

# CATALOG



**(740) 353-2436**

Portsmouth, Ohio

Cosmetology | Esthetics | Nail Technician

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Portsmouth, Ohio 45662  
740-353-2436/Fax 740-354-6134

***“Excellence in Education”***

*NACCAS(National Accrediting Commission of Career Arts and Sciences)*

Statements in this catalog reflect a correct description of the programs and policies of Paramount Beauty Academy. The school reserves the right to change curriculum, costs, or any other items contained herein as circumstances may require.

*Welcome to:*

*Visit our Web Site At. [www.paramountbeautyacademy.com](http://www.paramountbeautyacademy.com)*

#### MISSION STATEMENT

Our mission is to graduate student with knowledge and skill necessary to pass the Ohio State Board of Cosmetology Examination and enter the profession of any branch of Cosmetology. To provide a surrounding of high standards so profession and business ethics, good manners, neat appearance and cooperation may be achieved with emphasis on harmonious relationships between fellow students, customers and faculty.

#### GOALS

Our goal is to educate students in hair design, nail technology, and esthetics by encompassing science, art, marketing and business as well as providing practical, hands-on experience .

We believe that you educational experience should include enough time for each student to get to know each instructor as well as to form meaningful friendships with fellow classmates. It should be a time for academic achievement and the beginning of a successful future in the world of cosmetology beauty and fashion. Our aim is to fully prepare our students to pass the State Board of Cosmetology Examination and to step into the challenges and careers of tomorrow with the confidence that they can succeed.

#### NON-DISCRIMINATION POLICY

These institutions in their admission instruction and graduation policies practice non-discrimination on the basis of race. Color, creed, religion, sex, age, financial status or ethnic origin.

Paramount Beauty Academy does not recruit students attending another cosmetology school.

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**OUR STAFF**

The staff includes qualified and experienced licensed instructors. Each brings with him/her a special contribution in technical skills and professional presentation.

**PERSONNEL- PARAMOUNT BEAUTY ACADEMY**

Joyce Campbell- Goddard  
Homer D. Goddard  
Deborah Moore  
Virginia White  
Angela Lute  
Kim Osborn  
Miranda Lute  
Vicki Hamilton  
Crystal Vance  
Teresa Drake

CFO/President, Owner Instructor  
Owner Vice President  
CEO/Exec. Administrator/Instructor  
FAA/Instructor  
Instructor  
Instructor  
Instructor  
Instructor  
Instructor  
Testing Instructor

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#### ORGANIZATION AFFILIATIONS

NACCAS National Accrediting Commission of Career Arts and Sciences, Ohio Association of Cosmetology Schools, AACS American Association of Cosmetology Schools.

#### SCHOOL FACILITIES

The schools have ample free parking around the buildings. All classrooms are air conditioned and well lighted for the comfort and convenience of the students and staff.

#### WHY ACCREDITATION?

An accredited school must meet the following standards.

1. It is operated as a school.
2. It has a well-organized curriculum.
3. It has a well-supervised clinic for teaching and practice.
4. It has a competent faculty.
5. It provides high quality instructional materials.
6. It is adequately equipped.
7. It offers advising and placement services at no extra charge.
8. It is honest in its relationships with students and patrons.
9. Cost of attendance is clearly stated.
10. It is financially sound.

#### VETERANS EDUCATION

Approved by the Ohio Department of Education, state-approving agency for Veterans Education. We can help Veterans, National Guard, Reservist and eligible dependants.

#### STATE REQUIREMENTS FOR LICENSING

Proof of 10th grade education

At least 16 years of age

Applicants must provide:

- a. Educational Record
- b. Picture identification (drivers license, state I.D. card)

Completion of state required hours for the program student has been contracted for

#### Admission Requirements

- )- Written application for admission
- )- Personal interview
- )- The school admits as students
  - A. High school graduates see diploma policy
  - B. Students with a GED.

#### ACCREDITING AND LICENSING AGENCY

The schools are accredited by the: NACCAS National Accrediting commission of Career, Arts, and Sciences located at 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302-1432 Phone: 703-600-7600.

The Department of Education recognizes the National Accrediting Commission of Career, Arts, and Sciences as a national accrediting agency for post secondary schools and programs of cosmetology, arts and sciences.

The Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, OH 43123 licenses the schools.  
PHONE: 614-466-3834.

#### PRIVACY ACT POLICY

Students and or Parents/Legal Guardians of minor students have the right to review Financial Aid and Academic records. See enrollment document for procedure.

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#### TRANSFER POLICY to these institutions:

Persons furnishing satisfactory transcripts of credits earned in other schools and on securing a transfer permit from the Ohio State Board of Cosmetology, may enter the school and receive credit for work done elsewhere. Such credit allowances will shorten the course accordingly; however, transfer students will follow the same admissions requirement as new students. (Transfer students may be required to test, to determine the amount of hours accepted.)

#### TRANSFER POLICY from these institutions:

Hours and credits will be transferred to the Ohio State Board of Cosmetology with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Upon discontinuance from a program hours will be submitted to the Ohio State Board of Cosmetology. Hours cannot be transferred to another school until all financial obligations have been met.

#### ATTENDANCE POLICY

Policy is applied uniformly and fairly. The institution records attendance in clock hours, gives appropriate credit for all hours attended. The institution does not deduct or add hours as a penalty; and does not round hours to no more than the nearest quarter hour. These institutions are English teaching facilities only and are taught as such.

(See Documents)

#### PAYMENT PLAN

All tuition and fees are due and payable upon starting school, however, students without resources can work out a payment plan.

#### TEXTBOOK AND EQUIPMENT

To participate in class, each student must have a complete kit of supplies and books. They are purchased through the school.

#### MANAGING COSMETOLOGY -1800 HOURS

Occupations available for graduates are as follows:

Hair Designer- Nail Technician - Esthetician- Salon Owner- Hair Color Specialist- Publishing Retail Specialist- Education Specialist- Competition Champion

#### CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy – Fulltime and parttime students begin the first and third Monday of each month.

Paramount Beauty Academy- Fulltime students begin class on the first or third Monday, and Part time students begin class on the first or third Tuesday of each month.

The course takes approximately 60 weeks full time and 120 weeks part time. Leaves of Absences, Holidays and Calamity days extend the completion time frame. All information and policies listed in this catalog apply to this course.

#### OBJECTIVES

The objectives of this course are to thoroughly train all cosmetology students in all phases of hairstyling, cutting, permanent waving, tinting, relaxing, manicuring, facials, makeup, and thermal waving and body massage. Also, to train students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety.

#### COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1800 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Daily Work Sheet. Managing Cosmetology is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

#### GRADING SCALE

Theory work will be graded according to the following scale

95% - 100%    A        Excellent

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85%-94%	8	Above average
75%-84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Sanitation/Bacteriology	24	36
•• Sanitation, Bacteriology, Sterilization,		
•• Dispensary, Requirements & Operations		
Scalp Care	40	60
•• Anatomy Head Hair & Scalp		
•• Shampoo, Rinses & Massage		
•• Scalp Treatments, Disorders & Diseases		
HAIR I	160	240
•• Marcel-Iron Curls		
•• Finger Wave-Pin Curls		
•• Basic Styling & Techniques		
•• Haircutting, Hair Trimming		
•• Care of Wigs, Pastiches & Pressing		
HAIR II	200	300
(• Permanent Waves		
•• Chemical Relaxing		
•• Tinting, Bleaching & Foiling		
MANICURING	44	66
•• Basic Water, Oil & Electric Nail Treatments		
•• Hand and Arm Massage		
•• Hand and Arm Bleach		
•• Anatomy of Bones, Nails, Skin & Muscles		
SKIN CARE	32	46
•• Facial and Make Up		
•• Mask and Packs		
•• Eyebrow Arching		
•• Microdermabrasion		
•• Anatomy of the Body		
•• Body Massage & Client Health Issues		
SALON OPERATIONS & COMMUNICATION SKILLS	60	90
•• Human Relations		
•• Personality/Presentation		
•• Career Development		
•• Sales/Interpersonal Skills		
•• Salon Operations/Management		
COSMETOLOGY LAWS & RULES	10	10
•• Ohio Cosmetology Statutes & rules		
•• Inspection and Enforcement		
Job Readiness	50	50
BUSINESS MANAGEMENT	16	12
•• Banking		
•• Basic Bookkeeping		
•• Payroll		
•• Salaries and Commissions		
•• Appointment Scheduling		
•• Inventory		
•• Control		
•• Purchasing		
•• Merchandising		
•• Advertising		
•• Insurance		
•• Laws and Permits		
•• Telephone Techniques		
•• Salon Floor Planning		
HEALTH AND PUBLIC SAFETY	8	5
•• First Aid		

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•!• Accident Prevention		
•!• Fire Codes		
ADVANCED HAIR COLORING	22	80
•!• In-depth Hair Coloring		
•!• Corrective Hair Coloring		
•!• Advanced Color Formulas		
ADVANCES RESTRUCTURING	13	34.5
•!• Advanced Wave Techniques		
•!• Advanced Straightening Techniques		
•!• Advanced Relaxing Techniques		
ADVANCED COSMETOLOGY	20	31
•!• Advanced Hair Analysis		
•!• Advanced Hair Shaping		
••• Advanced Thermal Techniques		
•!• Advanced Blow Waving		
Job Readiness	20	20.5
TOTALS	719	1081

**COSMETOLOGY -1500 HOURS**

Occupations available for graduates are as follows:

Hair Designer-Nail Technician-Esthetician-Hair Color Specialist-Publishing  
Retail Specialist- Competition Champion

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy – Fulltime and parttime students begin the first and third Monday of each month.

Paramount Beauty Academy- Full time students begin class on the first and third Monday, and Part time students begin class on the first and third Monday of each month.

The course takes approximately 50 weeks full time and 100 weeks part time. Leave of Absence, Holidays and Calamity days extend the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

The objectives of this course are to thoroughly train all cosmetology students in all phases of hairstyling, cutting, permanent waving, tinting, relaxing, manicuring, facials, makeup, and thermal waving and body massage.

**COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 1500 hours of training to qualify graduates to apply for the Ohio State licensing examination for Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Daily Work Sheet. Cosmetology is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is multiple choice.

**GRADING SCALE**

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75%-84%	C	Average
74% and below	D	Unsatisfactory

**SUBJECT**

Sanitation/Bacteriology	NON CLINIC	CLINIC
••• Sanitation, Bacteriology, Sterilization,	16	24
•!• Dispensary, Requirements & Operations		
Scalp Care	40	60
••• Anatomy Head, Hair & Scalp		
•!• Shampoo, Rinses & Massage		

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•!• Scalp Treatments, Disorders & Diseases		
HAIR I	180	220
•!• Marcel-Iron Curls		
•!• Finger Wave-Pin Curls		
•!• Basic Styling & Techniques		
•!• Haircutting, Hair Trimming		
•!• Care of Wigs, Pastiches & Pressing		
HAIR II	180	280
(• Permanent Waves		
•!• Chemical Relaxing		
•!• Tinting, Bleaching & Foiling		
MANICURING	66	44
•!• Basic Water, Oil & Electric Nail Treatments		
•!• Hand and Arm Massage		
•!• Hand and Arm Bleach		
•!• Anatomy of Bones, Nails, Skin & Muscles		
SKIN CARE	60	60
•!• Facial and Make Up		
•!• Mask and Packs		
•!• Eyebrow Arching		
•!• Microdermabrasion		
•!• Anatomy of the Body		
•!• Body Massage & Client Health Issues		
SALON OPERATIONS & COMMUNICATION SKILLS	60	90
•!• Human Relations		
•!• Personality/Presentation		
•!• Career Development		
•!• Sale Interpersonal Skills		
•!• Salon Operations/Management		
COSMETOLOGY LAWS & RULES	8	12
•!• Ohio Cosmetology Statutes & rules		
•!• Inspection and Enforcement		
Job Readiness	40	60
<b>TOTALS</b>	<b>650</b>	<b>850</b>

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**COSMETOLOGY MANAGEMENT 300 HOURS**

Occupations available for graduates are as follows:

Hair Designer- Nail Technician - Esthetician - Salon Owner- Hair Color Specialist- Publishing Retail Specialist-

A copy of a current Cosmetology License is required to enroll in this program.

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy – Fulltime and parttime students begin the first and third Monday of each month.

Paramount Beauty Academy- Fulltime students begin class on the first or third Monday, and Part time students enroll on the same days.

The course takes approximately 12 weeks full time and 20 weeks part time. Leave of Absence, Holidays and Calamity days extend the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

The objectives of this course are to thoroughly train all graduated cosmetology students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety. After completion of this course, and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon. This is a requirement for an Independent Contractors License.

**COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Cosmetology MANAGERS. Students begin with theory and advanced practical sessions. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is multiple choice.

**GRADING SCALE**

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	9	47.5
•!• Hiring and Training		
•!• Public Relations		
•!• Employee Discipline		
BUSINESS MANAGEMENT	16	12
•!• Banking		
•!• Basic Bookkeeping		
•!• Payroll		
•!• Salaries and Commission		
•!• Job readiness	64	
•!• Appointment Scheduling		
•!• Inventory		
)!"> Control		
)"» Purchasing		
)"» Merchandising		
•!• Advertising		
•!• Insurance		
•!• Laws and Permits		
•!• Telephone Techniques		
•!• Salon Floor Planning		
HEALTH and PUBLIC SAFETY	8	5
•!• FirstAid		
•!• Accident Prevention		
•!• Fire Codes		
ADVANCED HAIR COLORING	20	20
•!• In-depth Hair Coloring		
)!"> Corrective Hair Coloring		
•!• Advanced Color Formulas		
ADVANCED RESTRUCTURING	13	34.5
•!• Advanced Wave Techniques		
•!• Advanced Straightening Techniques		
•!• Advanced Relaxing Techniques		
ADVANCED COSMETOLOGY	20	31
•!• Advanced Hair Analysis		
•!• Advanced Hair Shaping		
•!• Advanced Thermal Techniques		
•!• Advanced Air Waving		
TOTALS	150	150

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**NAIL TECHNICIAN MANAGEMENT 100 HOURS**

Occupations available for graduates are as follows:

Salon Employed Nail Technician- Manufacturer Representative

Write, edit and consult for Nail Technology Books and Magazines- Salon Owner

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A copy of a current Ohio Manicuring License is required to enroll in this course.

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy – Fulltime and parttime students begin the first and third Monday of each month.

Paramount Beauty Academy – Part time students will begin the first and third Monday of each month.

The course takes approximately 4 weeks full time and 6 weeks part time. Leave of Absence, Holidays, and Calamity Days extend the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

This course is in addition to the 200-hour Nail Technician course for students who desire to obtain a Managing Nail Technician license. The objective of this course is to teach Nail Technicians various areas of sales management, including basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of this course, and passing the State Board Exam, the student will be qualified to manage a nail salon, supervise employees or open up their own salon. Ohio State Law requires a person with a Managing Nail Technician license to be on duty when a nail salon is open for business. This is a requirement for an Independent Contractor License.

**COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 100 hours of training to qualify graduates to apply for the Ohio State licensing examination for Nail Technician Managers. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is multiple choice.

**GRADING SCALE**

Theory work will be graded according to the following scale:

- 95% - 100%    A        Excellent
- 85% - 94%    B        Above average
- 75% - 84%    C        Average
- 74% and below D        Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
<b>SUPERVISORY RESPONSIBILITIES</b>	9	6
•!• Personnel Management		
•!• Salon Maintenance		
•!• Business Ethics		
•!• Law-Ohio		
<b>BUSINESS MANAGEMENT</b>	23	17
•!• Job Readiness		
•!• Profit and Loss		
•!• Insurance		
•!• Retail		
•• Math		
•• Advertising		
<b>BASIC BOOKKEEPING</b>		
•• Payroll		
•• Appointments		
<b>TAXES</b>		
•• Social Security		
•!• Tips		
•• Withholding		
<b>ADVANCED NAILS</b>	6.5	12
•!• Artificial Nails		
•• Other Services		
▷ Overlays		
▷ Tips		
▷ Wrapping		

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CHEMISTRY	2.5	4
•!• Ingredients		
•!• Mixtures		
•• Removal		
HEALTH and PUBLIC SAFETY	9	11
•!• Diseases and Disorders		
Sanitation		
•!• First Aid		
TOTALS	50	50

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**NAIL TECHNICIAN 200 HOURS**

Occupations available for graduates are as follows:

Salon Employed Nail Technician- Manufacturer Representatives, Write, edit and/or consult for Nail Technology Books and Magazine

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy- Full time and part time students begin the first and third Monday of each month.

Paramount Beauty Academy- Part time students will begin the first and third Monday of each month.

The course takes approximately 10 weeks full time and 20 weeks part time. Leave of Absence, Holidays, Calamity days, extend the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the course, and passing the State Board of Cosmetology examination, the student will be qualified to work in a nail salon.

**COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 200 hours of training to qualify graduates to apply for the Ohio State licensing examination for Nail Technician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

**GRADING SCALE**

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NONCLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	15	6
PERSONNEL MANAGEMENT		
•• Job readiness		
•• Salon Maintenance		
•!• Business Ethics		
•!• Laws-Ohio		
ADVANCED NAILS	8.5	10
•!• Artificial Nails		
OTHER SERVICES		
-:- Overlays		
•!• Tips		
•!• Wrapping		
CHEMISTRY	2.5	4
•!• Ingredients		
•!• Mixtures		

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... Removal		
HEALTH and PUBLIC SAFETY	6	11
... Diseases and Disorders		
... Sanitation		
... First Aid		
SANITATION /STERILIZATION/ BACTERIOLOGY	5	
DISEASES and DISORDERS	6	
... Hand and Arm		
DISEASES and DISORDERS	6	
.. Nails		
ANATOMY of the HAND and ARM	5	
EQUIPMENT /TOOLS	4	
GENERAL PROCEDURE	30	56
... Theory of Massage		
... Use of Implements		
... Preparation		
... Nail Styling		
... Artificial Nails		
CHEMISTRY	1	
SAFETY	5	
G E RNERAL PRACTICE	6	13
... Desk		
... Dispensary		
TOTAL	100	100

**MANAGING NAIL TECHNICIAN 300 HOURS**

Occupations available for graduates are as follows:

Salon Employed Nail Technician-Manufacturer Representatives- Salon Owner

Write, edit and/or consult for Nail Technology Books and Magazine, Nail Technician Educator

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy - Fulltime and

part time students begin the first and third Monday of each month.

Paramount Beauty Academy- Part time students will begin the first and third Monday of each month.

The course takes approximately 10 weeks full time and 20 weeks part time. Leave of absence, Holidays, and Calamity days extend the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the course, and passing the State Board of Cosmetology examination, the student will be qualified to work in, manage or own a nail salon. This is a requirement for an Independent Contractor License.

**COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Nail Technician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is multiple choice.

**GRADING SCALE**

Theory work will be graded according to the following scale:

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95%-100%	A	Excellent
85%-94%	B	Above average
75%-84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NONCLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	25	6
PERSONNEL MANAGEMENT		
•• Job Readiness		
•• Salon Maintenance		
•• Business Ethics		
•• Laws - Ohio		
BUSINESS MANAGEMENT	13	17
•• Profit and Loss		
•• Insurance		
RETAIL		
•• Math		
•• Advertising		
BASIC BOOKKEEPING		
•• Payroll		
•• Appointments		
TAXES		
•• Social Security		
•• Tips		
•• Withholding		
ADVANCED NAILS	6.5	13
•• Artificial Nails		
OTHER SERVICES		
•• Overlays		
•• Tips		
•• Wrapping		
CHEMISTRY	2.5	4
•• Ingredients		
•• Mixtures		
•• Removal		
HEALTH and PUBLIC SAFETY	9	11
•• Diseases and Disorders		
•• Sanitation		
•• First Aid		
SANITATION /STERILIZATION/ BACTERIOLOGY	5	
DISEASES and DISORDERS	6	
•• Hand and Arm		
DISEASES and DISORDERS	6	
•• Nails		
ANATOMY of the HAND and ARM	9	
EQUIPMENT /TOOLS	9	
GENERAL PROCEDURE	39	86
•• Theory of Massage		
•• Use of Implements		
•• Preparation		
•• Nail Styling		
•• Artificial Nails		
CHEMISTRY	1	
SAFETY	10	
GERNERAL PRACTICE	9	13
•• Desk		
•• Dispensary		
TOTAL	150	15

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### MANAGING ESTHETICIAN 750 HOURS

Occupations available for graduates are as follows:

Salon Employed Skin Care Specialist- Manufacturer Representative- Esthetic Instructor/Educator- Platform Artist- Salon Owner- Work under the auspices of Dermatologist and Plastic Surgeons

### CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy - Fulltime and part time students begin the first and third Monday of each month.

Paramount Beauty Academy- Fulltime students will begin on the first and third Monday of each month. Parttime students will begin the first and third Monday of each month.

The course takes approximately 30 weeks full time and 60 weeks part time. Leave of Absence, Holidays, and Calamity days extend the completion time frame. All information and policies listed in this catalog apply to this course.

### OBJECTIVES

The objective of this course is to thoroughly train students in all phases of skin care, facials and makeup, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management and advanced skin care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon. This is a requirement for an Independent Contractor License.

### COURSE FORMAT AND GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 750 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Esthetician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and Practical assignments are graded using a daily worksheet. Written testing is multiple choice.

### GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SANITATION & BACTERIOLOGY	20	45
•• Sanitation /Sterilization /Bacteriology		
•!• Dispensary Requirements & Operations		
ANATOMY	35	27
•• Head		
•• Bones (full body)		
•!• Muscles, Nerves, Cells, & Tissues (full body)		
SPECIALIZED EQUIPMENT /TREATMENTS	20	20
•• Electricity, Light Therapy		
•• Safety and Effects		
•!• Brow Tinting/Waxing		
•!• Artificial Lashes		
MASSAGE	35	35
•!• Client Health Issues (Pre-Screening)		
•!• Preparation		
•!• Manipulations		
CHEMISTRY	20	20
•!• Compounds and Mixtures		

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•!• Water, Chemistry and Effects		
•!• Ingredients		
•!• Cosmetics		
FACIAL	40	40
•!• Preparation		
•!• Equipment		
•!• Treatments		
SKIN	40	30
Skin Types, Textures, Nerves		
•!• Histology		
•!• Elasticity, Nourishment		
•!• Disorders & Diseases		
MAKEUP	40	50
•!• Equipment, Implements, and Products		
•!• Color Coordination & Contouring		
•!• Corrective Makeup		
•!• Eye Makeup		
SALON OPERATIONS & COMMUNICATION SKILLS	10	10
•!• Job readiness		
•!• Human Relations		
•!• Personality / Presentation		
•!• Salon Operation & Management		
Sales /Interpersonal Skills		
•!• Career Development		
COSMETOLOGY LAWS & RULES	10	10
•!• Ohio Cosmetology Statutes & rules		
•!• Inspection & Enforcement		
SALON MANAGEMENT	7	13
•!• Desk		
•!• Dispensary		
•!• Records and Sales		
RULES & REGULATIONS	10	10
Ohio Law		
•!• Taxes and Federal Regulations		
SUPERVISORY RESPONSIBILITY	10	10
Personnel Management		
•!• Salon Maintenance		
•!• Business Ethics		
•!• Law-Ohio		
BUSINESS MANAGEMENT	29	
•!• Job readiness		
•!• Profit & Loss		
•!• Insurance		
RETAIL	5	10
Math		
Advertising		
BASIC BOOKKEEPING	3	7
•!• Payroll		
•!• Appointments		
TAXES	9	
Social Security		
Tips		
•!• Withholding		
Advanced Esthetics	8	10.5
•!• Lamps		
... Machines		
Microdermabrasion		
PROCEDURES	5	9
CHEMISTRY	3	45
HEALTH and PUBLIC SAFETY	13	17
•!• Diseases and Disorders		

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- )- treatable
- )- Non-treatable
- !• Sanitation

TOTALS	372	378
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**COMBINATION MANAGING ESTHETIC & MANAGING NAIL TECHNOLOGY 1050 HOURS**

Occupations available for graduates are as follows:

- Salon Employed Skin Care Specialist-Manufacturer Representative -Esthetic Instructor/Educator- Platform Artist- Salon Owner-Work under the auspices of Dermatologist and Plastic Surgeons
- Salon Employed Nail Technician -Write, edit and/or consult for Nail Technology Books and Magazine
- Nail Technician Educator

**CLASS STARTS AND LENGTH OF COURSE**

Paramount Beauty Academy - Fulltime and part time students begin the first and third Monday of each month.

Paramount Beauty Academy- Fulltime students will begin the first and third Monday of each month. Part time students will begin the first and third Monday of each month.

The course takes approximately 42 weeks 10.5 months full time, and 70 weeks 17 months part time Leave of Absence, Holidays, and Calamity days change the completion time frame. All information and policies listed in this catalog apply to this course.

**OBJECTIVES**

The objective of this course is to thoroughly train students in all phases of skin care, facials and makeup, nail care, manicures, pedicures, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management, advanced skin care, advanced nail care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon. This is a requirement for Independent Contractors License.

**COURSE FORMAT AND GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 1050 hours of training to qualify graduates to apply for the Ohio State licensing examination for Combination Managing Esthetic/Managing Nail Technician Course. Students begin with classroom theory and advanced practical. Laboratory/Clinic and Practical assignments are graded using a daily worksheet. Written testing is multiple choice.

**GRADING SCALE**

Theory work will be graded according to the following scale:

- |               |   |                |
|---------------|---|----------------|
| 95% - 100%    | A | Excellent      |
| 85% - 94%     | B | Above average  |
| 75% - 84%     | C | Average        |
| 74% and below | D | Unsatisfactory |

SUBJECT	NON CLINIC	CLINIC
<b>SCIENTIFIC CONCEPTS</b>		
Nail & SKIN COMPOSITION	15	15
•!• Structure		
•!• Disorder & Diseases		
•!• Anatomy & Physiology		
<b>CHEMISTRY</b>		
•!• Product Composition	20	20
•• Lotions, Oils, and Creams		
•!• Hair Removal Products		
•• Hazardous Chemicals		
•!• MSDS		
<b>DISINFECTING &amp; STERILIZING</b>		
•!• Bacteria•• Parasites	20	26

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•!• Viruses		
•!• Infection Control		
•!• Immunity		
•!• Methods		
•!• MSDS		
•!• Disposing of Dirty Materials		
PROCEDURES		
<b>MANICURING AND PEDICURING</b>	<b>30</b>	<b>48</b>
•!• Water		
•!• Oil		
•!• Paraffin		
•!• Massage		
•!• Cuticle Care		
•!• Use of Tools		
Client Consultation & Assessment		
•!• Sanitation		
•!• Shaping and Buffing Nails		
•!• Applying Polish		
•!• The Spa Setting		
•!• Skin Exfoliating		
•!• Final Cleanup & Disposing of Soiled Materials		
<b>FACIALS &amp; AHAIBHA TREATMENTS</b>	<b>70</b>	<b>83</b>
•!• Client Consultation & Assessment		
•!• Cleansing		
•!• Steaming		
•!• Massage		
•!• Application of Mask		
•!• Types of Mask		
•!• Sanitation		
•!• Final Cleanup & Disposing of Soiled Materials		
<b>BODY CARE &amp; STONE THERAPY</b>	<b>50</b>	<b>53.5</b>
•!• Wrap		
•!• Massage		
•!• Buff & Bronze		
•!• Hot Stone Therapy		
•!• Safety		
•!• Sanitation		
•!• Final Clean-up & Disposing of Soiled Materials		
<b>APPLYING ARTIFICIAL NAILS</b>	<b>10</b>	<b>20</b>
•!• Full Form Sculpting		
•!• Sanitation		
•!• Cleaning Natural Nail		
•!• Priming		
•!• Applying Forms		
•!• Laying Product		
•!• Dressing of Artificial Nail		
•!• Maintaining Cuticle Health		
•!• Applying Polish		
•!• Safety & Sanitation		
•!• Final Clean-up & Disposing Soiled Material		
<b>APPLYING TIPS</b>	<b>5</b>	<b>10</b>
•!• Sanitation		
•!• Preparing Natural Nail		
•!• Applying Tip		
•!• Blending & Cuticle Health		
•!• Finish		
•!• Properly Capped Bottles & Jars		
•!• Final Clean-up & Disposing of Soiled Materials		
<b>NAILWRAPS</b>	<b>5</b>	<b>5</b>
•!• Sanitation		
•!• Cleansing & Preparing Natural Nail		

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•!• Preparing Wrap Material		
Dressing of Wrap		
•!• Cuticle Health		
•!• Properly Capped Bottles & Jars		
•!• Safety		
•!• Final Clean-up & Disposing of Soiled Materials	20	26
MICRODERMABRASION		
•!• Theory		
•• Consultation		
Procedures		
•!• Machine & Crystals		
•!• Safety		
•• Sanitation		
Final Clean-up & Disposing of Soiled Materials		
APPLYING NAIL POLISH	15	19
Sanitation		
•!• Applying Base Coat		
•!• Applying Polish		
•• Applying Top Coat		
•• Application		
o> Skin Surrounding Nail Free of Polish		
jio> Base Nail		
•!• Properly Capped Bottles & Jars		
•!• Final Clean-up & Disposing of Soiled Materials		
SUPERFLUOUS HAIR REMOVAL	30	35
Sanitation		
Procedure		
jio> Eyebrow		
lio> Face		
o> Legs		
Jo> Body parts		
•• Waxing		
•• Tweezing		
•• Safety		
•• Final Clean-up & Disposing of Soiled Materials		
MAKE-UP	33	33.5
•!• Set-up, Preparation, & Draping		
•• Sanitation		
•!• Products & Supplies		
•!• Application		
•!• Methods		
•• Final Clean-up & Disposing of Soiled Materials		
BLOOD SPILL PROCEDURES	15	12
•!• Protection		
•• Antiseptics		
•!• Gloves		
•!• Sanitation		
•!• Contaminated Objects		
•!• Antimicrobial Cleanser		
•!• Disposing of Soiled Materials		
OHIO LAW	10	10
•!• Salon Sanitation Rules & Regulations		
•• Ohio Revised Code		
•!• Ohio Administrative Rules		
NAILART	5	5
•!• Designs		
•!• Free Hand Art		
•!• Brushes & Supplies		
•!• Air Brushing		
ELECTRIC FILING	5	5

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•• Sanitation		
•• Use of Tools		
•• Safety Precautions		
PROTECTION OF THE PUBLIC/COSMETOLOGY		
LAWS&RULES	15	10
... Consumer Safety		
•• Product Safety		
•• Bacteriology		
•• Sanitation & Sterilization		
•• Dispensary		
•• Communicable Disease Control		
THE SALON	29	15
•• Job readiness		
•• Advertising		
•• Decor		
•• Opening Salon Package		
•• License & Permit Policy & Procedure		
•• Appointments		
•• Independent Contractor		
•• Inspection Enforcement		
•• Insurance		
SALON SUPERVISION	10	10
... Hiring		
•• Termination		
•• Salon Professional Ethics		
•• Managers Present/Rules & Regulations		
COMPENSATION	1.5	1
•• Salaried		
•• Commission		
•• Deductions		
•• Independent Contractor		
•• Tips		
TAXES	1.5	1
•• Social Security Taxes		
•• FICA		
•• Federal		
•• City		
•• State		
OHIO LAW	2.5	2.5
•• Ohio Revised Code		
•• Ohio Administrative Rules		
CONTINUING EDUCATION	2.5	2.5
•• Policies		
•• Procedures		
MSDS	2	
•• Disinfection		
•• Use of		
•• Law		
ADVANCED TECHNIQUES NAILS	25	25
•• Communication Skills		
•• Anatomy		
•• Massage Techniques		
•• Equipment		
•• Product & Service Sales		
•• Fundamental Business Management		
ADVANCED TECHNIQUES ESTHETICS	55	55
•• The Skin		
•• Anatomy		
•• Massage Techniques		
•• Facials		
•• Hot Stone Massage		

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- !• Communication Skills
- !• Product Sales & Service
- !• Use of Equipment
- !• Fundamental Business Management

TOTAL

502

548

#### CLASS SCHEDULE -PARAMOUNT BEAUTY ACADEMY

##### Managing Cosmetology Course Full

###### time schedule:

Monday through Friday 9:00am to 3:00pm (Monday- Thursday optional till 5:00pm, Friday till 4:00pm) or

Monday through Friday 9:00 am to 5:00pm four days a week of which one day must be Friday

Mandatory two Saturday's per month 9:00am to 3:00pm

9:00am to 12:00pm

Theory, Demonstration and Practice/Clinic

Lunch is scheduled by the instructor

1:00pm to 3:00pm

Theory, Demonstration, Practice/Clinic and Sanitation 3:00pm

to 5:00pm

Review, make up attendance hours, make up tests

Full time is 120 hours per month

###### Parttime schedule:

15 hours per week

Mandatory two Saturday's per month 9:00am to 3:00pm

Student picks 3 days from 9:00-3:00pm of which one day must be Friday

Part time is 60 hours per month

Managing Cosmetology is also offered as a night class. All night class schedules are 5:00pm to 9:00 pm on Monday, Tuesday, and Thursday evenings with 2 Saturdays per month. Part time/Night time students are required 60 hours per month.

Students are scheduled on an individual bases within these time frames.

##### Managing Esthetics and Managing Manicurists

###### Full time Schedule

Monday through Friday 9:00am to 3:00pm (Monday-Thursday optional til 5:00p.m, Friday til 4:00pm) or Monday through Friday 9:00 am to 5:00 pm four days a week of which one day must be Friday Mandatory two Saturday's per month 9:00am to 3:00pm.

Full Time is 100 hours per month

###### Part Time schedule:

15 hours per week.

Mandatory two Saturday's per month 9:00am to 3:00pm

Student picks 3 days from 9:00-3:00pm of which one day must be Friday

Part Time is 60 hours per month

##### Combination Managing Esthetic/Managing Nail Technician Course:

Full Time: Managing Nail Technician Days-Tuesday and Thursday 9:00am to 3:00pm, and 2 Saturday per month. All Days are 9:00am to 3:00pm.

Managing Esthetic Days- Monday, Wednesday and Friday 9:00am to 3:00pm, and 1 Saturday per month. All Days are 9:00am to 3:00pm

Part Time: Managing Nail Technician Days Thurs. 9:00pm to 5:00pm  
Managing Esthetic Days Tues. and Wed. 9:00 pm to 5:00pm

Manicuring parttime Schedule: A minimum of 15 hours per week scheduled.

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#### OTHER CHARGES

Registration fee: Management Cosmetology, Cosmetology, Management Esthetics, Comination Management Esthetic/Management Nai1Technician\$100 Manicuring Manager, Manicuring \$100.: Application fee \$100: Termination or Withdrawal Fee \$150.00 (waived if student returns, may only be waived one time per student. Transfer or Transcript Fee NO CHARGE

#### STUDENT ADVISING

Each student's daily activities are monitored to insure satisfactory progress is being made. Frequent private advising sessions are made to encourage students to meet their scheduled graduation dates.

#### STUDENT SUPPORT SERVICES

We offer a wide range of services that will help the student achieve personal and professional growth and academic success. Individual advising sessions are available to assist you with academic, personal, professional and career related concerns. Students have access to advising from member's of the school's staff, including referral to professional assistance when necessary.

#### STUDENT PROGRESS ADVISING

Educational objectives, grades, attendance and conduct are reviewed on a regular basis. If a student is failing or not following attendance, conduct, or dress code rules, the student will be advised. Failure to correct deficiencies may result in suspension. Student desiring academic advising is encouraged to contact the Administrator.

#### TERMINATION POLICY

If a student is absent 14 consecutive days without being on an official leave of absence, they will be discontinued and a refund calculation will be done.

#### CONDUCT POLICY

Students must obey the rules of the school and the Ohio State Board of Cosmetology Rules and Regulations at all times. Failure to comply may result in suspension or termination.

#### TARDINESS AND CLASS CUT POLICY

Student must attend class to master a subject and meet Ohio State Board of Cosmetology time requirements. Excess tardiness and class cuts make it necessary for a student to repeat the subjects missed. Class cuts are defined as leaving school for a portion of the day without permission of the Instructor. Repeated class cuts are a serious infringement of school policy, which could result in probation or dismissal from school.

#### ABSENCE POLICY

A student is required to attend class on a regular basis. If unable to attend a class, the student is expected to notify the office by phone.

#### PLACEMENT SERVICE

We maintain a placement service, which is available to graduating students and past graduates. We do not guarantee employment. Area salon owners and managers contact the school and leave information about job opportunities currently available. A placement service form is filled out and placed on a student bulletin board. If possible, we arrange for salon owners and managers to speak to the senior class when they are looking for new employees. Job readiness is taught to prepare students for salon employment.

#### SCHOOL RECORDS

Information contained in a student file is private and will not be given out to any person without permission from the student (refer to the institutions Privacy Policy). The student has the right to review his or her own file during school hours upon request, and with a school representative during the review to insure against file tampering. Certain governmental agencies and financial institutions have the authority to request limited information pertaining to satisfactory progress and financial matters. Student files are kept 5 years from the last transaction date.

#### SCHOLARSHIPS

Scholarships may be offered to graduating high school students. To qualify, a scholarship certificate must be filled out. The student must write a short essay as to why they want to be a professional cosmetologist. Present the essay to the School Administrator when they have a personal interview. Acceptance decisions are made by the School Administrator based upon neatness of the essay, need of the student and attitude of the applicant.

## REFUND POLICY

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. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. 2) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee of \$100. 4) A student notifies the institution of his/her withdrawal in writing. 5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days) 7) In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% TO 04.9%	20%
5% TO 09.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$ 150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## **RETURN OF TITLE IV FUNDS**

Federal regulations have been enacted which state that the students may forfeit a portion of their Federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

A) receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e. Federal Pell Grants, Federal SEOG awards, or Stafford or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs

And

B) who withdrew or were terminated from the institution during the first 60% of the payment period in which they withdrew or were terminated.

Payment periods are defined as four 450 clock hours for Managing Cosmetology students, three 450 and one 150 payment periods for Cosmetology, two 450 and one 150 clock hour payment periods for the Managing Esthetic/Managing Nail Technician and two 375 clock hours for Managing Estheticians.

Eligible Title IV aid recipients who fail to complete over 60% of any payment period are considered to have not earned all of the federal aid that may have previously been awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. Title IV refunds will be calculated using the student's scheduled hours.

## **CERTIFICATES AWARDED/GRADUATION REQUIREMENTS**

After satisfactory completion of the course according to the standard of Paramount Beauty Academy a certificate is awarded certifying that the schools requirements have been met.

Graduation requirements are as follows:

- Must complete state board required hours per program of enrollment
- All tests must be taken and passed with 75% or higher grade average
- Completion of all practical requirements
- All financial obligations must be satisfied

## **RE-ENROLLMENT**

In the event a student discontinues the course in good standing and chooses to re-enroll to complete the training; the student will do so under the sole option of these institutions. If such re-enrollment does occur, the student will receive full credit for hours earned subject to applicable state and federal regulations.

If a student has been out of school for 6 months or more, a new Enrollment Agreement will be executed which

adjusts the course period completion date. The student will be charged the current hourly rate times the number of hour's left to complete the course. Will return at the same progress.

### LEAVE OF ABSENCE POLICY

A leave of absence may be granted. All Leave of Absences must be requested by the student in writing and must specify the reason for the Leaves of Absence. The combined number of Leaves of Absence days may not exceed the number of days for each program as stated below:

1800 Managing Cosmetology	180days
1050 Esthetics/Manicuring	105 days
Combo	75
750 Managing Esthetics	150
1500 Cosmetology	30
300 Managing Manicurist	20
200 Manicurist	

Students not returning on the 180<sup>th</sup> day, or 105,75,150,30 or 20<sup>th</sup> day a refund calculation will be completed, and any refunds due the student or Title IV Funds will be returned.

When a documented leave of absence is requested and granted, the student's completion date will be extended the amount of the leave without cost to the student.

THE OFFICE MUST BE NOTIFIED IN WRITING AND APPROVE ALL LEAVE OF ABSENCES IN ORDER TO

MAKE IT OFFICIAL. The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. These institutions are not responsible for any student property left on the premises.

A Student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

### MAKEUPWORK

Make up work is accepted from students excused by the instructor.

Make up work is NOT permitted for the purpose of receiving Veterans training allowances. The Veteran's Administration will be notified immediately when a veteran student is granted a leave of absence.

### SCHOOL HOLIDAYS

The school is closed on the following holidays:

\* New Year's Day • Memorial Day \* Independence Day \* Labor Day\*Thanksgiving Day and two days after \*Christmas Day \*Martin Luther King Day

\*Depending on what day the holiday falls, the school has the option of closing the day before or the day after a holiday.

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#### INSERVICE DAYS

The school will close at noon on the following in service days In service day will begin at 1:00pm  
The third Friday in March and Third Friday in September

#### WEATHER RELATED SCHOOL CLOSING

TV station channel 3 WSAZ, ONN Channel 10., and each student and facility member will receive a phone call from the institution in case of school closure due to bad weather or emergency situations, students may also check online.

### SECTION 504 INTERNAL GRIEVANCE PROCEDURE

It is the policy of Paramount Beauty Academy (the "School") not to discriminate on the basis of disability. The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Executive Administrator Deborah Moore who has been designated to coordinate the efforts of the School to comply with Section 504. Ms. Moore address is Paramount Beauty Academy 1745 11th Street, P.O. Box 1444 Portsmouth, Ohio 45662 (740)353-2436.

Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The School will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance procedure

Grievances must be submitted to Deborah Moore or Joyce Goddard at 1745 11th Street, Portsmouth Ohio (740)353-2436, the Section 504 Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Coordinator (or her/his designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the School Executive Administrator, Deborah Moore at 1745 11th Street P.O. Box 1444 Portsmouth, Ohio 45662, (740)353-2436 within 15 days of receiving the Section 504 Coordinator's decision. Mrs. Goddard shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights.

The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodation, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for such arrangements.

## PARAMOUNT BEAUTY ACADEMY CODE OF PROFESSIONAL CONDUCT

Paramount Beauty Academy set forth specific policies for the purpose of promoting a positive learning environment and a pathway to career success. Professional conduct is the only level of conduct expected from each future Professional in the school. Developing efficient work habits, a positive attitude and definite goal orientations can only enhance the graduates potential for success. **PLEASE FAMILIARIZE YOURSELF THOROUGHLY WITH THESE POLICES AS YOU WILL BE WARNED ONLY ONCE.** This warning will be placed in your file.

- Park only in designated areas for Future Professionals.
- Be familiar with and follow the time clock policy given at orientation.
- Notify the school BEFORE class time of absenteeism or if you will be late. Any Future Professional not calling the school for absences will be called by the school.
- Comply with the published Dress Code and practice proper hygiene and grooming at all times
- Practice courtesy and professionalism at all times when dealing with Future Professionals, Staff; Clients and visitors to the school.
- Personal belongings and purses must be kept in your assigned LOCKER. The school will not be responsible for personal items. Back packs, duffie bags, etc. are not allowed on the Student Salon Floor and must be removed from school premises daily.
- Understand that training involves sanitation, cleanliness and care of equipment. YOU are responsible for your personal workstations and work area. The STATE of OHIO requires that Future Professionals follow all SANITATION Rules and Regulations.
- Follow all state laws and regulations at all times during school. State Law forbids a Future Professional to practice Cosmetology/Esthetics/Nail Technology without a license unless under the direct supervision of a licensed Instructor. Violators will be reported to the Ohio State Board of Cosmetology.
- All must follow the published rules on Drug and Alcohol Abuse.
- No chewing gum, eating or drinking except in the Future Professional Break Room.
- Smoking allowed only in designated area and must be kept clean at all times or you will lose this privilege.
- Obtain Permission from an Instructor prior to leaving the classroom or the facility (you must clock out) for any reason.
- Discuss only ethical and professional subject matter during school hours and refrain from using profanity, obscene gestures, fighting or yelling in or around school premises. **SUCH BEHAVIOR COULD RESULT IN IMMEDIATE TERMINATION.**
- Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the front entrance and register at the reception desk. They are allowed in the reception area only. They may be asked to leave unless they are here for a service. **REMEMBER:** the student salon is a classroom.  
Be fair, honest and **NEVER STEAL.** Any Future Professional found guilty of theft or destruction to property in or around the school will be prosecuted to the fullest extent of the law and will be terminated from the schools.
- Repair of hairstyle, nails or makeup etc. must be done only with the permission of the Student Salon Instructor only.
- Any student wishing to change their schedule of attendance must first discuss the possibility with the schools Administrator.
- Comply with lunch times and breaks. Breaks and Lunches **CAN NOT** be combined.
- Be involved in the curriculum related activities at all times when clocked in. All students must be clocked out when on lunch. Students not clocked in may not linger in the school and distract other students from their training responsibilities. Students will be warned once, and then asked to leave. Hours will be given accordingly
- **SERVICE DAYS:** There is a minimum fee charged, which must be paid prior to the student service. To Qualify and Receive a service: Student Salon Instructors must approve all services. Students must be up to date on their grades, practical sheets and attendance. **CLIENTS ARE ALWAYS SERVED FIRST.** Clocking out during regularly scheduled school hours to receive a service **IS NOT PERMITTED.**

**PERSONAL SERVICES ARE CONSIDERED REWARDS FOR WHO ARE UP TO DATE WITH ALL PROJECTS, TESTS, PRACTICAL SHEETS AND ATTENDANCE REQUIREMENTS.**

- Incoming calls will be forwarded **ONLY IN CASE OF AN EMERGENCY.** For other incoming calls, messages will be given to the student. **CELL PHONES ARE TO BE KEPT IN STUDENTS LOCKER ONLY, WITH THE RINGER**

**TURNED OFF.** Cell Phones may **ONLY** be used when on break or lunch outside the building and **NEVER** in the classroom or in the Student Salon areas.

- **CJ** The only books and materials allowed in the classroom or student salon are those that are used at The Hornsby Group Schools.
- **0** All Future Professionals must be prepared for all class and student salon work. You must have **ALL** equipment books and supplies that were issued to you at all times in school. Kit checks are done periodically with no advance notice. Equipment and supplies not issued must be approved by the Instructor or Administrator **BEFORE** you will be allowed to use it. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

Revised February 24, 2014

- Future professionals MAY NOT REFUSE an assignment in either practical or client. You are expected to accept Lab Work graciously and with a professional attitude. REFUSING AN ASSIGNMENT: The administrator/instructor will have you clock out and leave for the day.
  - ALL WORK MUST BE CHECKED BY AN INSTRUCTOR for credit and grades to be given.
  - Any student caught cheating or forging initials or signatures will be referred to administrator for suspension or termination from Paramount Beauty Academy.
  - We can not teach absent future professionals. All students must attend classes according to their assigned schedules. All theory classes are taught in rotation.
  - All students must comply with the schools Satisfactory Progress Policy at all times. Failure to maintain Satisfactory Progress can cause loss or delays in funding, delay graduation or termination. See guidelines given at orientation.
  - Complete all assigned theory, practical, and lab assignments in the designated time frames including any assignment required to establish eligibility to retake failed exams or take missed exams. **IT IS YOUR RESPONSIBILITY TO MAKE UP A MISSED TEST.** The final transcript of hours will not be completed until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
  - The Ohio State Board of Cosmetology requires all future professionals must be evaluated in both theory and practical prior to performing services in the student salon.
  - The school will hold any books, equipment or supplies left at the school for a period of 30 days from the students last date of attendance. After that date, they will be disposed.
  - The school reserves the right to change or add to any of the schools policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.
- Attendance-Actual attendance hours in school are rounded to more than the nearest quarter hour.  
Daily Time Sheets are to be filled out by the student and documented/signed by the instructor.  
Kits-Supplies are the personal responsibility of the student. Sanitary procedures should be followed very closely in the sterilization of all equipment in kits. Purses and food may not be kept in the kits. Kits and lockers will be inspected.  
Dispensary-additional supplies needed for training are requisitioned from the instructor.  
Only professional products approved by the school may be used for practice or for use on clients in the laboratory/clinic.

REFER TO ADDENDUM TO CATALOG FOR PRICE STRUCTURE

THIS CATALOG IS REPRESENTING :

Paramount Beauty Academy

1745 11th Street Portsmouth, Ohio 45662

**DISCLOSURES**

**Managing Cosmetology-1800 hour program**

**SOC 39-5012.00**

**Paramount Beauty Academy**

On Time completion rate-Unverifiable

Placement Rate-88%

Median Federal Student Loan \$2,363.50

Median Non-Federal Student Loan Debt-0

Application and Registration \$250

Lab \$500

Tuition \$16056

Books \$650

Equipment \$1350

Tax \$159.50

Misc \$200

**Cosmetology-1500 hour program**

**COC Code 39-5012.00**

**Paramount Beauty Academy**

No students in this program to compile data

Application and Registration \$250

Lab \$500

Tuition \$13380

Books \$650

Equipment \$1350

Tax \$159.50

Misc \$200

**Managing Esthetics-750 hour program- SOC Code 39-5012.00**

**Location Paramount Beauty Academy**

On Time Completion Rate	Unverifiable
Placement Rate	88%
Median Federal Student Loan/Private Loan Debt	\$2363.50
Median Non-Federal Student Loan/Private Loan Debt	\$0

**Managing Esthetics**

Application and Registration	\$250.00
Lab	\$250
Tuition	\$10021.00
Books	\$540
Equipment	\$1200
Tax	\$131.95
Misc	\$80

**Managing Combo Program-1050 hours-SOC Code 39-5012.00**

**Location Paramount Beauty Academy**

On Time Completion Rate	New Program
Placement Rate	New Program
Median Federal Student Loan	New Program
Median Non Federal Student Loan	New Program

**Managing Combo Program**

Application and Registration	\$250.00
Lab	\$400.00
Tuition	\$10,645.25
Books	\$940.00
Equipment	\$2200.00
Tax	\$227.65

