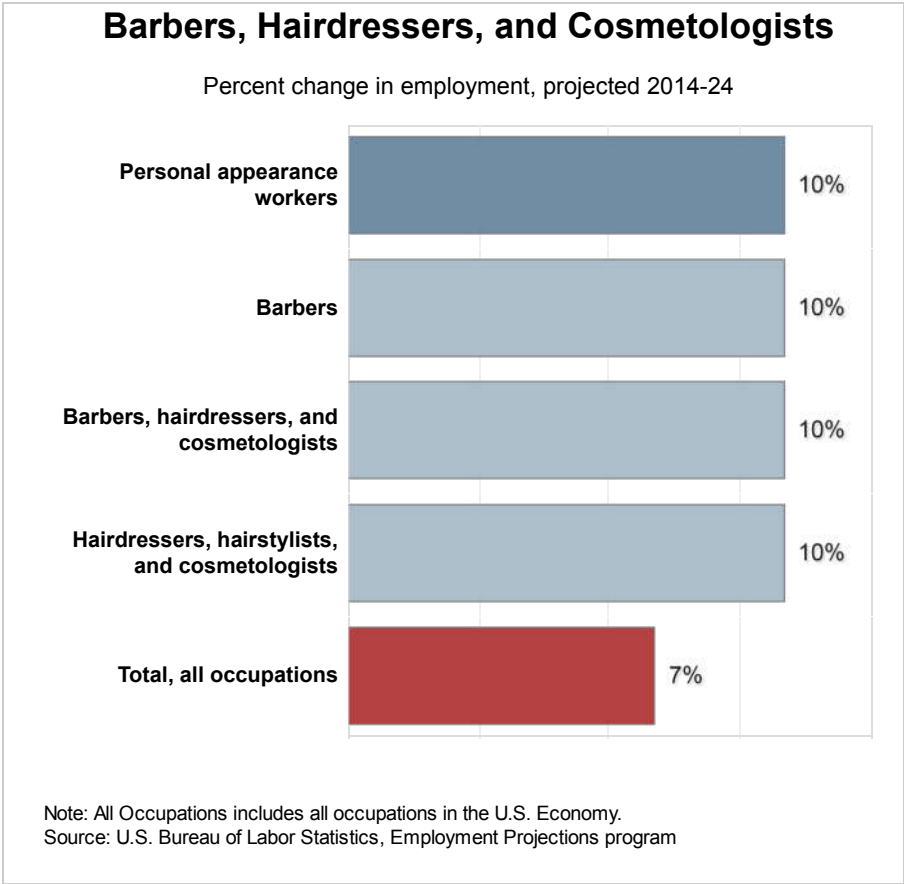
The median hourly wage for barbers was \$12.38 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$8.76, and the highest 10 percent earned more than \$22.79.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.66 in May 2016. The lowest 10 percent earned less than \$8.62, and the highest 10 percent earned more than \$23.58.

Barbers, hairdressers, and cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

Many barbers, hairdressers, and cosmetologists work full time, however part-time positions are also common. Those who run their own barbershop or salon may have additional hours. Work schedules often include evenings and weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

## Job Outlook



Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.

Employment of barbers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

## Job Prospects

Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairdressers and cosmetologists.

### Employment projections data for barbers, hairdressers, and cosmetologists, 2014-24

Occupational Title	SOC Code	Employment, 2014	Projected Employment, 2024	Change, 2014-24		Employment by Industry
				Percent	Numeric	
Barbers, hairdressers, hairstylists and cosmetologists	39-5010	656,400	720,700	10	64,400	<a href="#">[XLSX]</a>
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Barbers	39-5011	59,200	65,100	10	6,000	<a href="#">[XLSX]</a>



## State & Area Data

### Occupational Employment Statistics (OES)

The [Occupational Employment Statistics](#) (OES) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OES data maps for employment and wages by state and area.

- [Barbers](#)
- [Hairdressers, hairstylists, and cosmetologists](#)

### Projections Central



Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at [www.projectionscentral.com](http://www.projectionscentral.com). Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

### Career InfoNet

America's Career InfoNet includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

### Similar Occupations

This table shows a list of occupations with job duties that are similar to those of barbers, hairdressers, and cosmetologists.

	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2016 MEDIAN PAY
	<a href="#">Manicurists and Pedicurists</a>	Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.	Postsecondary nondegree award	\$22,150
	<a href="#">Skincare Specialists</a>	Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.	Postsecondary nondegree award	\$30,270

### Contacts for More Information

For more information about barbers, hairdressers, and cosmetologists, including training, visit

[American Association of Cosmetology Schools](#)

[National Association of Barber Boards of America](#)

For information about state licensing, practice exams, and other professional links, visit

[National-Interstate Council of State Boards of Cosmetology](#)

[Professional Beauty Association](#)

### O\*NET

[Barbers](#)

[Hairdressers, Hairstylists, and Cosmetologists](#)

#### Suggested citation:

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on the Internet at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm> (visited *September 21, 2017*).

**Publish Date:** Thursday, December 17, 2015

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U.S. Bureau of Labor Statistics | Office of Occupational Statistics and Employment Projections, PSB Suite 2135, 2 Massachusetts Avenue, NE  
Washington, DC 20212-0001  
[www.bls.gov/ooh](http://www.bls.gov/ooh) | Telephone: 1-202-691-5700 | [Contact OOH](#)



# Massage Therapists

## Summary



Massage therapists use touch to manipulate a client's muscles and other soft tissues.

### Quick Facts: Massage Therapists

<b>2016 Median Pay</b>	\$39,860 per year \$19.17 per hour
<b>Typical Entry-Level Education</b>	Postsecondary nondegree award
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	None
<b>Number of Jobs, 2014</b>	168,800
<b>Job Outlook, 2014-24</b>	22% (Much faster than average)
<b>Employment Change, 2014-24</b>	36,500

### What Massage Therapists Do

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

### Work Environment

Massage therapists work in an array of settings, such as spas, franchised clinics, physicians' offices, hotels, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage.

### How to Become a Massage Therapist

Massage therapists typically complete a postsecondary education program of 500 or more hours of study and experience, although standards and requirements vary by state or other jurisdictions. Most states regulate massage therapy and require massage therapists to have a license or certification.

### Pay

The median annual wage for massage therapists was \$39,860 in May 2016.

### Job Outlook

Employment of massage therapists is projected to grow 22 percent from 2014 to 2024, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

### [State & Area Data](#)

Explore resources for employment and wages by state and area for massage therapists.

### [Similar Occupations](#)

Compare the job duties, education, job growth, and pay of massage therapists with similar occupations.

### [More Information, Including Links to O\\*NET](#)

Learn more about massage therapists by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## What Massage Therapists Do

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Massage therapists knead muscles and other soft tissues of the body to provide treatment for injuries and to promote general wellness.

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

## Duties

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Massage therapists typically do the following:

- Talk with clients about their symptoms, medical history, and desired results
- Evaluate clients to locate painful or tense areas of the body
- Manipulate muscles and other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture
- Document clients' conditions and progress

Massage therapists use touch to treat clients' injuries and to promote the clients' general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils, and massage tables or chairs, when treating a client. A massage can be as short as 5–10 minutes or could last more than an hour.

Therapists talk with clients about what they hope to achieve through massage. Massage therapists may suggest personalized treatment plans for their clients, including information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage or modalities. Swedish massage, deep-tissue massage,

and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

The type of massage given typically depends on the client's needs and physical condition. For example, therapists may use a special technique for elderly clients that they would not use for athletes. Some forms of massage are given solely to one type of client; for example, prenatal massage is given only to pregnant women.

Massage therapists who are self-employed may need to do business-related tasks such as marketing, booking appointments, and maintaining financial records. They may also have to buy supplies and do laundry.

## Work Environment

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Massage therapists create an environment intended to make clients feel relaxed.

Massage therapists held about 168,800 jobs in 2014.

About half of massage therapists were self-employed in 2014.

Massage therapists work in an array of settings, such as spas, franchised clinics, physicians' offices, hotels, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage. Others work out of their own homes. Many massage therapists, especially those who are self-employed, provide their own table or chair, sheets, pillows, and body lotions or oils.

A massage therapist's working conditions depend heavily on the venue in which the massage is performed and on what the client wants. For example, when giving a massage to help clients relax, massage therapists generally work in dimly lit settings and use candles, incense, and calm, soothing music. In contrast, a massage meant to help rehabilitate a client with an injury may be conducted in a well-lit setting with several other people receiving treatment in the same room.

## Injuries and Illnesses

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Because giving a massage is physically demanding, massage therapists can injure themselves if they do not use the proper

techniques. Repetitive-motion problems and fatigue from standing for extended periods are most common.

Therapists can limit these risks by using good body mechanics, spacing sessions properly, exercising, and, in many cases, receiving a massage themselves regularly.

## Work Schedules

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About half of massage therapists worked part time in 2014.

Because therapists work by appointment in most cases, their schedules and the number of hours worked each week vary considerably. Moreover, because of the strength and endurance needed to give a massage, many therapists cannot perform massage services 8 hours per day, 5 days per week.

In addition to giving massages, therapists, especially those who are self-employed, may spend time recording clients' notes, marketing, booking clients, washing linens, and conducting other general business tasks.

## How to Become a Massage Therapist

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Massage therapists typically complete a postsecondary education program of 500 or more hours of study and experience.

Massage therapists typically complete a postsecondary education program of 500 or more hours of study and experience, although standards and requirements vary greatly by state or other jurisdiction. Most states regulate massage therapy and require massage therapists to have a license or certification.

## Education

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Education requirements for massage therapists vary greatly by state or locality. Education programs are typically found in private or public postsecondary institutions. Most programs require at least 500 hours of study for their completion; some programs require 1,000 or more hours.

A high school diploma or equivalent is usually required for admission to a massage therapy program. Programs generally include both classroom study and hands-on practice of massage techniques. Programs cover subjects such as anatomy; physiology, which is the study of organs and tissues; kinesiology, which is the study of motion and body mechanics; pathology, which is the study of disease; business management; and ethics.

Programs may concentrate on certain modalities, or specialties, of massage. Several programs also offer job placement services and continuing education. Both full-time and part-time programs are available.

## Licenses, Certifications, and Registrations

In 2014, 45 states and the District of Columbia regulated massage therapy. Although not all states license massage therapy, they may have regulations at the local level.

In states with massage therapy regulations, workers must get a license or certification before practicing massage. State regulations typically require graduation from an approved massage therapy program and passing an exam.

The exam may be a state-specific exam or the Massage and Bodywork Licensing Examination (MBLEx) licensure exam, offered by the [Federation of State Massage Therapy Boards](#).

Therapists also may need to pass a background check, have liability insurance, and be certified in cardiopulmonary resuscitation (CPR). Many states require massage therapists to complete continuing education credits and to renew their license periodically. Those wishing to practice massage therapy should look into legal requirements for the state and locality in which they intend to practice.

## Important Qualities

**Communication skills.** Massage therapists need to listen carefully to clients in order to understand what they want to achieve through massage sessions.

**Decisionmaking skills.** Massage therapists must evaluate each client's needs and recommend the best treatment on the basis of that person's needs.

**Empathy.** Massage therapists must give clients a positive experience, which requires building trust between therapist and client. Making clients feel comfortable is necessary for therapists to expand their client base.

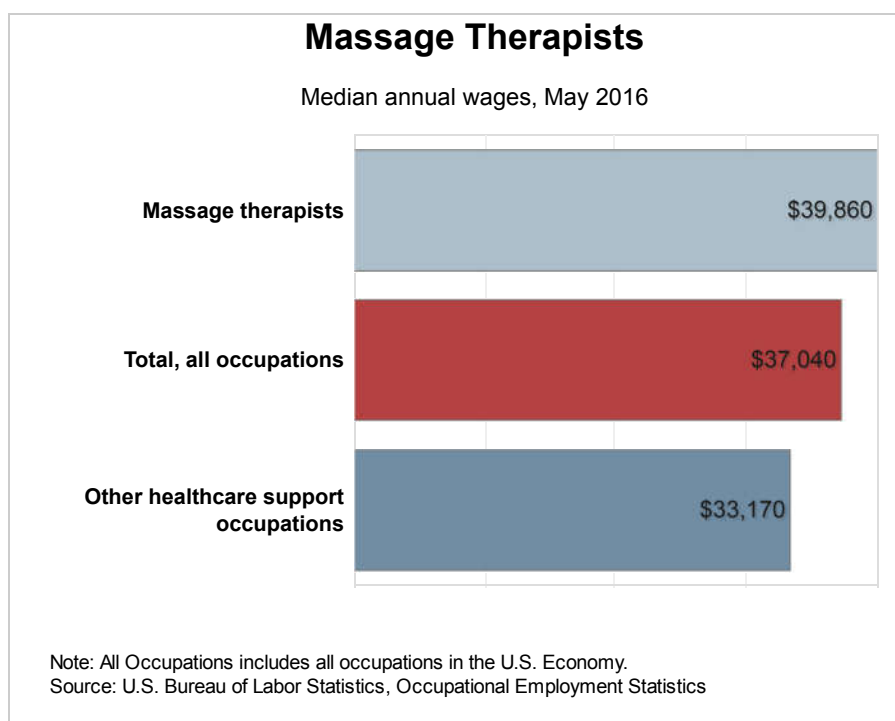
**Integrity.** Massage therapists often have access to client information such as medical histories. Therefore, they must be trustworthy and protect the privacy of their clients.

**Physical stamina.** Massage therapists may give several treatments during a workday and have to stay on their feet throughout massage appointments.

**Physical strength and dexterity.** Massage therapists must be strong and able to exert pressure through a variety of movements of the arms and hands when manipulating a client's muscles.

**Time-management skills.** Massage therapists must tailor an appointment to a client's specific needs. Therapists must use their appointment time wisely to help each client accomplish his or her goals.

## Pay

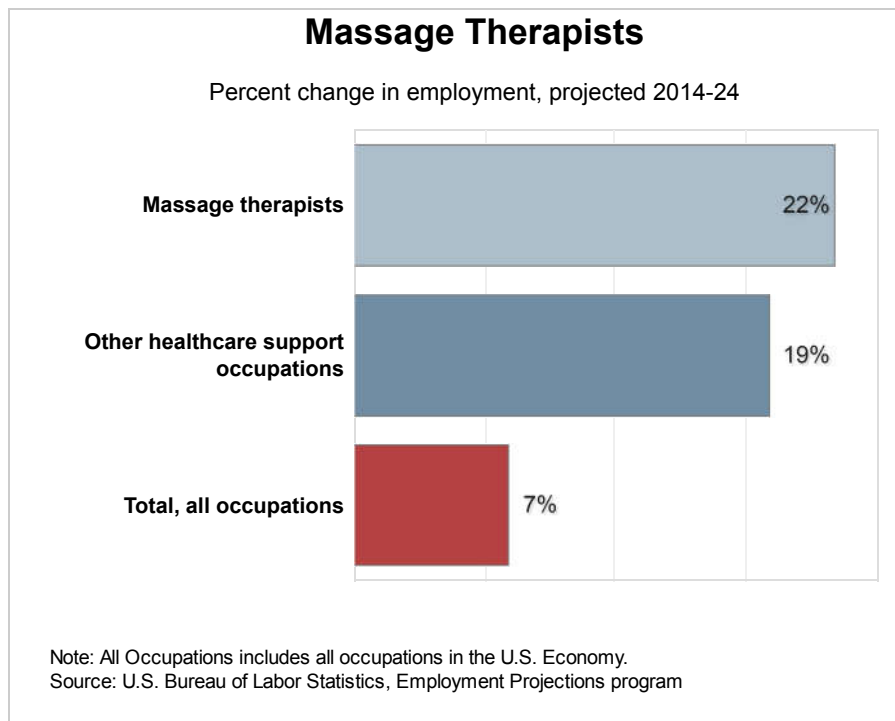


The median annual wage for massage therapists was \$39,860 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$19,720, and the highest 10 percent earned more than \$74,870.

Most massage therapists earn a combination of wages and tips.

About half of massage therapists worked part time in 2014. Because therapists work by appointment in most cases, their schedules and the number of hours worked each week vary considerably. In addition to devoting hours giving massages, therapists may spend time recording clients' notes, marketing, booking clients, washing linens, and conducting other general business tasks.

## Job Outlook



Employment of massage therapists is projected to grow 22 percent from 2014 to 2024, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As an increasing number of states adopt licensing requirements and standards for therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

Similarly, as more healthcare providers understand the benefits of massage, demand will likely increase as these services become part of treatment plans. However, demand in healthcare settings will be tempered by limited insurance coverage for massage services.

Massage also offers specific benefits to particular groups of people whose continued demand for massage services will lead to overall growth for the occupation. For example, many sports teams hire massage therapists to help their athletes rehabilitate from injuries and to relieve or manage pain.

The number of massage clinic franchises has increased in recent years. Many franchised clinics offer more affordable massages than those provided at spas and resorts, making massage services available to a wider range of customers.

However, demand for massage services may be limited by the overall state of the economy. During tough economic times, both the number of people who seek massage therapy and the frequency of their massages may decline.

## Job Prospects

In states that regulate massage therapy, opportunities should be available to those who complete formal programs and pass a professionally recognized exam. However, new massage therapists should expect that it can take time build a client base.

Because referrals are an important source of work for massage therapists, marketing and networking may help increase the number of job opportunities. Joining a professional association also can help build strong contacts and further increase the



likelihood of steady work. In addition, massage therapists may be able to attract a wider variety of clients by completing education programs in multiple modalities.

### Employment projections data for massage therapists, 2014-24

Occupational Title	SOC Code	Employment, 2014	Projected Employment, 2024	Change, 2014-24		Employment by Industry
				Percent	Numeric	
Massage therapists	31-9011	168,800	205,200	22	36,500	<a href="#">[XLSX]</a>

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

## State & Area Data

### Occupational Employment Statistics (OES)

The [Occupational Employment Statistics](#) (OES) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OES data maps for employment and wages by state and area.

- [Massage therapists](#)

### Projections Central



Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at [www.projectionscentral.com](http://www.projectionscentral.com). Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

### Career InfoNet



America's Career InfoNet includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

## Similar Occupations

This table shows a list of occupations with job duties that are similar to those of massage therapists.

	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2016 MEDIAN PAY
	<a href="#">Physical Therapist Assistants and Aides</a>	Physical therapist assistants, sometimes called <i>PTAs</i> , and physical therapist aides work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain.	<a href="#">See How to Become One</a>	\$45,290
	<a href="#">Physical Therapists</a>	Physical therapists, sometimes called <i>PTs</i> , help injured or ill people improve their movement and manage their pain. These therapists are often an important part of the rehabilitation, treatment, and prevention of patients with chronic conditions, illnesses, or	Doctoral or professional degree	\$85,400



	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2016 MEDIAN PAY
	<b>Athletic Trainers</b>	injuries.  Athletic trainers specialize in preventing, diagnosing, and treating muscle and bone injuries and illnesses.	Bachelor's degree	\$45,630
	<b>Exercise Physiologists</b>	Exercise physiologists develop fitness and exercise programs that help patients recover from chronic diseases and improve cardiovascular function, body composition, and flexibility.	Bachelor's degree	\$47,340

## Contacts for More Information

For more information about careers in massage therapy, visit

[Associated Bodywork & Massage Professionals](#)

[American Massage Therapy Association](#)

[National Certification Board for Therapeutic Massage & Bodywork](#)

For more information about national testing and national certification, visit

[Federation of State Massage Therapy Boards](#)

For more information about accredited massage therapy programs, visit

[Commission on Massage Therapy Accreditation](#)

## O\*NET

[Massage Therapists](#)

### Suggested citation:

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U.S. Bureau of Labor Statistics | Office of Occupational Statistics and Employment Projections, PSB Suite 2135, 2 Massachusetts Avenue, NE  
Washington, DC 20212-0001

[www.bls.gov/ooh](http://www.bls.gov/ooh) | Telephone: 1-202-691-5700 | [Contact OOH](#)

## Manicurists and Pedicurists

### Summary



Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

#### Quick Facts: Manicurists and Pedicurists

<b>2016 Median Pay</b>	\$22,150 per year \$10.65 per hour
<b>Typical Entry-Level Education</b>	Postsecondary nondegree award
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	None
<b>Number of Jobs, 2014</b>	113,600
<b>Job Outlook, 2014-24</b>	10% (Faster than average)
<b>Employment Change, 2014-24</b>	11,700

### What Manicurists and Pedicurists Do

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

### Work Environment

Manicurists and pedicurists usually work in a nail salon, spa, or hair salon. The job involves a lot of sitting. Those who own a mobile grooming company travel to their clients' location. About 3 in 10 manicurists and pedicurists were self-employed, many running their own nail salon business.

### How to Become a Manicurist or Pedicurist

Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program and then pass a state exam for licensure, which all states except Connecticut require.

### Pay

The median hourly wage for manicurists and pedicurists was \$10.65 in May 2016.

### Job Outlook

Employment of manicurists and pedicurists is projected to grow 10 percent from 2014 to 2024, faster than the average for all

growth. High turnover and a growing number of nail salons will result in very good job opportunities.

### [State & Area Data](#)

Explore resources for employment and wages by state and area for manicurists and pedicurists.

### [Similar Occupations](#)

Compare the job duties, education, job growth, and pay of manicurists and pedicurists with similar occupations.

### [More Information, Including Links to O\\*NET](#)

Learn more about manicurists and pedicurists by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## What Manicurists and Pedicurists Do

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Manicurists and pedicurists polish or buff nails.

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

### Duties

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Manicurists and pedicurists typically do the following:

- Discuss nail treatments and services available
- Remove nail polish
- Clean, trim, and file nails
- Reduce calluses and rough skin
- Massage and moisturize hands (for a manicure) and feet (for a pedicure)
- Polish or buff nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools

Manicurists and pedicurists work exclusively on the hands and feet, providing treatments to groom fingernails and toenails. A typical treatment involves soaking the clients' hands or feet to soften the skin in order to remove dead skin cells. Manicurists and pedicurists apply lotion to the hands and feet to moisturize the skin. They also may shape and apply polish to artificial fingernails.

Manicurists and pedicurists use a variety of tools, including nail clippers, nail files, and specialized cuticle tools. They must be focused while they perform their duties, because most of the tools they use are sharp. Keeping their tools clean and sanitary is important.

Some manicurists and pedicurists operate their own nail salon business. They manage the daily decision making tasks, such as keeping inventory records and ordering supplies. They also hire and supervise workers and sell nail care products, such as nail polish and hand or foot cream, to clients. A small, but growing, number of workers make house calls. Their mobile manicure and pedicure services are popular because clients consider them convenient.

## Work Environment

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Manicurists and pedicurists work in spas or nail salons, and often sit for long periods.

Manicurists and pedicurists held about 113,600 jobs in 2014.

About 68 percent of manicurists and pedicurists worked in the personal care services industry. About 3 in 10 were self-employed, many running their own nail salon business.

Manicurists and pedicurists usually work in a nail salon, spa, or hair salon. The job involves a lot of sitting. Those who own a mobile grooming company must travel to their clients' homes.

Manicurists and pedicurists use chemicals when working on fingernails and toenails, so they often wear protective clothing, including protective gloves and masks.

## Work Schedules

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Although most manicurists and pedicurists work full time, many have variable schedules and work part time. Their schedules often are determined by the type of establishment. For example, a full-service salon may require manicurists and pedicurists to work an 8-hour day. A boutique hair salon, however, may require fewer work hours on a part-time basis. Longer work days are not unusual for self-employed workers. Weekends and evenings tend to be the busiest times for manicurists and pedicurists.

## How to Become a Manicurist or Pedicurist

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Manicurists and pedicurists must pass a state-approved cosmetology program before licensure.

Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program and then pass a state exam for licensure, which all states except Connecticut require.

## Education

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Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program. Currently, there are hundreds of programs nationwide.

## Licenses, Certifications, and Registrations

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State licensing requirements vary. However, applicants need to be at least 16 years old and have a high school diploma or the equivalent. After completing a state-approved cosmetology or nail technician program, manicurists and pedicurists must take a written exam and a practical exam to get a license through their state board. Mobile manicure and pedicure services require a separate license.

The [National–Interstate Council of State Boards of Cosmetology](#) provides information on state examinations for licensing, with sample questions. The [Professional Beauty Association](#) and the [American Association of Cosmetology Schools](#) also provide information on state examinations, as well as offering other professional links.

## Important Qualities

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**Business skills.** Manicurists and pedicurist who run their own nail salon must understand general business principles. For example, they should be skilled at administrative tasks, such as accounting and personnel management, and be able to manage a salon efficiently and profitably.

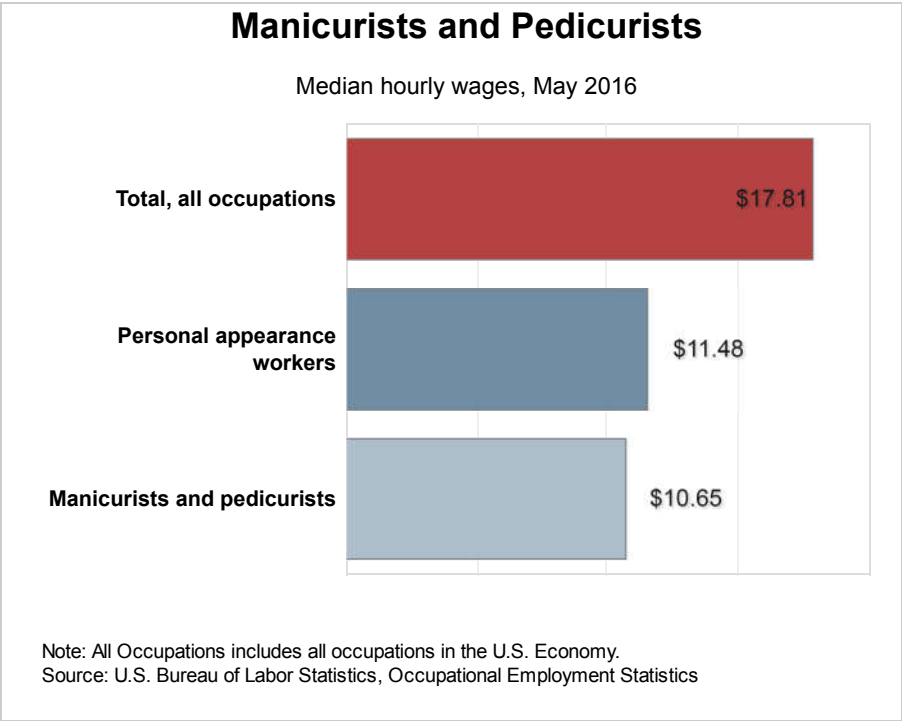
**Creativity.** The ability to neatly finish small, intricate designs is important, as is the ability to suggest nail designs and match them to individual tastes.

**Customer-service skills.** Good listening and interpersonal skills are important in working with clients. Also, meeting the needs of clients, including interacting with them while doing a manicure or pedicure, encourages repeat business.

**Dexterity.** A steady hand is essential in achieving a creative and precise nail design. In addition, because manicurists and pedicurists often use sharp tools, they must have good finger dexterity.

## Pay

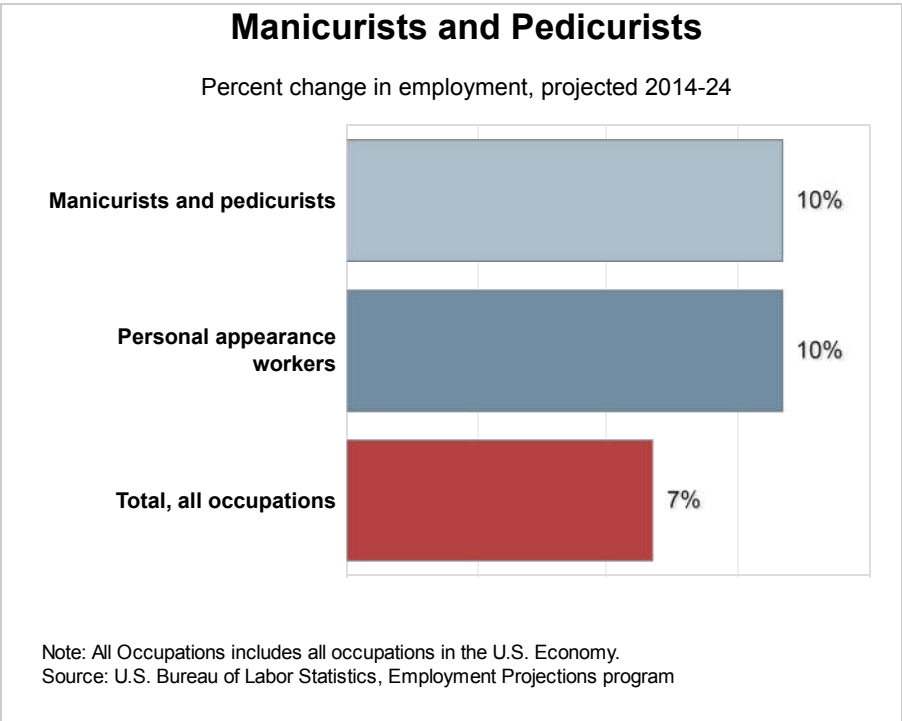
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The median hourly wage for manicurists and pedicurists was \$10.65 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.04, and the highest 10 percent earned more than \$16.15.

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**Job Outlook**



Employment of manicurists and pedicurists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.



The increase in employment reflects demand for new nail services being offered, such as minisessions (quick manicures at a low cost) and mobile manicures and pedicures (house calls).

The desire among young women and a growing number of men to lead a healthier lifestyle through better grooming and wellness also should result in higher employment for manicurists and pedicurists.

Considered a low-cost luxury service, manicures and pedicures will continue to be in demand by individuals at all income levels.

## Job Prospects

Job opportunities should be very good overall. The growing number of nail salons and the need to replace workers who leave the occupation each year will result in many job openings.

### Employment projections data for manicurists and pedicurists, 2014-24

Occupational Title	SOC Code	Employment, 2014	Projected Employment, 2024	Change, 2014-24		Employment by Industry
				Percent	Numeric	
Manicurists and pedicurists	39-5092	113,600	125,300	10	11,700	<a href="#">[XLSX]</a>
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						

## State & Area Data

### Occupational Employment Statistics (OES)

The [Occupational Employment Statistics](#) (OES) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OES data maps for employment and wages by state and area.

- [Manicurists and pedicurists](#)

### Projections Central



Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at [www.projectionscentral.com](http://www.projectionscentral.com). Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

### Career InfoNet

America's Career InfoNet includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

## Similar Occupations

This table shows a list of occupations with job duties that are similar to those of manicurists and pedicurists.

	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2016 MEDIAN PAY
	<a href="#">Barbers, Hairdressers, and Cosmetologists</a>	Barbers, hairdressers, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.	Postsecondary nondegree award	\$24,300
	<a href="#">Skincare Specialists</a>	Skincare specialists cleanse and beautify the face and body to	Postsecondary nondegree award	\$30,270

OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2016 MEDIAN PAY
	enhance a person's appearance.		

## Contacts for More Information

For information about training and cosmetology schools, visit

[American Association of Cosmetology Schools](#)

[International Pedicure Association](#)

For information about state licensing, practice exams and other professional links, visit

[National–Interstate Council of State Boards of Cosmetology](#)

[Professional Beauty Association](#)

## O\*NET

[Manicurists and Pedicurists](#)

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