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Dr. Elborno Academy

Advanced Permanent Makeup Cosmetic Training

STUDENT CATALOG

Permanent Makeup Program Course Curriculum

At Dr. Elborno Academy we provide Permanent Makeup Training Program also known as Micropigmentation, tattoo makeup or cosmetic tattooing, that will help you to get started in this rapidly growing, lucrative field. Our goal is to provide you with a solid theoretical foundation coupled with practical, hands-on experience, and ongoing support that will set you ready for your future career. We recognize that every student's learning curve is different and specialize in highly individualized one-on-one or small group instruction that allows us to custom tailor your curriculum and schedule to meet your special needs.

Our classes are presented using numerous educating techniques such as, lectures, power point presentations, live demonstrations, discussions, medical concerns and answers, color theory and formula workbook, and lots of hands-on training is what makes our classes the most comprehensive in our industry today. Are classes are designed to have a small class setting to ensure more one-on-one time with each student.

With our program you learn the safest, most effective Permanent Makeup application and techniques as well as foundations of starting your business, marketing, and how to become successful. We will cover topics relevant for your business such as:

- Introduction to Permanent Makeup Cosmetics
- Set up Requirements
- Client consultations
- Health Requirements
- Sanitation and Sterilization
- Client Preparation and Artistic Techniques
- Color Theory
- Review of Proper Forms



Our Mission

The mission of Dr. Elborno Academy is to serve the public with the most aesthetically perfect permanent cosmetic procedures within the most thorough, professional and clean environment in the permanent cosmetics field. We create and promote higher standards of education, training, performance, ethics, and safety for permanent makeup artists, traditional tattoo artists, and branding professionals. We work with Alopecia (loss of hair) clients, paralysis of the face, clients with poor eyesight or shakey hands that can no longer apply their makeup well, athletes who perspire a lot and dislike their eyebrows, eyeliner, or lip liner smudging, clients with sparse eyebrow hairs or lashes that need a definition, clients with small scars on their brows, or lips etc. that is why it is very important to us to ensure clients the most effective and gratifying permanent cosmetic experience and techniques.

Our Objective

Students will receive a certificate of training for permanent cosmetics after completing the course and demonstrating your skills. Also, you will receive ongoing support with our Academy which is necessary for success. Classes will include a kit, equipment and supplies needed for the class and to work on during class. Models are also provided for you. We will also be supplying our students with their first machine, pigments, starter pack.

Our program and training will cover:

Machines – Learn about the different types of machines used for the application of Permanent makeup.

Hand Tools – Learn about the different types of needles that are used for the application of eyebrows & eyeliner.

Color Theory – Understanding Color Theory is one of the main factors in developing a successful career in Permanent Makeup. Applying color theory to the field of permanent makeup requires the knowledge of pigment and skin tone = final results!



OSHA Standards – Get the latest information on governmental regulations concerning sterilization & decontamination. Learn proper procedures in setting up

& breaking down your workstations. We also cover MRI Safety, the dangers of Hepatitis C, HIV, blood borne pathogens & OSHA Standards.

Business Practices & Marketing – In this portion of the class we discuss “industry standards” for finding a good location, setting up your business and what to pay or not pay for rent, sales and how to service your clients during a consultation; networking & marketing; the availability of support when you become a member of a national or local permanent makeup organization.

Aftercare – Learning aftercare and the importance of educating your clients on aftercare are discussed. An educated client is a happy client.

Preparation - You will learn which topical anesthetics to use to numb the brow and how you can save time and money by mixing your colors and designing brow shape while waiting for client to numb.

Eyebrow Shaping and Design – Learn the proper way to draw brows! We instruct you in the proper techniques of placement, symmetry, and choosing the best color for your client. As the beauty industry has said for many years “brows are “sisters” not “twins”. We discuss how to get your client to see their brows as a vital part of their whole face, not just matching brows.

Application – You will work with your instructor on performing an actual eyebrow procedure learning technique, stretching and the difference between regular eyebrows and hair strokes eyebrows. Also, you will learn and work under supervision of the instructor to perform lip liner, full lips, and eyeliner.



Meet the Trainers

Ahmed Elborno

MD

Ahmed Elborno, M.D is the Owner and Director of Dr. Elborno Academy and Bellasense Med Spa. He is the director of the Pain Center of Excellence at Hinsdale Hospital. He holds board certifications from the American Board of Anesthesiology, subspecialty in Pain Medicine, American Board of Pain Medicine. Competence and Narcotic Certification, American Board of Minimally Invasive Spine Specialists, The American Board Of Anti-Aging & Regenerative Medicine (ABAARM). American Board of Interventional Pain Physicians (ABIPP), and the Fellow of International Pain Physicians (FIPP).

Before Joining Adventist Hinsdale Hospital, he was the Department Chairman of Anesthesia and Peri-operative Pain at Rush Oak Park Hospital, Assistant Professor of Anesthesiology at Rush Presbyterian- St. Luke's Medical Center of Chicago. He completed his fellowship in Pain Medicine at Rush Presbyterian- St Luke's Medical Center of Chicago, and his residency in General Surgery and Anesthesia at Loyola University Medical Center.

He holds particular pharmacological and clinical experience that allowed him to be a national and international speaker and instructor for many medical device companies and pharmaceutical companies. He teaches minimally invasive procedures to other practitioners nationally and internationally. He has been also a speaker and instructor for spinal cord stimulation and percutaneous disc decompression.



He is national and international speaker in a variety of pain conditions including and not limited to back pain and pinched nerve pain due to herniated disc or failed back surgery.

Ahmed Elborno has traveled the world far and wide to train with the best in Permanent Cosmetics to advance his skills and learn cutting edge procedures. He is a master artist trained by Branko Banic, Anna Savina and Biotek, and certified permanent cosmetic professional by the Society of Permanent Cosmetic Professional Organization SPCP.

Permanent Makeup by Wasan,

Director of Bellasense Med Spa & Dean of Dr. Elborno Academy. Licensed, Certified Master diploma of Micropigmentation, Microblading Artist, and Certified Aesthetic Consultant.

meet our licensed Permanent Cosmetic Specialist and Professionals to give you a look you'll enjoy for years to come. Wasan is our micropigmentologist who is trained in Bloodborne Pathogens and Infection control for tattooing. Also, certified in Paramedical procedures and eyelash extensions. Wasan is a certified aesthetic consultant who is always searching for the most advanced equipment's, to bring the highest quality and innovative techniques for the best outcome. Aside to her success, Wasan has traveled many years to train with the best in Permanent Makeup Cosmetics to advance her skills and learn cutting edge techniques. She was trained by many international masters of Permanent Makeup, including Branko Babic, Anna Savina, and Biotek. She is a member of SPCP for many years.

Wasan is also a certified aesthetic consultant and has her background degree in health and science with an extensive skin care experience who focuses on a variety of skin care conditions including hyper-pigmentation, acne, excessive hair, laser hair removal, skin tightening, aged



skin, dermal fillers and Botox. She works with a variety of skin care lines and peels to help your skin reach its potential and ultimate luster.

Wasan has been trained under Dr. Elborno board certified and fellowship in Anti-aging for many years which gave her the experience and initiatives to manage the luxurious Med Spa. With her artistic soul, beauty knowledge, business and management experience, her mission is to give her clients the outmost professional treatments in the cosmetic and aesthetic industry.

Highlights Include:

- Licensed by the Florida Department of Education
- All Graduates will receive an official diploma backed by the Department of Education
- Doctor Supervised
- Board certified micropigmentation instructors on staff
- Red Cross certified in Universal Precautions and Infection Control
- Fully Insured- “Hands on” live model clinic
- Graduates receive discount on malpractice insurance
- Rotary equipment included with tuition.

FUNDAMENTAL CURRICULUM FOR BEGINNER TECHNICIANS

You will learn cutting edge techniques relevant in today’s Permanent Makeup world. These techniques include the 3 Dimensional Hair Stroke Eyebrows, Eyeliner, Full lip and Lip liner procedures. Study Materials will be provided for you and a training manual will be shipped to you for home study prior to class. You will be tested on this at the end of class.



7 Day- Beginning Program:

1. Introduction to Micro-pigmentation

- A. History of tattooing
- B. Devices used / description & development
- C. State Regulations
- D. Insurance

2. Anatomy and Physiology of Skin

- A. Layers of the skin.
- B. Functions of the skin.
- C. Understanding the exfoliation process.
- D. Skin disorders.
- E. The blood, tissue fluid, lymph.
- F. Skeletal and muscular system.

3. Health Requirements / Sanitation & Sterilization

- A. State and County Health Department Regulations.
- B. OSHA and CDC (Center for Disease Control).
- C. Sterilization and cross contamination, blood borne pathogens.

4. Machine Technology

- A. Knowing and understanding the different machines used in Permanent Makeup Cosmetics.
- B. What is digital?

5. Techniques and Needle Groups

- A. Handling the skin.
- B. Anesthetics used in permanent cosmetics.
- C. Proper needle selections.
- D. Eyebrow, eyeliner and lip procedures.
- E. Proper application and depth of implantation.
- F. Preferred needle groups.

6. Color Theory

- A. The color wheel.
- B. Mixing colors.
- C. Choosing the correct color using our color system.
- D. Color undertones and overtones.
- E. Color retention.
- F. Pigment bases.
- G. Color removal.



7. Design and Enhancing

- A. The right brow shape.
- B. Making a thin lip look fuller.
- C. Correcting an uneven lip.
- D. Lash enhancement or eyeliner.

8. Set-Up requirements

- A. Treatment room
- B. Necessary supplies, instruments and furniture
- C. Professionalism.

9. Consultation and Client Concerns

- A. Complete portfolio including: medical forms, questionnaire and all release forms.
- B. Facial diagrams to clarify areas, technique and colors used.
- C. After care instructions.
- D. Before and after photos.

10. Client Preparation and Artistic Techniques

- A. Face structure.
- B. Symmetry.
- C. Pre-Procedure information.
- D. Marking the skin.
- E. Effective topical anesthetics.
- F. Application techniques of eyebrows, eyeliner and lips.

11. Documenting your work

- A. using the proper consent forms and procedure release forms.
- B. How to chart your clients.
- C. Insurance issues.

12. State and Local Legislation

- A. Liability insurance

13. How to Market

14. One Hour Exam

We Provide:

- Models for a minimum of six (6) procedures.
- All legal forms (consent, medical, release, etc.) needed to get started
- Liability insurance information with an A+ company.
- Graduation "Certificate of Completion" diploma.
- Ongoing support to all our graduates.
- Ongoing continuing and advanced education through the year.
- Workbooks



- 35-hour pre-study material
- Permanent makeup rotary machine
- Needles and supplies to complete 10 procedures
- Set of 5 most popular colors
- Class supply carrying case packed with extra needed work supplies
- All supplies needed during class
- Complete set of class photos and before and after photos of your procedures to start your portfolio.

A savings of over \$1,300 included in class

You will have enough supplies to get you started in your exciting new career.
No other supplies are needed unless you desire to purchase additional colors
or needles.

How much will it cost?

Permanent Makeup is very lucrative career requiring only a small investment of your time and money. Our 7-Day Basic training class that includes the 3D Hair stroke eyebrows is \$ 4,200.

Admission

Students are welcome to enroll in our program of Permanent Makeup Cosmetic Training. All information will be provided to students who are interested in our program. Enrollment form will be sent out to students to fill out and once we receive the form we will proceed with registration process. **The minimum age for acceptance into the training program is 18 years of age.**

Tuition and fees:

For 7 days, basic training is \$4200

\$500 hundred nonrefundable fee is due when you register for the basic training.

\$3700 is due two weeks prior to class date



Terms of Payment

- A \$500 (non- refundable) deposit of Training Fee is due with registration, which should be reserved in advance to your class date. At this time your workbooks and all pre-study materials will be sent to you. Course bookings are on a first come, first serve basis, so book early to reserve your preferred dates.
- Balance of Training Fee is due 2 weeks prior to class date.
- Method of payments: cash, Cashier's check, Visa, MasterCard, American Express, Discover.

School Policies

Dr. Elborno Academy does not discriminate on the basis of age, gender, marital status, national origin, race or religion.

Attendance and Tardiness

To receive a certificate of completion, you must arrive on time for class each day. Classes begin at 9 am and end at approximately 7 pm. Each day. Students who arrive late or miss class time, will be responsible for additional charges as listed in the Enrollment Agreement. Students must work on live models and complete required hours to receive certification. It is the instructor's sole discretion whether a student is ready to work on live models. If a student is unable to meet minimum standards as required, there will be no refund of tuition.

Student success Data-

Based on the fact that Dr. Elborno Academy is not operational yet, so student success data is not available at the time. *****The institution has not completed a cohort to show student success data yet.***

Transfer policy

In case of student decision to transfer to any other institutions of similar education and or higher education, Dr. Elborno Academy will consult with the institutions to which the student may seek to transfer, and will do all the arrangements necessarily with the constitutional counterpart when these arrangements exists.

Accreditation

Dr. Elborno Academy is not accredited by a US Department of Education recognized accrediting body.



Student records

all student records will be kept for a period of 5 years from date of graduation. Records are private and can be accessed only with a written request from the student and will be only sent directly to the student. **Students transcripts will be kept indefinitely.**

Satisfactory Progress policy and Evaluation

Students must maintain satisfactory progress while enrolled in training. Each student is evaluated during each phase of the class, and if a student's comprehension or performance falls below the passing level of 75%, re-evaluation or additional time will be recommended for practice and study before conclusion of the program. If the student chooses not to bring their skills and understanding up to a level that allows them to safely perform services, no certification will be granted even though they may complete other requirements. Records are kept by our academy and available to the students as required by Illinois law.

***** due to the fact that Dr. Elborno academy is not operational yet, the institution has not completed a cohort to show student success data yet.***

Complaint procedure

Any questions concerning this training program which have not been satisfactorily answered or resolved prior to class should be directed to the Academy Director Dr. Elborno at 6747 Kingery Hwy, Willowbrook, IL 60527. Or contact us by phone at 630-568-3862.

Complain policy:

Dr. Elborno Academy will provide the Board of Education address, phone number, and internet website for reporting complaints. You can refer to our website at www.elbornocenters.com, or contact us at 630-568-3862, or go to ibhe.org under consumer information and click online complaint system:

Filing a Complaint

Go to ibhe.org under consumer information, click on online complaint system. Or contact them at:

**Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capital Plaza Ste 333
Springfield, IL 62901**



Student conduct

Students are expected to behave maturely. Students displaying disruptive behavior will be terminated from the program. Disruptive behavior includes, but is not limited to: harassing other students, possession or being under the influence of drugs or alcohol, or abusive language. The ethics statement outlines our behavioral expectations. It is expected that all instructors will be familiar with these issues and strive to uphold their essence.

Termination policies

Students who behave inappropriately will receive a written warning. A second infraction of conduct policy will result in a termination from the program. Six months after termination, student may reapply for admissions to an upcoming class. Admission is not guaranteed.

Ethics statement

As an owner and director of the Dr. Elborno Academy, it is our responsibility and privilege to support the physical, mental and spiritual welfare of our students, and to uphold the dignity and integrity of our program. Therefore, we agree to abide by the following guidelines:

- **Relationships with Students-** In recognition of the trust placed in us by our students, we agree to show only the highest regard for our students' beliefs and values, offer our services of teaching to all persons, regardless of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, political affiliation, sexual orientation, avoid any action that we know will conflict with the higher interest of our students, avoid taking unfair advantage of students financially, sexually, romantically, or otherwise.
- **Professional Conducts-** In conducting our teachings and practices, we will offer only those services that we are competent to provide, be honest, straightforward, fair and conscientious in all business dealing, manage our business finances according to accepted business and accounting practices, in advertising and other descriptions of our services including verbal, we will make no exaggerated claims as to the benefits of our classes and we will represent our training, qualifications, abilities and affiliations accurately.



Enrollment Agreement

This enrollment agreement is a legally binding instrument acknowledging that you have been given reasonable time to read and understand it, and that you have read a statement of Dr. Elborno Academy policies regarding tuition, payment, cancellation, refund, and ethics. Student acknowledges and is aware he/she will be attending the applicable micropigmentation course(s) only under the terms of this agreement. Student acknowledges and is aware that Dr. Elborno Academy does not certify to perform tattoo removal, scar camouflage. Students acknowledges that success is dependent on his/her application of practices learned in each course. The student additionally understands that minimum standards must be met to receive a certification of completion. The academy is in no way required to issue a certificate of completion unless the student performs satisfactorily in all aspects of the course(s). the instructor will make every effort to work diligently with each student to ensure successful completion of each course. Each student must complete work on live models, and attend their minimum 100 scheduled classroom hours in addition to studying his/her manual. Students who are late for class will be charged a fee of \$50 per hour to make up time with the instructor on a future date.

The student acknowledges that if any equipment belonging to the instructor is dropped, damages, or otherwise misused in any way, the student will be required to replace the damaged equipment at the current cost of equipment. Student acknowledges that he/she is responsible for research of his/her local and state laws regarding licensing and operation. Dr. Elborno Academy nor its instructors are in any way responsible for legal advice regarding laws that govern the student's state. Student agrees that it is the instructor's sole discretion when student is ready to perform work on live models. While the school will make every effort to provide live models for students to work on, student acknowledges that no guarantees can possible be made concerning said models. All supplies for use during training will be provided for students. Student start-up kits and replacement supplies are available for purchase.

Student must remit either a deposit by Visa, MasterCard, Discover, American Express, Cash or Cashier's Checks the day they register to enroll in a class. This deposit will be deducted from tuition, which is due in full or later than 2 weeks prior to your class start date unless payment arrangements have been made and a promissory note signed before a notary public has been received. If balance of tuition is not received within 14 days prior to start date, student forfeits their original deposit, which held that class and will need to reschedule with a new deposit. **The minimum age of acceptance into the training program is 18 years.**



Enrollment Form

Please Print clearly

Student information:

Name: _____ Gender: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Cell Phone: _____ Home Phone: _____

Present Occupation: _____ Emergency Contact & Phone: _____

Relationship: _____

Program information:

Date of admission: ____/____/____

Program/ Course Name: _____

Description of program/ course: _____

Requirements and prerequisite for admission to program/course: _____

Program/course objectives: _____



Program start date: _____ Scheduled end date: _____

Time class begins: _____ Time class ends: _____

Total credit or clock hours: _____

7 FULL DAYS TRAINING Tuition and fees:
For 7 days, basic training class tuition is \$4200
\$500 hundred nonrefundable fee is due when you register for the basic training.
\$3700 is due two weeks prior to class date
Preferred Class Date Start ____/____/____

FAX YOUR ENROLLMENT FORM TO 630-828-2996 OR EMAIL IT TO:
wasan@elbornocenters.com

Tuition and fees:

Deposit: \$500 is needed to reserve your class date. **(Deposit is non-refundable.)** on receiving your class deposit, our workbooks and all pre-study materials will be sent to you. This will help prepare you for the class. Studying the workbooks thoroughly is a **MUST** before class begins!! Please allow 35 hours of home study. **Class fill up quickly, please call for available class date.**

Cancellation policy/ Refund:

In case of program cancellation by the institution for any reason, the student funds will be returned in full to the students within 5 business days.

A deposit or full tuition payment via cash, cashier’s check, Visa, MasterCard, Discover or American Express will reserve space in class. Student will receive a full refund of deposit or tuition if notice of intent to cancel is received within 72 hours after receipt of initial payment. Please allow up to 10 business days to receive refund. Deposit is deducted from tuition and balance of tuition is due 14 days prior to start of class unless payment arrangements have been made and a promissory note has been signed before a notary public and returned. Deposit, nor tuition, are refundable if student cancels after 72 hours of receipt of payment or if student fails to show up for class. However, if there is a proven emergency, we will offer the student the



next available opening dates for two classes in which they can participate at no additional charge. Student must clear their schedule and pick from one of the two classes offered or they forfeit their deposit and/or tuition.

Students must read, understand, and agree to their rights and responsibilities, and acknowledge that the cancellation and refund policies have been clearly explained. This

Enrollment Agreement is meant for viewing purposes only and student will receive a printed copy with their deposit or payment when committing to enrollment in a class.

In case of program cancellation by the institution for any reason, the student funds will be returned in full to the students within 5 business days.

Balance Due: ALL CLASS BALANACES MUST BE PAID IN FULL 2 WEEKS PRIOR TO CLASS DATE. (NO EXCEPTIONS.) credit cards accepted are Visa, MasterCard, American Express, Discover. Please make check payable to: Dr. Elborno Academy.

Credit Card # _____ EXP Date _____ Sec. Code _____

Cardholders Name (please print) _____ Credit Type _____

Student Signature: _____ Date: _____



Consumer information

Our academy offers training every month. Classes are to be hold every first Monday of the month at our academy location: 6747 kingery hwy, willowbrook IL 60527. For registration please contact us at: 630-456-6330 or email us at wasan@elbronocenters.com. Or visit our website at www.elbornocenters.com

Future classes schedule: (schedule is subject to change bases on application approval, this is just set for review for the board of education, and once we get approval and set to function will adjust dates).

2016 Calendar Year:

June 6, 2016

July 11, 2016 (due to Independence Day holiday)

August 1, 2016

September 12, 2016 (due to Labor Day Holiday)

October 3, 2016

November 7, 2016

December 5, 2016

Our Academy offers small class setting of minimum 4 students and maximum 8 students for Permanent Makeup Cosmetic Training Program.



Notice to students:

1. Do not sign this agreement before you have read it or if it contains and blank spaces
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business, read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the institution catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The institution does not guarantee the transferability of credits to another school, college, or university. We will provide all credits and transcripts, but any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
Student Initials _____
2. I have carefully read and received an exact copy of this enrollment agreement.
Student Initials _____
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
Student Initials _____
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
Student Initials _____
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations. **Student Initials** _____



6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 431 East Adams Street, 2nd Floor, Springfield, IL 62701 or at www.ibhe.org.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Program Director's Signature

Date



Personal Information Protection-

- Data collected from all students, will be kept completely secure in our data base computerized system. All personal financial and personal information is kept confidential in each student file record. All financial data will be disposed after completion of each course for each student. Any medical history for students are kept confidential in their secure records and cannot be shared with any other personal or institutions. our staff and in good faith will demonstrate and follow all rules and regulations handling these secure information, and will not be shared with others.
- students must maintain a satisfactory progress while enrolled in training. Each student is evaluated during each phase of the class. If a student comprehension or performances falls below the passing level of 75%, re-evaluation of additional time will be recommended for practice and study before conclusion of the program.
- a written exam will be provided to each student by the end of the training program to ensure the assessments of student learning. Also, a practical exam must be completed on a live model under the supervision of the instructor to ensure student learning, and safety performances showing the integrity of student work. The student must perform both written and practical exam with a passing level of 75%.
- our program and those measures we are planning to implement to ensure assessments of students learning and assurance of the integrity of student work are equivalent to all other academic institutions with the same program of study in the state of Illinois ensuring the standard of education outcome.

Fiscal sustainability-

1. Our program of study is a short-term program (7days). The rational and projection is totally dependent on the revenue from tuition and fees. Since it is a short-term program, we do not get any governmental grants and contracts, private gifts and grants, endowment/investment income, sales and services or other source of revenue.
2. Not applicable to our program of study
3. Not applicable to our program of study. We do not offer any financial aid to our students considering the short-term education (7 days).
4. All other expenses including not limited to instructor's salaries, administrative compensations, students services, equipment and instructional materials, operation and maintenance of plant, and other expenditures will totally be dependent on the tuition and fees, considering the short term educational program (7 days).



Liability insurance-

A copy of liability insurance will be provided. Students are not required to have liability insurance during our program of study, because they are in our premises, and under our roof. According to our liability insurance, anyone perform these services, as long as it is inside our premises and under our supervision is covered under our liability insurance. Once the students complete the program and receive a certification of completion, they are responsible to get their own liability insurance on their own. Information on how to get liability insurance will be provided to students with full information to help them to choose the best coverage.

What to bring

Your course fee includes 100 hours of instructions, including pre-study material. All needles, pigments, gloves and supplies that you will require for the 7-day training schedule will be at our disposal during class.

Models- while models are provided by the school you can use a friend or relative if pre-arranged with the academy. All procedures are totally supervised by the instructors who will recognize your strengths and weaknesses long before any practical work has begun. If you are hesitant because you feel that a mistake in class is permanent, then put aside your fears. we will supervise step by step.

Camera- bring along a camera. This is the start of your portfolio and we encourage you to take as many pictures as you like. Remember, if you do not have a good camera, we will be taking photos and you will receive all photos.

Lab Coat- a lab coat is mandatory; our academy will supply all students with a lab coat. We also carry a few nice coats that you can purchase during class.

Lunches- the Academy is conveniently set-up with refrigerator, micro-wave oven and tableware. You will have your lunch each day right in our room for your convenience.



your Journey Starts here!

