CATALOG

2026-2027
Volume XIII

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Panama City Campus

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Panama City, FL 32401
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Niceville Campus

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We help to inspire your creativity!

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ABOUT THE SCHOOL

MISSION STATEMENT

Our mission is to educate, train and prepare students to successfully pass the required State Board Examinations and to excel in their field of Vocational Education in order to obtain gainful employment.

OWNERSHIP & GOVERNING BODY

The school is owned and operated by J.T. Tony's, LLC, dba Elite Schools, an Ohio Corporation.

FACILITIES

Panama City Campus

Elite Schools has 4,000 square feet of space in a stand-alone building. All classrooms are well lit with heat and air conditioning. Each student will be assigned his or her own styling area with a secure locker to store their personal items. The facility is handicapped accessible with a spacious floor plan.

Niceville Campus

Elite Schools has 1,980 square feet of space located in Palm Plaza. All classrooms are well lit with heat and air conditioning. Each student will be given his or her own styling area. The facility is handicap accessible with a spacious floorplan.

OFFICERS

Campus Director – Jacklyn Evans

STAFF & FACULTY

Panama City Campus:

Jacklyn Evans (Camus Director/Director of Financial Aid/Instructor), Cosmetologist, Elite School of Cosmetology, Barbering, Artistic Nails and Beauty Academy
Sylvia Padgett (Director of Education/Instructor), Cosmetologist, EHOVE Adult Career Center

Frank Mahoney (Instructor/Placement/Admissions Representative), Cosmetologist,
Lively Technical College, Barbering, Elite School of Cosmetology
Katherine Mahoney (Instructor), Cosmetologist, The Aveda Institute
Tamilyn McCray (Instructor), Nail Technician, Jacksonville Health and Beauty School
Cecilia Webb (Instructor) Cosmetologist, Haney Technical Center; Medical Assistant
TBD (Patient Care Technician Instructor)
TBD (HVAC Technician Instructor)
TBD (Electrical Technician Instructor)

Niceville Campus:

Jacklyn Evans (Campus Director/Director of Financial Aid/Instructor), Cosmetologist, Elite School of Cosmetology
Sylvia Padgett (Director of Education)
Frank Mahoney (Instructor/Placement), Cosmetologist, Lively Technical College

LOCATIONS

Panama City Campus
2105 W. 15th Street
Panama City, FL 32401
(850) 481-1220 Phone
(954) 416-7311 Fax

Niceville Campus
1005A E. John Sims Pkwy
Niceville, FL 32578
(850) 659-7585 Phone
(954) 416-7311 Fax

OFFICE HOURS

Monday through Friday 9:00 am to 5:00 pm Panama City and Monday through Friday 9:00 am to 3:00 pm Niceville.

SCHOOL SCHEDULE

Monday - Thursday 9:00 am - 10:00mpm; Friday 9:00 am – 3:00 pm Saturday &
Sunday - closed

HOLIDAYS

The school is closed for the following holidays:

New Year's Day	Labor Day	Christmas Day
Good Friday Day	Thanksgiving Day	Day after Christmas
Memorial Day	Friday after Thanksgiving	New Year's Eve
Independence Day	Christmas Eve	

Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday. The school may close in the event of an unforeseen disaster (hurricane, tornado, terrorism, etc.). The school follows Gulf Coast State College in determining weather related closures.

New classes begin the first day of each week.

Elite Schools does not discriminate on the basis of race, religion, age, color, ethnic origin, nor sex in its admissions, nor operations.

ACCREDITATION/LICENSES

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

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Tel: 850-245-3200
888-224-6684

This catalog is made available online to all applicants at least one week prior to enrolling.

Elite Schools is an accredited school with Middle States Association of Colleges and School Commissions on Elementary and Secondary Schools. Additional information regarding this accrediting agency may be obtained at:

3624 Market Street
2 West
Philadelphia, PA 19104
267-284-5000
www.msa-cess.org

All complaints may be directed to the Commission for Independent Education or Middle States Association of Colleges and School Commissions on Elementary and Secondary Schools if not adequately addressed by the institution.

The transfer of credits from Elite Schools to another similar institution is solely at the discretion of the other institution. Elite Schools makes no guarantee that the credits will be accepted by another institution.

Elite Schools do not discriminate against any applicant based on their physical capabilities; however, students should take into consideration that some of the programs demand certain physical capabilities, including but not limited to being able to stand on their feet for long periods of time. If a student requires assistance meeting these requirements it is the sole responsibility of the student to make all arrangements for and bear all costs related to the needed assistance, including but not limited to hearing impairment interpreter.

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

Licensing, criminal background check and exam fees are a separate cost from any other fees listed in this catalog.

ADMISSIONS

SCHOOL ADMISSION REQUIREMENTS

All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is under eighteen (18) years of age must have a parent or guardian with them when applying for admission. If the applicant is under 18 years of age, a form of identification will also be required from the parent or guardian. Applicants must provide photo identification. The school admits as students those who have a valid High School Diploma or a state-sanctioned high school equivalency diploma. If the students High School Diploma is in a foreign language it is the responsibility of the student to get the diploma translated into English by a school approved translator or has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. At the school's discretion, official transcripts may be requested and evaluated by the director prior to enrollment of the student. If the information cannot be adequately verified, the student will be required, at their expense, to take and pass a GED test prior to enrollment. Any applicants that do not meet the above-mentioned requirements shall be denied admission. A letter explaining the reason(s) will be given to the applicant upon request and a copy kept on file at the school for at least one year.

The school does not discriminate against applicants for admission based on age, race, color, sex, religion, marital status or ethnic origin.

All courses will have Open-entry.

TRANSCRIPTS

All graduate student transcripts and records will be kept onsite at the school. If a student requires a copy of these records, they will be retrieved for a fee of five dollars ($5). Hours will not be released to another institution until all tuition and fees have been paid in full. Acceptance of the transfer of credit to another institution is at the discretion of the transferring institution.

TRANSFER OF CREDITS

Elite Schools will accept credits transferred from another institution upon receipt of certified transcripts and the approval of the school director. Elite Schools will only accept up to 75% of a program's credit hours from the transferring institution. Approved transfer hours are accepted as both attempted and completed and will not be used in determining students' SAP. Satisfactory Academic Progress evaluations will be based on the actual contracted hours at the institution.

NOTE: It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

CREDIT FOR PRIOR TRAINING

Elite Schools will grant credit for Florida licensed nail technicians, facial specialists and full specialists in the Cosmetology and Full Specialist program. Proof of licensure must be shown.

RE-ENTRY POLICY

Student Re-Entering Within 180 Days

Students who return within 180 days from their previous enrollment will be credited all hours, exams and services that were previously completed in the prior enrollment.

Student Re-Entering After 180 Days

Students who return after 180 days from their previous enrollment will need to be evaluated for credited hours, exams and services that were previously completed in the prior enrollment. If more than 10 years have passed, no credit will be given for hours, exams and services.

STUDENT RECORDS

Elite Schools maintain all student records, including grades, services and accounts. Students or parents of a dependent minor may access student records upon written requests and an appointment with a school official. Elite Schools respects the students' right to privacy per FERPA (Family Educational Rights and Privacy Act) and will only release students' information with written permission from that student. School provides access to student and other school records to its accrediting agency.

COURSE NUMBERING SYSTEM

In addition to their names, each course has an identification number. The letters in front of each number represent the specialty they are related to, and the number represents the order in which they will be taught within that specialty, although they are no pre-requisites for any of the courses (meaning that the student must not have taken a previous course in order to benefit from another). The letters mean: HA for Hair Courses, LR for Laws and Rules Courses, MN for Manicuring Courses, SB for Sanitation/Bacteriology Courses, and SC for Scalp and Skin Care Courses.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in the student's program of study. A Leave of Absence will be granted in the event of unforeseen circumstances in a student's life that present a temporary problem in their matriculation, but also where a reasonable expectation exists that the student can return fairly quickly and complete their respective program of study. Students are required to request LOAs in advance in writing, which must include the reason for the request, supporting documents (if applicable), and the students' signature.

If the LOA is due to an unforeseen circumstance (such as hospitalization, etc.), the institution can grant the LOA to the student who did not provide the request prior to the LOA start date and collect the documentation and signatures at a later time. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident/ emergency. A refund calculation is not performed in the event of a Leave of Absence. A student is not considered withdrawn, so a refund calculation is not performed in a leave of absence.

In order to be placed in a Leave of Absence, the student must complete the Leave of Absence Request Form. Leaves of Absence are not to exceed 180 days in any calendar year.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract period on the Enrollment Agreement will be initialed by all parties or an addendum must be signed and date by all parties. There will be no additional charges for a LOA. If the student fails to return or contact the school Financial Aid Department on the documented return date, the student will be considered to have withdrawn from the school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of physical attendance.

GRADUATION REQUIREMENTS

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero-balance or have made other pre-approved payment arrangements.

ABSENCES/MAKE-UP WORK

Elite Schools does not differentiate between "excused," nor "unexcused" absences. A student is required to maintain the minimum attendance percentage of attendance during normal matriculation, regardless of the reason for their absence. Make-up work should be scheduled with the student's instructor as quickly as possible upon a student's return from absence.

Students can have up to 10% of clock hours in each payment period considered as excused absences. These excused absences do not have to be made up, however any missed hours above the 10% excused absence policy must be made up.

HYBRID COURSE POLICY

All hybrid programs must complete less than 50% of the program online. Students in our beauty programs will use Milady CIMA to continue their theory hours. All hybrid programs are asynchronous. The students will engage in all theory work online, as they would in the classroom. Tests and quizzes are done through CIMA. Students will punch out in and out using the electronic QR code time clock. CIMA also logs the hours spent on the course. All online hours and assignments are monitored by instructors. Instructors are available during class hours to discuss any issues with the online format or educational material, both online and in person. Other programs will use other platforms. *Please Note: Academic achievement earned for hybrid learning may not be accepted for reciprocity or eligible for licensure in other states. It is the student's responsibility to contact the other school when transferring hours.*

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Elite Schools whether participating in Title IV programs or not and is applied to all students consistently and scheduled for a particular category of attendance (part time/full time). It is printed in the catalog and made available online to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

COURSE	SAP PERIODS
Cosmetology	450 & 900 actual hours
Full Specialist	300 actual hours
Esthetician Program	110 actual hours
Barbering	450 actual hours
Patient Care Technician	300 actual hours
Medical Office Administrative w/ Skin Specialty	375 actual hours
Medical Assistant	300 actual hours
Physical Therapy Technician	450 & 900 actual hours
HVAC Technician	300 actual hours
Electrical Technician	300 actual hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. All evaluations for each program will occur no later than the midpoint of the academic year or the program, whichever occurs sooner (see table below) and must be completed within seven (7) school business days following the established points. However, the academic and attendance will be reflective of the day of the evaluation. The progress requirements of at least one evaluation by midpoint in the course.

PROGRAM	PROGRAM LENGTH	ACADEMIC YEAR	MIDPOINT OF ACADEMIC YEAR	MIDPOINT OF PROGRAM LENGTH
Cosmetology	1200 hours	900 hours	450 hours	600 hours
Full Specialist	600 hours	600 hours	300 hours	300 hours
Barbering	900 hours	900 hours	450 hours	450 hours
Esthetician	220 hours	220 hours	110 hours	110 hours
Nail Technician	180 hours	180 hours	90 hours	90 hours
Patient Care Technician	600 hours	600 hours	300 hours	300 hours
Medical Office Administrative w/ Skin Specialty	750 hours	750 hours	375 hours	375 hours
Medical Assistant	600 hours	600 hours	300 hours	300 hours
Physical Therapy Technician	1050 hours	900 hours	450 hours	525 hours
HVAC Technician	600 hours	600 hours	300 hours	300 hours
Electrical Technician	600 hours	600 hours	300 hours	300 hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

The student's start month in school will be counted as the first month of the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology (Full time – Day)	60 Weeks	1800
Cosmetology (Full time – Evening)	90 Weeks	1800
Full Specialist (Full time- Day)	37.5 Weeks	900
Full Specialist (Full time- Evening)	45 Weeks	900
Barbering (Full time – Day)	45 Weeks	1350
Barbering (Full time – Evening)	67.5 Weeks	1350
Esthetician (Full time – Day)	13.75 Weeks	330
Esthetician (Full time – Evening)	16.5 Weeks	330
Nail Technician (Full time – Day)	11.25 Weeks	270
Nail Technician (Full time – Evening)	13.5 Weeks	270
Patient Care Technician (Full time – Day)	37.5 Weeks	900
Medical Office Administrative w/ Skin Specialty (Full time – Day)	46.875 Weeks	1125
Medical Office Administrative w/ Skin Specialty (Full time – Evening)	56.25 Weeks	1125
Medical Assistant (Full – time day)	37.5 Weeks	900
Medical Assistant (Full time – Evening)	45 Weeks	900
Physical Therapy Technician (Full time day)	65.625 Weeks	1575
HVAC Technician (Full-Time day)	30 Weeks	900
Electrical Technician (Full-Time day)	30 Weeks	900

Please note that students who reach maximum-time frame and have not yet completed all of the required graduation requirements for completion of their chosen program may be allowed to continue training until completion on a cash-pay basis, but will not be considered making Satisfactory Academic Progress

Please also note that a student on an approved leave of absence will have their scheduled graduation date (contracted graduation date) extended by the same number of days approved in the Leave of Absence.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic progress is measured on a cumulative basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

A / Excellent	**100 - 90**
B / Very Good	**89 - 80**
C / Good	**79 - 75**
D / Not Acceptable	**74 -70**
F/ Failed	**69 - 0**

Minimum score for satisfactory progress 75%.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of a course check point, the student must meet both attendance and academic requirements. Students will be notified of any evaluation that may impact the students' eligibility for financial aid.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning status and considered to be making satisfactory progress while during the first warning period. The student will be advised in writing on the actions to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and placed on probation, if the student prevails upon appeal of a negative progress determination prior to being placed on probation.

PROBATION

After the warning period students who fail to meet minimum requirements for attendance or academic progress, and the student appeals the negative progress determination at the beginning of the probationary period and the institution determines that satisfactory academic standards can be met by the end of the subsequent evaluation period are placed on probation. The student will not be considered to be making satisfactory progress during the probationary period. The student will be advised in writing on the actions to achieve satisfactory academic progress by the next evaluation. If at the end of the probation period, and if the student prevails upon appeal (see below), students will not be deemed eligible to receive Title IV funds, HEA program funds, if applicable, unless the student is warning or has prevailed upon appeal of the determination that has resulted in the same status of probation.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination in the beginning of the determination. The student may appeal the determination because of death of a relative, an injury or illness of the student or other allowable special circumstances as determined by the school director. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why student failed to meet SAP, what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation and why the determination should be reversed and. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If, and only if, the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Students who prevail upon appeal will be determined to have re-established SAP and Title IV will be reinstated if applicable. An academic plan will be designed to allow the student to re-establish Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

WITHDRAWN STUDENTS AND EXCLUSIONS

A withdrawn student is one that would leave due to circumstances within their control. Exclusions of withdrawn students are as follows, but not limited to:

- A student withdrawing from the Advanced Manicuring program (Ohio), Nail Technician program (Florida) or the Esthetician Program (Florida) within the first 30 scheduled days.
- A student withdrawing from the Advanced Esthetics program (Ohio), Esthetician program (Ohio), HVAC Technician (Florida), Electrical Technician (Florida), Medical Assistant program (Florida), Patient Care Technician (Florida), Medical Office Administrative w/ Skin Specialty (Florida), Barbering program (Florida) and Full Specialist program (Florida) within the first 60 scheduled days.

- A student withdrawing from the Advanced Cosmetology program (Ohio), Spa Therapy Dual Licensure Program (Ohio), Physical Therapy Technician Program (Florida) or Cosmetology program (Ohio & Florida) within the first 90 scheduled days.
- Students unable to return from an approved Leave of Absence due to extenuating circumstances, reviewed by the school
- Pregnancy
- Natural Disaster or Acts of God
- National health Emergencies
- Death
- Religious Missions
- Military
- Disabilities
- Owe a balance to the school

NONCREDIT AND REMEDIAL COURSES

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

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A copy of the student's satisfactory academic progress report is maintained in the student's academic file.

TRANSFER HOURS & SATISFACTORY ACADEMIC PROGRESS

Please note that students who transfer credit from training previously earned at another institution will have those hours counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours with the institution.

FINANCIAL AID POLICIES

APPLYING FOR FEDERAL STUDENT AID

Financial Aid is available for those who qualify. Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay. This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA).

Factors such as income, assets and benefits are considered in determining the student's financial needs.

FEDERAL FINANCIAL AID PROGRAMS

Financial Aid consists of funding provided through federal resources to help cover educational expenses. This funding consists of Pell Grants that do not need to be repaid and loans that have a variety of repayment options. Financial aid is available for those who qualify, and there are different types of financial aid program. The school Financial Aid Department can assist students in determining if they qualify for any of the following types of financial aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students, and it does not require repayment.

William D. Ford Direct Loan Program: The William D. Ford Direct Loan Program offers low-interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans for Undergraduate Students (PLUS), and Direct Consolidated Loans. These long-term loans are available to students who are enrolled at least half-time in school.

Direct Subsidized Stafford Loan: The Direct Stafford Subsidized Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school, or drop below half-time status. Recipients must complete entrance and exit counseling.

Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school, or drop below half- time status.

Direct Student Loans for Undergraduate Students (PLUS): For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually, and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins 60 days after the loan has been fully disbursed.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen, such as permanent resident, or in the United States for other than temporary purposes
- Have a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default of student loans
- Not owe a repayment on a federal grant
- Not have certain drug convictions
- Use federal and state aid for educational purposes only

VERIFYING FAFSA INFORMATION

A Student applying for federal aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as verification and is required by the Department of Education. If the student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing financial aid:

CANCELLATION AND REFUND POLICY

Should a student be terminated, expelled or cancel their enrollment for any reason, refunds will be made according to the following:

Official Cancellation or Withdrawal shall occur on the earlier of the dates which (items 1-7 below):

1. The school does not accept the applicant, or
2. If the student (or parent/guardian, if applicable) cancels within three (3) business days after the signing the enrollment agreement demanding money back, in writing, regardless of whether or not the student began training (all monies will be returned other that non-refundable application fee), or
3. Cancellation after the third (3rd) Business Day, but before the first class (will result in a refund of all monies paid, with the exception of the non-refundable application fee not to exceed $150, or
4. The student notifies the school of his/her withdrawal, or
5. A student is expelled by the school, or
6. If a student on an approved leave of absence notifies the school that he or she will not be returning the date of withdrawal determination shall be the earlier of the scheduled date of return for the leave of absence or the date the student notifies the institution that the student will not be returning,
7. Please note that cancellation must be made by notifying the school in person or by certified mail.
8. Cancellation after attendance has begun through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total completed to the total program hours. All calculations are calculated based on schedule hours.

Application Fees: The application fee for all programmatic offerings is $100.

(The Adjustment Schedule below will be used in the calculation of ALL withdrawals) Scheduled time

elapsed in total program shall have earned

Up through 40.0%	Pro Rata Amount
40.1% to 49.9%	70%
50.0% and over	100%

9. Cancellation after completing more than 50% of the program will result in no refund.
10. The total value of the student kit and book(s) will be refunded if kit and/or book(s) are returned unused before the first day of classes in new and unused condition. After the first day of classes the value of the Student kit and books is non-refundable.
11. The termination date for unofficial withdrawal for refund computation is the last date of actual attendance by the student unless prior notification is received.
12. The school, through monitoring clock hours at least every thirty days, determines unofficial withdrawal for students.
13. Refunds will be made within 30 days of termination or receipt of cancellation notice for both unofficial and official withdrawals.
14. If the school cancels a Program, all of the fees the student has paid will be reimbursed.
15. If the school closes permanently and ceases to offer instruction after the student has enrolled, and instruction has begun, the school shall, at its option:
    a. Provide completion of the course and/or program, or
    b. Participating in a Teach-Out Agreement, or
    c. Provide a refund of all monies paid.
16. If course and/or program is cancelled and the school permanently closes, the school will make arrangements for the students. The school, at its option, will either provide a pro rata refund, participate in a teach out agreement, or refund all monies.
17. When situation of mitigating circumstances exist, school may refund to the student in excess of the tuition adjustment guidelines.

RETURN TO TITLE IV POLICY

For each Title IV aid recipient who terminates/withdraws, the school must calculate the amount of Title IV assistance the student has earned which is determined on a pro-rata basis. The amount of aid that was disbursed or could have been disbursed for the payment period is multiplied by the percentage of scheduled clock hours up to the last date of attendance (date of withdrawal) divided by the clock hours in the payment period. Once the student has completed 60 percent of the payment period, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for a post-withdrawal disbursement. If a student is eligible for a post- withdraw disbursement, the school will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdraw disbursement of the loan. If the amount earned is less than the amount disbursed or could have been disbursed, then the school and perhaps the student will be required to return Title IV funds back to the federal account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the school did not return in accordance with the terms and conditions of the Master Promissory Note.

Federal Regulations require the return of Title IV funds in the following order: Unsubsidized loans, Subsidized loans, Plus loans, and Pell Grants. These returns will be made within thirty days from the date of determination. In the case of a leave of absence, the refund shall not exceed thirty days from the date of documented return. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Refund Policy and charge for unpaid portions of their schooling.

Official withdrawal: The student may provide official notification of intent to withdraw in writing to the registrar's department. The withdrawal date will be the date the student begins the school withdrawal process.

Unofficial withdrawal: students may be withdrawn from the school by the registrar's department if they fail to attend class for 14 consecutive calendar days. The withdrawal date will be the last day student attended.

Post-Withdrawal Disbursement:
If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement.
o Grant funds must be disbursed within 45 days.
o If your post-withdrawal disbursement includes loan funds, they will be offered to you within 30 days.
Elite Schools must obtain your permission within 14 days in order to disburse the loan funds to you.
You may choose to decline some or all of the loan funds so that you don't incur additional debt.

All post-withdrawal disbursements are applied to a student's account first towards outstanding tuition, fees, and room and board charges (as contracted with the school).

Financial aid withdrawal time frame
o A Return to Title IV calculation must be completed within 30 days.
o Grant funds must be disbursed within 45 days.
o Loan funds will be offered within 30 days and subject to permission within 14 days.
o If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.
o If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, Elite Schools will return the amount to the federal programs on behalf of the student and the student must repay the funds to Elite Schools.

PROGRAM CANCELLATION POLICY

In the event Elite Schools cancels a program the students tuition costs will be refunded in accordance with the "Cancellation and Refund Policy" and credit will be given for the hours and the services performed in the school, in case they want to transfer to another school or if the student does not want to transfer to another school the school will refund all tuition, fees, books, and materials. *Note: Elite Schools makes no guaranty that the credits will be accepted by another institution.* It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

TUITION PAYMENT METHODS

Down Payment at time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payment Methods: Cash/ Credit/Debit Card/Check/ Cashier's Check/ U.S Money Order/Financial Aid

Make all checks payable directly to:
Elite Schools
2105 W. 15th
Street Panama
City, FL 32401

EXTRA INSTRUCTIONAL CHARGES

The school has reserved a seat in class for each student enrolled to complete the program within a reasonable period. If the student fails to attend school according to his/her assigned schedule, the scheduled contract ending date may expire prior to the student completing the hours required for licensure. If that should occur, the student may be required to pay an hourly fee based on the tuition charged for the program of instruction (Cosmetology $13.72, Barbering $13.94, Full Specialist $12.83, Esthetician $12.14, PCT $14.93, MOA w/SS $9.00, Nail Technician $10.33, Medical Assistant $10.97, Physical Therapy Technician $14.00, HVAC Technician $5.30, Electrical Technician $5.80) for hours clocked beyond the contract ending date. In case of mitigating circumstances, the school owner has a right to waive these charges. The charges cannot be paid by Title IV funding.

STUDENT SERVICES

EMPLOYMENT

The school will provide all graduates with placement services at no extra charge. Elite Schools does **not guarantee** employment. However, it will make a great effort to put the student in contact with various employers.

Any information relating to market and job availability will be verified through statistical research. Our school makes no promises or implications of any specific market or job availability in numbers. Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills, education and experience as the students will have upon graduation. Records of initial employment of all graduates will be maintained in the school with the exception of foreign students who attend school on a Student Visa with the intention of working in a foreign country.

SCHOOL RULES AND REGULATIONS

SCHOOL RULES AND REGULATIONS

1. Students are required to be on time for classes according to their assigned schedule.
2. Students are required to notify a school official 30 minutes prior to the scheduled start of class for all absences or tardiness by calling the school directly at 850-481-1220 for the Panama City Campus or 850-659-7585 for the Niceville Campus. If absent more than fourteen (14) days with no notice Student will be dropped from program. Reinstatement fee of $125.00 will be applied if student is readmitted.
3. While on school premises, a professional appearance is mandatory at all times.
4. The students must be dressed in proper attire or will be asked to leave premises. Dress Code black scrubs (beauty programs only) or blue scrubs (allied health programs only) and closed toe shoes. Friday- Jeans are allowed with your black top. No shorts see through skirts or blouses, tank tops, half shirts, sleeveless shirts, ripped, torn or holed clothing, or open toe shoes allowed.
5. All students must bring the proper equipment and books to class; failure to comply may result in the student being sent home.
6. The school must be notified of any change of address or telephone number.
7. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards school employees, instructors, students or clients. The result will be the student sent home for the day.
8. Stealing or defacing property that belongs to the school, staff, clients or other students may result in immediate termination.
9. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. All costs of said test will be incurred by the student. If said test proves positive for alcohol or drugs, the student may be permanently dismissed from class.
10. No personal phone calls will be accepted or permitted by the school.
11. The use of cell phones during class is prohibited.
12. No personal services are to be performed without permission from an instructor.
13. Students are not allowed to have services performed on them from instructors unless there is a demonstration for that particular service.
14. Students are required to have attendance of 66.67% or higher.
15. Students must meet the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may result in delayed graduation, delayed or loss of federal funding (if applicable).
16. Training involves sanitation, cleanliness and care of school and equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
17. If a student breaks school property either accidentally or intentionally, they will be responsible for its replacement.
18. Students are not allowed to eat, drink or chew gum in their class rooms or student salon.
19. Students cannot refuse to perform a clinic service; this is part of the training process.
20. Students are responsible for their own personal belongings; the school will not be responsible for any loss or damage to personal items.
21. Students are required to show respect to all instructors, school officials, clients and one another.
22. One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.
23. Students are required to pay for their tuition on time. Payment is due the first (1st) 3 days of the month. Late payment of $25 will apply each day thereafter until paid in full.
24. Students and clients are not allowed to bring in their own product to use on clients in student salon.
25. Children may not be brought to school during class hours or any school related activity.
26. No soliciting of Elite Schools clients for outside of school services.

PROCEDURES FOR STUDENTS TO APPEAL DISCIPLINARY ACTIONS.

All academic or disciplinary actions shall be applied in accordance with the School Rules and Regulations and the School Catalog. If a student disagrees with a particular disciplinary or academic action taken, he or she can submit a verbal or written complaint to the Director of Education or the School Director, explaining the reason they disagree with the action and giving details to support their point of view. The School Director and/or Director of Education will then review the matter and determine if, based on the School Catalog, there are sufficient grounds for the action. The School Official will then meet with the student to clarify the situation or take corrective measures as the case may require.

Emergency disciplinary procedures, consisting of expulsion from the school and/or legal action, shall be taken against students who:

- Commit a crime within the school grounds.
- Commit or threaten to commit violence (verbal or physical) against another student, instructor, school official, client or vendor within the school grounds.
- Has been reprimanded in the past for a particular transgression and refuses to correct the situation.

REASONS FOR DISMISSAL

The students unable to demonstrate responsible conduct shall be expelled based on the following reasons:

1. Commit fraud in order to pass or maintain the corresponding grades.
2. Damage to or theft of school property.
3. Give false information to the school.
4. Unjustified absence of (14) consecutive days.
5. Failure to adhere to the school's rules and regulations.
6. Failure to pay the school's tuition and fees.
7. Failure to return from a LOA on expected date.
8. Any abuse, verbal or otherwise, whether it is directed towards school employees, instructors, students or clients.
9. Criminal activity while enrolled.

INSTRUCTOR'S RESPONSIBILITY

Instructors will be responsible for teaching the course's material, administering and grading the tests, and helping and supervising the students during salon practice. They will also have a role in reviewing and reassessing curricula.

An instructor is someone who possesses a professional capacity and a complete knowledge of the products as well as the different techniques. The instructor should possess experience in academics as well as salon experience. Furthermore, the instructor should have an excellent personal image, enthusiasm and charisma. The instructor may provide the students with a simple outline and the most important concepts or ideas of each chapter, its main objectives and what they will be able to accomplish after completing their studies. They should be able to furnish answers to their questions and come up with a plan of study that is attractive to the students' attention.

DRUG FREE POLICY

Elite Schools provides to all employees and students the following information:

- The illegal possession use or distribution of illicit drugs and alcohol by students and employees on the property of the school or in conjunction with any educational activity is prohibited.
- Violation of this policy may result in disciplinary actions that may include termination and/or prosecution by the law.

SEXUAL HARASSMENT POLICY

Elite Schools are committed to maintaining a work and learning environment free of illegal discrimination and harassment and will not tolerate harassment from its employees against the students, or from any of its teachers, supervisors, administrators, vendors, etc. Sexual harassment is a behavior not acceptable in any way, be it verbal, physical or visual. Such behavior is illegal and forbidden everywhere it affects work, interferes with the learning process and creates a hostile environment. Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual approaches. Elite Schools will not tolerate discrimination based on sex, including sexual harassment against an employee, employee applicant or student. Such discrimination violates State and Federal laws and Elite Schools policy.

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of an unwelcome sexual advance, request for sexual favors and any other verbal, visual, and physical behavior of sexual nature when:

1. The behavior has been submitted, whether in implicit or explicit condition with labor or educational objectives.
2. The decision of submission or refusal is used as basis for employment or education, affecting the student or employee being harassed.
3. Harassment behavior irrationally affects and interferes with an employee or student's work and educational development. It also creates an intimidating, hostile and offensive work or study environment.

GRIEVANCE POLICY

If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Elite Schools maintains an open communication policy designed to address such matters in a confidential and effective manner In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel.

At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation.

If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400 Tel: 850-245-3200 or 1-888-224-6684 the accreditation agency Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools 3624 Market Street, 2 West, Philadelphia, PA Tel: 267-284-5000.

ENFORCEABILITY OF THE POLICY

The prohibition of sexual harassment applies to everyone, teachers, students, administrators, managers, supervisors, full time, part time and temporary employees, clients, suppliers, etc. Elite Schools will not tolerate any kind of sexual harassment toward or from anyone.

TO REPORT SEXUAL HARASSMENT

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If a teacher, an administrator, a supervisor or a manager has committed sexual harassment, report it to the Director of the School as well.

If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, complete a written complaint and submit to Elite Schools. Complaints of sexual harassment will be taken seriously and investigated.

COSMETOLOGY

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

Niceville Campus
In person on Campus Only
1005A E. John Sims Pkwy
Niceville, FL 32578

COSMETOLOGY COURSE

COSMETOLOGY	**1200 HOURS**
TUITION	$ 16,464
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 640.00
TOTAL COST	$17,204

COURSE	CURRICULUM	HOURS	SERVICES
	Business Skills/Professional Image	25	0
GN02	Sanitation/Disinfection	30	0
GN03	Florida Laws	10	0
GN04	AIDS/HIV	4	0
CL01	Hair shaping/Cutting	225	125
CL02	Scalp Treatment and Hair Care Rinses	30	45
CL03	Shampooing and rinses	150	100
CL04	Hair styling	225	300
CL05	Haircoloring	170	80
CL06	Chemical relaxing/straightening and chemical waving	120	30
CL07	Skin Care	80	10
CL08	Nail Care	80	10
CL09	State board test prep	51	0
TOTAL HOURS & SERVICE		**1,200**	**700**

**Panama City Campus Hybrid only see course description below for a breakdown of online and on campus hours.*

***Niceville Campus ALL courses are in person on campus.*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The primary objective of the cosmetology program and curriculum is to prepare students for the State licensing examination to become a Licensed Cosmetologist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours, services and paying all tuition, the students will receive a Diploma stating that they have satisfactorily completed the program and will be assisted in registering to take the state exam to become a licensed cosmetologist.

Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination. Licensed Cosmetologists opportunities include Hair Stylist and Salon Manager, among others.

DESCRIPTION

This program has been created to provide a foundation in Cosmetology that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by cosmetologists in their beginning level which includes; professional development, ecology, anatomy, physiology, electricity, chemistry and the salon business. Also, services for the hair such as theory and hair care, design decisions, cuts, procedures, styles, wigs, extensions, chemical textures and hair color. Manicure and pedicure services are also included as well as the study of the skin, theory, care, hair removal and make- up.

REFERENCES

Books:

Milady Standard Cosmetology, 14th Edition; CIMA Digital Learning; ISBN: 9780357921883

ATTENDANCE

Students will clock in using an electronic QR code time clock. Also, CIMA tracks the hours spent online.
The school expects regular attendance by all students.

PROGRAM FORMAT

Panama City:

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

Niceville:

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR COSMETOLOGY:

Every student must complete the required number of hours for the program completion. Each student must achieve the minimum overall academic average (see the Attendance & Satisfactory Academic Progress Policy section) in order to graduate. Students must complete all required tests and also complete all required number of services/skill demonstrations (as applicable). Finally, in order to qualify for graduation, all students must have a zero-balance or have made other pre-approved payment arrangements.

COSMETOLOGY COURSE DESCRIPTION

***All Niceville courses will be taught in person campus for both theory and practical. ***

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

Panama City: This entire course will be completed online

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

Panama City: This course will have 20 hours of online theory and 10 hours of on campus practical

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be very important, as they will affect the health and well-being of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled "Bacteriology", which is the science that deals with microorganisms.

FLORIDA LAWS (GN03)

Panama City: This entire course will be completed online

The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. The difference between cosmetologists and specialists. Requirements for license renewal. The penalties for different infractions. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the cosmetology board in the State of Florida.

AIDS / HIV (GN04)

Panama City: This entire course will be completed online

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before

graduating. The school will provide this program, or the student may obtain it in another center that is approved by the State of Florida. The subject to be completed in this program covers the difference between HIV and AIDS

HAIR SHAPING / CUTTING (CL01)

Panama City: This course will have 79 hours of online theory and 146 hours of on campus practical

Hair design decisions are based on the consideration of facial proportions, consultations with the client and the students' understanding of style compositions. Hair styling design follows the same basic artistic concepts as any other form or art, only it's applied to the hair. The three principal elements are form, texture and color. In creating and completing a design, none of these elements should be ignored.

SCALP TREATMENTS AND HAIR CARE RINSES (CL02)

Panama City: This course will have 15 hours of online theory and 15 hours of on campus practical

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given knowledge of the different products and manipulations. There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously with your success. The students will receive a detailed description from their instructor of the functions and objectives of each instrument such as razors, perm rods, setting rollers, scissors, thinning shears, electric clippers etc. The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given knowledge of the different products and manipulations

SHAMPOOING AND RINSES (CL03)

Panama City: This course will have 75 hours of online theory and 75 hours of on campus practical

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration, the infectious diseases, manipulations, rules and regulations, water's chemical composition, shampoos and the procedures to follow with different types of chemicals. This is a very satisfactory service for the client as long as it is done with professionalism.

HAIR STYLING (CL04)

Panama City: This course will have 80 hours of online theory and 145 hours of on campus practical

As professionals, we will ensure that the students comprehend the individual needs of each client based on their age, personality and lifestyle and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A particular hairstyle for a certain individual may become their most descriptive characteristic, mark their personality and proclaim their identity. This chapter will cover three important parts of hair styling: the styling of wet hair, the styling of short hair and the styling of long hair. These techniques include symmetry and proportions, and the use of handheld hair dryers, brushes, curling irons, finger styling, rollers, braids, etc.

HAIR COLORING (CL05)

Panama City: This course will have 70 hours of online theory and 100 hours of on campus practical

We will ensure that the students at the end of this chapter will be capable of defining color and its laws as well as identifying the natural level, tones and intensity of the hair. Additional considerations will be given to texture, diameter and porosity of the hair due to the fact that these will influence greatly in the absorption of the color and the timing of the procedure. The students will also be trained in the technique of coloring the hair and the categories of different products. They will also become familiar with other techniques associated with hair coloring such as highlights, consultation with the client, promotions and sale of services, discoloration terminology and problem of discoloration of the hair and its solutions. In the end, all these techniques will make the student a solicited and highly qualified stylist.

CHEMICAL RELAXING/STRAIGHTENING AND CHEMICAL WAVING (CL06)

Panama City: This course will have 50 hours of online theory and 70 hours of on campus practical

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a perm and the creation of a curl. This is a chapter where the chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces

great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of perms, the chemical contents of each, and the methods of application as well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages and the general elements
necessary for the job.

SKIN CARE (CL07)

Panama City: This course will have 60 hours of online theory and 20 hours of on campus practical

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license of "Facial Specialist." In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

NAIL CARE (CL08)

Panama City: This course will have 60 hours of online theory and 20 hours of on campus practical

In this chapter the students will learn the theory of nails and describe the structure, growth, diseases and conditions associated with the nail and to explain and demonstrate learned services for the care of artificial nails such as prevention of infections. The students will also learn pedicure and massage techniques.

STATE BOARD TEST PREP (CL09)

Panama City: This entire course will be completed online

In this chapter the students will prepare for the state board examination. The student will review previous chapters and take practice tests.

FULL SPECIALIST

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

Niceville Campus
In person on Campus Only
1005A E. John Sims Pkwy
Niceville, FL 32578

FULL SPECIALIST COURSE

FULL SPECIALIST	**600 HOURS**
TUITION	$7,700.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 220.00
TOTAL PROGRAM COST	$8,020.00

COURSE CURRICULUM	HOURS	SERVICES
GN01 Business Skills/Professional Image	8	0
GN02 Sanitation / Disinfection	6	0
GN03 Florida Laws	4	0
GN04 AIDS/HIV	4	0
FS01 Skin Theory	120	0
FS02 Facials Techniques	80	50
FS03 Product Knowledge	10	0
FS04 Light Therapy	14	10
FS05 Hair Removal/Waxing/Tweezing	24	20
FS06 Makeup Application	15	20
FS07 Bacteriology	4	0
FS08 Eyelash Application/Eyebrow Tinting	8	20
FS09 Consultation and Preparation	8	0
NT01 Nail Theory	110	0
NT02 Manicure	30	30
NT03 Pedicure	30	30
NT04 Tips with Overlay	10	30
NT05 Sculpted Nails	80	20
NT06 Nail Wraps	15	10
NT07 Polish and Nail Art	5	10
NT08 Artificial Nail Removal	5	5
NT09 Nail Fills	10	10
TOTAL HOURS & SERVICES	**600**	**265**

**Panama City Campus Hybrid only ee course description below for a breakdown of online and on campus hours.*

***Niceville Campus ALL courses are in person on campus.*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of Facial Specialist and Nail Technician for students interested in employment in fine salons or spas. The students will be prepared for the final examination in order to be registered as a licensed Full Specialist. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the program. Registered Full Specialist opportunities include Nail Technician, Facial Specialist and Salon Manager among others.

DESCRIPTION

This program combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. Upon successful completion of the program hours, clinic services and final exam, the students will receive a certificate of completion and will be registered with the State for licensing.

The full specialist program at Elite Schools has additional hours beyond the state of Florida requirement of 400 hours to offer the student additional education and training beyond the basic nail technician and facial specialist programs. A full specialist graduate is more than just a graduate of the nail technician and facial specialist programs; they will have additional training not offered in those classes.

REFERENCES

Books:

CIMA Full Specialty Package *(includes Standard Foundations, Esthetics Fundamentals, 12e and Nails, 8e);* CIMA Digital Learning; ISBN: 9780357875049

ATTENDANCE

Students will clock in using an electronic QR code time clock. Also, CIMA tracks the hours spent online. The school expects regular attendance by all students.

PROGRAM FORMAT

Panama City:

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

Niceville:

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR FULL SPECIALIST:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

FULL SPECIALIST COURSE DESCRIPTION

***All Niceville courses will be taught in person campus for both theory and practical. ***

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

Panama City: This entire course will be completed online

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware or insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

Panama City: This course will have 3 hours of online theory and 3 hours of on campus practical

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

FLORIDA LAW (GN03)

Panama City: This entire course will be completed online.

The students will learn to establish and describe the different types of properties, structure, function and requirements necessary to run a successful business, the law's that govern a Full Specialist's activities, the requirements for license renovation, the penalties for different infraction, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

Panama City: This entire course will be completed online

The students will be required to complete the AIDS / HIV four (4) hours program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is accredited by the State of Florida.

SKIN THEORY (FS01)

Panama City: This course will have 85 hours of online theory and 35 hours of on campus practical

The students will learn to identify the composition of the skin, the different types of skin and its functions, as well as diseases of the skin and the treatment rendered to treat such diseases and care for their skin.

FACIALS TECHNIQUES (FS02)

Panama City: This course will have 35 hours of online theory and 45 hours of on campus practical

The students will be trained in the different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reactions of light therapy, and the use of proper methods to guarantee the health and well bring of the clients.

PRODUCTS KNOWLEDGE

Panama City: This course will have 5 hours of online theory and 5 hours of on campus practical

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspensions, solutions, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

LIGHT THERAPY (FS04)

Panama City: This course will have 4 hours of online theory and 10 hours of on campus practical

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays of light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (FS05)

Panama City: This course will have 4 hours of online theory and 20 hours of on campus practical

The students will become familiar with the preferences for different methods and the clients' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (FS06)

Panama City: This course will have 6 hours of online theory and 9 hours of on campus practical

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

BACTERIOLOGY (FS07)

Panama City: This course will have 2 hours of online theory and 2 hours of on campus practical

The students will learn to recognize the structure and function of bacteria and viruses by their type, growth, reproduction and ability to spread infections, and the regulations followed by schools and beauty salons regarding bacteria.

EYELASH APPLICATION/EYEBROW TINTING (FS08)

Panama City: This course will have 3 hours of online theory and 5 hours of on campus practical

The students will benefit from this course as they will learn the proper way to apply eyelash extensions and tint eyebrows.

CONSULTATION & PREPARATION (FS09)

Panama City: This course will have 4 hours of online theory and 4 hours of on campus practical

In this chapter the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out a consultation information sheet, asking questions, analyzing and evaluating and completing a service.

NAIL THEORY (NT01)

Panama City: This course will have 85 hours of online theory and 25 hours of on campus practical

The student will learn safety and health preservation, nail anatomy, bacteria, viruses, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

Panama City: This course will have 6 hours of online theory and 24 hours of on campus practical

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

Panama City: This course will have 6 hours of online theory and 24 hours of on campus practical

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

TIPS WITH OVERLAY (NT04)

Panama City: This course will have 3 hours of online theory and 7 hours of on campus practical

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services.

SCULPTED NAILS (NT05)

Panama City: This course will have 22 hours of online theory and 58 hours of on campus practical

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service.

NAIL WRAPS (NT06)

Panama City: This course will have 5 hours of online theory and 10 hours of on campus practical

The student will learn the application of the fiberglass over the natural nail or over an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of this service.

POLISH & NAIL ART (NT07)

Panama City: This course will have 2 hours of online theory and 3 hours of on campus practical

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images and to use different accessories for nail art and the correct polishing procedures.

ARTIFICIAL NAIL REMOVAL (NT08)

Panama City: This course will have 1 hour of online theory and 4 hours of on campus practical

The students will learn the correct procedures and techniques to remove artificial nails.

NAIL FILLS (NT09)

Panama City: This course will have 2 hours of online theory and 8 hours of on campus practical

The student will learn the correct way to apply product between nail cuticle and the grow out portion of the artificial nail.

BARBERING

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

Niceville Campus
In person on Campus Only
1005A E. John Sims Pkwy
Niceville, FL 32578

BARBERING PROGRAM

BARBERING	**900 HOURS**
TUITION	$12,548.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 640.00
TOTAL PROGRAM COST	$13,288.00

COURSE CURRICULUM	HOURS	SERVICES
BAR110 Florida Laws and Rules	225	0
BAR111 Safety, Sanitation, Sterilization, and HIV/AIDS	270	0
BAR112 Hair Structure and Chemistry	90	0
BAR113 Haircutting and Styling	135	125
BAR114 Shampooing	45	50
BAR115 Shaving, Beard, and Mustache Trimming	45	50
BAR116 Chemical Services	90	50
TOTAL HOURS & SERVICES	**900**	**275**

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of the Barbering program is to prepare students for state licensing and gainful employment as a barbering. The courses are designed to facilitate students to meet the qualification to successfully pass the Florida Barber License Examination. The courses are strategically aligned with the Florida Barbers' Board.

DESCRIPTION

The objective of the Barbering program is to prepare students for state licensing and gainful employment as a barbering. The courses include the required education from the Florida Barbers' Board. The program consists of 900 hours which includes a combination of theoretical and practical applications. The courses include but are not limited to safe and efficient work practices, human relations and employability skills, Florida barber laws and rules, knowledge of barbering and its relation to chemistry, bacteriology, haircutting, and the development of practical skills in performing the manipulative techniques required in the practice of barbering.

Disclosure: There are no additional costs or supplies necessary for program's completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. The State of Florida Barbers' Board, which is responsible for licensing barbers, has varied restrictions which may affect an individual with a history of a felony conviction. Upon completion of the program. Criminal history is reviewed on a case-by-case situation. If the board denies the application (after completion of school). Students will receive a notice of intent to deny within 30 days of the meeting. The notice will provide details of why the application was denied and what steps they can take to request a hearing.

REFERENCES

Books:

Milady Standard Barbering, 6th Edition, 2017, CIMA, ISBN: 9780357812587

ATTENDANCE

Students will clock in using an electronic QR code time clock. Also, CIMA tracks the hours spent online. The school expects regular attendance by all students.

PROGRAM FORMAT

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR BARBERING:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

BARBERING COURSE DESCRIPTION

Florida Laws and Rules (BAR110)

This course will have 145 hours of online theory and 80 hours of on campus practical

Students will learn Florida barber board laws and sanitation guidelines, permitted barbershop services and requirements, inspections, disciplinary guidelines, signage requirements, regarding health and safety, HIV/AIDS education, and how to obtain and maintain a Florida barber license. Students will also learn about license display, fees related to various licenses/renewals/registrations, inactive licenses, DBPR general provisions, Florida Administrative Code chapter 61, board information (purpose, organization, meetings, determinations, procedures) and Barbers' Act chapter476. Additionally, students will be taught soft skills such as client greeting and consultation and proper station set-up.

Safety, Sanitation, Sterilization, and HIV/AIDS (BAR111)

This course will have 149 hours of online theory and 121 hours of on campus practical

Students will learn about standard precautions, handling exposure incidents, being able to differentiate between airborne and bloodborne pathogens, the levels of decontamination, the difference between disinfectant and antiseptics and protecting themselves and the public from unnecessary exposures. Students will also learn to be aware of the spread of infectious diseases, such as HIV and AIDS, and what measures can be taken to control infection.

Hair Structure and Chemistry (BAR112)

This course will have 60 hours of online theory and 120 hours of on campus practical

Students will learn the different layers of the hair shaft, prevention of hair loss, the phases of the hair growth cycle, and common hair disorders. Students will learn about the pH levels of the hair and skin and the chemistry of the various shampoos and conditioners.

Haircutting and Styling (BAR113)

This course will have 35 hours of online theory and 100 hours of on campus practical

Students will learn about the different types of shampoos, how to select the appropriate shampoo base on each client's needs and the techniques and importance of shampooing and rinsing. The students will practice these techniques on mannequins and customers on the clinic floor under an instructor's supervision.

Shampooing (BAR114)

This course will have 15 hours of online theory and 30 hours of on campus practical

Students will learn about various types of shampoos, as well as understand how to select shampoos based on client's needs, and the proper techniques of shampooing and rinsing. The student will practice these techniques on mannequins and clients on the clinic floor under an instructor's supervision.

Shaving, Beard, and Mustache Trimming (BAR115)

This course will have 15 hours of online theory and 30 hours of on campus practical

Students will practice all shaving techniques including softening of facial hair, along with the applications of massage creams and tonics. The students will learn all fourteen standard positions and strokes.

Chemical Services (BAR116)

This course will have 30 hours of online theory and 60 hours of on campus practical

Students will practice the application of chemical services, including but not limited to, permanent waving, coloring, bleaching, hair relaxing, and curling on mannequins and clients under the supervision of an instructor. Students will learn all phases of permanent waving and relaxing techniques, including customer consultation on rod sizes and perm selection. Topics also covered in this course include an introduction to coloring, classifications of hair coloring, preparation and application of permanent, semi-permanent rinses and bleaches. Students will also learn cleansing with a suitable shampoo and massaging with hands or electrical appliances, which includes electric steamer, infrared lamp, ultraviolet lamp, and thermal lamp.

ESTHETICIAN PROGRAM

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

ESTHETICIAN PROGRAM

ESTHETICIAN PROGRAM	**220 HOURS**
TUITION	$2,670.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 170.00
TOTAL PROGRAM COST	$2,940.00

COURSE	CURRICULUM	HOURS	SERVICES
GN01	Ethics	2	0
GNo2	Sanitation / disinfection	10	0
GN04	AIDS/HIV	4	0
ES01	Skin Theory	110	6
ES02	Facials Techniques/contraindications	50	30
ES03	Product Chemistry	8	0
ES04	Basics of Electricity	2	1
ES05	Hair removal/waxing/tweezing	5	10
ES06	Makeup application	5	10
ES07	Bacteriology	4	0
ES08	Eyebrow tinting/ Eyelash application	10	14
ES09	Consultation and preparation	6	0
GN03	Florida laws	4	0
	TOTAL HOURS & SERVICES	220	71

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of Esthetics for students interested in employment in fine salons or spas. The students will be prepared for the final examination to be registered as a licensed Facial Specialist. After completing the necessary clock hours and services, the students will receive a Diploma stating that they have satisfactorily completed the program. Registered Facial Specialist opportunities include Facial Specialist and Salon Manager among others.

DESCRIPTION

This the students will develop skills in facial techniques, hair removal, and makeup applications. Upon successful completion of the program hours, clinic services and final exam, the students will receive a certificate of completion and will be registered with the State for licensing.

REFERENCES

Books:

- CIMA *Standard Foundations, Esthetics Fundamentals, 12e;* CIMA Digital Learning; ISBN: 9780357812563

ATTENDANCE

Students will clock in using an electronic QR code time clock. Also, CIMA tracks the hours spent online. The school expects regular attendance by all students.

PROGRAM FORMAT

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR FULL SPECIALIST:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

ESTHETICS PROGRAM COURSE DESCRIPTION

ETHICS (GN01)

This entire course will be completed online

The objective of this course, students will learn the nature of skincare as a profession, life skills and professional conduct needed during the session and proper client communication.

SANITATION / DISINFECTION (GN02)

This course will have 4 hours of online theory and 6 hours of on campus practical

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

SKIN THEORY (ES01)

This course will have 58 hours of online theory and 52 hours of on campus practical

The student will learn to identify the composition of the skin, the different types of skin and its functions, as well as, diseases of the skin and treatment rendered to treat such diseases and care for the skin.

FACIALS TECHNIQUES/CONTRADICTIONS (ES02)

This course will have 20 hours of online theory and 30 hours of oncampus practical

The student will be trained in the different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reaction of light therapy, and the use the proper methods to guarantee the health and well being of the clients.

PRODUCT CHEMISTRY (ES03)

This course will have 4 hours of online theory and 4 hours of on campus practical

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspension, solution, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

BASICS OF ELECTRICITY (ES04)

This entire course will be completed online

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays or light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (ES05)

This course will have 1.5 hours of online theory and 3.5 hours of on campus practical

The students will become familiar with the preferences for different methods and the clients' need to

eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (ES06)

This course will have 1.5 hours of online theory and 3.5 hours of on campus practical

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

BACTERIOLOGY (ES07)

This course will have 2 hours of online theory and 2 hours of on campus practical

The students will learn to recognize the structure and function of bacteria and viruses by their type, growth, reproduction and ability to spread infections as well as the regulations followed in school and beauty salons regarding bacteria.

EYELASH APPLICATION/EYEBROW TINTING (ES08)

This course will have 3 hours of online theory and 7 hours of on campus practical

The students will benefit from this course as they will learn the proper way to apply eyelash extensions and tint eyebrows.

CONSULTATION & PREPARATION (ES09)

This course will have 3 hours of online theory and 3 hours of on campus practical

In this chapter the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out the consultation information sheet, asking questions, analyzing, evaluating and completing a service.

FLORIDA LAW (GN03)

This entire course will be completed online

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, the laws that govern a Facial Specialist's activities, the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

This entire course will be completed online

The students will have to complete the four (4) hours AIDS/HIV program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is approved by the State of Florida.

NAIL TECHNICIAN

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

NAIL TECHNICIAN PROGRAM

NAIL TECHNICIAN PROGRAM	**180 HOURS**
TUITION	$1,860.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 190.00
TOTAL PROGRAM COST	$2,150.00

COURSE	CURRICULUM	HOURS	SERVICES
GN01	Ethics	2	0
GN02	Sanitation / disinfection	8	0
GN04	AIDS/HIV	4	0
NT01	Nail Theory	76	0
NT02	Manicure	15	20
NT03	Pedicure	10	20
NT04	Tips with overlay	15	8
NT05	Sculpted Nails	10	8
NT06	Nail Wraps	10	8
NT07	Polish and Nail Art	11	10
NT08	Artificial Nail Removal	5	5
NT09	Nail Fill Ins	10	10
GN03	Florida laws	4	0
	TOTAL HOURS & SERVICES	**180**	**89**

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of nail technician in order to become certified by the State of Florida. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the program and will be registered with the State as Nail Technicians. Registered Nail Technicians opportunities include Nail Salon Technician and Nail Salon Manager among others.

DESCRIPTION

The students must have completed the study program comprised of 180 hours. This program gives the student insight into the knowledge of nail technicians. The student will develop skills in manicuring and pedicuring and learn all aspects of artificial nail work. In conjunction with the different technical courses, the students will be trained in communication, human relations, the prevention of infections, first aid and the business aspect of the Cosmetology industry. Upon successful completion of the program hours, clinical services and final exam, the student receives a certificate of completion and will be registered with the State for licensing.

REFERENCES

Books:

- CIMA *Nail Technology, 8th edition;* CIMA Digital Learning; ISBN: 9780357812570

ATTENDANCE

Students will clock in using an electronic QR code time clock. Also, CIMA tracks the hours spent online. The school expects regular attendance by all students.

PROGRAM FORMAT

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR NAIL TECHNICIAN:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

NAIL TECHNICIAN COURSE DESCRIPTION

ETHICS (GN01)

This entire course will be completed online.

The objective of this course, students will learn the nature of skincare as a profession, life skills and professional conduct needed during the session and proper client communication.

SANITATION / DISINFECTION (GN02)

This course will have 3 hours of online theory and 5 hours of on campus practical

Sanitation and disinfection are of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

NAIL THEORY (NT01)

This course will have 58 hours of online theory and 18 hours of on campus practical

The student will learn safety and health preservation, nail anatomy, bacteria, viruses, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

This course will have 3 hours of online theory and 12 hours of on campus practical

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

This course will have 3 hours of online theory and 7 hours of on campus practical

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

TIPS WITH OVERLAY (NT04)

This course will have 3 hours of online theory and 12 hours of on campus practical

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services.

SCULPTED NAILS (NT05)

This course will have 2 hours of online theory and 8 hours of on campus practical

Students will be trained in the proper use of supplies and implements, the various products and their safe

use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service.

NAIL WRAPS (NT06)

This course will have 2 hours of online theory and 8 hours of on campus practical

The student will learn the application of the fiberglass over the natural nail or over an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of this service.

POLISH & NAIL ART (NT07)

This course will have 2 hours of online theory and 9 hours of on campus practical

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images and to use different accessories for nail art and the correct polishing procedures.

ARTIFICIAL NAIL REMOVAL (NT08)

This course will have 1 hour of online theory and 4 hours of on campus practical

The students will learn the correct procedures and techniques to remove artificial nails.

NAIL FILL INS (NT09)

This course will have 2 hours of online theory and 8 hours of on campus practical

The student will learn the correct way to apply product between nail cuticle and the grow out portion of the artificial nail.

FLORIDA LAW (GN03)

This course will be 4 hours of online theory

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, the laws that govern a Facial Specialist's activities, the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

This course will be 4 hours of online theory

The students will have to complete the four (4) hours AIDS/HIV program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is approved by the State of Florida.

PATIENT CARE TECHNICIAN

Panama City Campus
2105 W. 15th Street
Panama City, FL 32401

PATIENT CARE TECHNICIAN

PATIENT CARE TECHNICIAN	**600 HOURS**
TUITION	$8,960.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 260.00
TOTAL PROGRAM COST	$9,320.00

COURSE NUMBER	COURSE CURRICULUM	CLOCK HOURS	THEORY HOURS	LAB HOURS
PCT101	Introduction to Allied Health for the Patient Care Technician	80	50	30
PCT102	Electrocardiography and Diagnostic Imaging for Patient Care Technicians	70	40	30
PCT103	Phlebotomy and Hematology for Patient Care Technician	85	35	50
PCT121	Articulated Nursing Assistant	70	40	30
PCT131	Advanced Home Health Aide with CPR Training	80	30	50
PCT141	Patient Care Assistant	70	25	45
PCT152	Respiratory Therapy Aide	70	30	40
PCT210	Occupational Therapy and Geriatric Aide	75	30	45
	TOTAL HOURS & SERVICES	600	280	320

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The Patient Care Technician objective is to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Patient Care Technicians. Students in the Patient Care Technician program is instructed in, among other things, patient assistance, geriatric care and nursing assistance. With a focus on patient care skills and life-long learning, graduates of this Diploma Program will be positioned to have the skills and dispositions needed to effectively meet workplace demands.

DESCRIPTION

Prior to graduation, students are required to complete an 80-hour externship in a health care setting, which provides hands-on training in the field. Externship sites require students to have completed a criminal background check and medical examination and may also require a drug screen, proof of immunizations or other requirements. Qualified graduates may take the Certified Patient Care Technician/Assistant (CPCT/A) certification exam through the National Healthcareer Association (NHA). However, the College cannot guarantee a student's eligibility to take these exams, pass these exams or that they will become licensed by the Florida Board of Nursing. Eligibility may be affected by a variety of factors, including age, high school or GED credentials and clearing a criminal background check. It is the student's responsibility to inquire into and understand all eligibility requirements. Please refer to the Certification and State Licensure section of this Catalog for additional information.

REFERENCES

Books:

- Fundamental Concepts and Skills for the Patient Care Technician; 2017 Mosby by Kimberly Towsend PhD RN; ISBN-13: 978-0323794855
- Patient Care Technician Textbook: Theory and Practical Fundamentals; 2016 OPRET by OPRET; ISBN-13: 978-1944471330
- Patient Care Technician Textbook: Theory & Clinical Approach; 2017 McGill by Sultan Khan, Farooq K.M; Faisal Farooq; ISBN-13: 978-1495107993
- Workbook for Fundamental Concepts and Skills for Patient Care Technician; 2017 Mosby by Kimberly; Townsend PhD RN WHNP-BC CNE; ISBN-13: 978-0323445719

ATTENDANCE

A daily log is maintained where students' attendance is taken by the instructor. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR PATIENT CARE TECHNICIAN

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

PATIENT CARE TECHNICIAN COURSE DESCRIPTION

INTRODUCTION TO ALLIED HEALTH FOR THE PATIENT CARE TECHNICIAN (PCT101) – Hours 80 – Theory 50/Lab 30

This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing, and grammar all related to the medical field. Proper punctuation, capitalization, and abbreviations will also be emphasized. This course covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, OSHA and biomedical issues and responsibilities as related to today's medical environment. Cultural Diversity, Professional Development and Medical terminology will be introduced.

ELECTROCARDIOGRAPHY AND DIAGONISTIC IMAGING FOR PATIENT CARE TECHNICIANS (PCT102) – Hours 70 – Theory 40/Lab 30

This course provides instruction in the performance of electrocardiograms and diagnostic imaging procedures in the physician's office and inpatient facility. Emphasis is placed on preparing patients and informing them of the procedures. The student will perform multichannel/automatic electrocardiography, mount and ECG tracing and identify artifacts. The course will also introduce students to the concepts surrounding radiology and diagnostic imaging. Students will become aware of the three types of radiology and their uses in the ambulatory care setting. Students will be instructed in radiation safety.

PHLEBOTOMY AND HEMATOLOGY FOR PATIENT CARE TECHNICIAN (PCT103) – Hours 85 – Theory 35/Lab 50

This course is part of the Allied Health Assistant component of the program. Students will learn to perform the proper techniques using various laboratory procedures. Venipuncture, urine analysis, and various hematology procedures will be taught. CLIA, Specimen Collecting, specimen processing, data collection and documentation will be emphasized in this course. The student will learn aseptic techniques and safety methods while working in the clinical lab.

ARTICULATED NURSING ASSISTANT (PCT121) – Hours 70 – Theory 40/Lab 30

Based on the American Medical Technologists 2013 Registered Medical Assistant Certification Examination competencies and construction parameters this course will cover in great detail the following topics: Medical Law, Medical Ethics, Human Relations, Patient Education.

ADVANCED HOME HEALTH AIDE WITH CPR TRAINING (PCT131) – Hours 80 – Theory 30/Lab 50
This course prepares the student to use written and verbal communication specific to the home health aide, perform physical comfort and safety functions specific to home health aides, understand the principles of infection control specific to the home health aide and CPR training.

PATIENT CARE ASSISTANT (PCT141) – Hours 70 – Theory 25/Lab 45
This course will prepare students to assist patients with many tasks, perform clinical procedures to a variety of populations with various diseases. The student will learn to assist patients in a variety of health care settings such as: hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities. Students will learn the principles of infection control.

RESPRIATORY THERAPY AIDE (PCT152) – Hours 70 – Theory 30/Lab 40
This course is part of the Allied Health Assistant component of the program. Students in this course will learn to perform respiratory aide and cardiac skills, adjust, and operate equipment such as aerosol inhalers, resuscitators, mechanical ventilators, and oxygen tanks with their accompanying hoses and gauges, in the health care setting.

OCCUPATIONAL THERAPY AND GERIATRIC AIDE (PCT210) – Hours 75 – Theory 30/Lab 45
This course is part of the Advanced Allied Health Assistant component of the program. Students in this course will perform occupational aide skills, assist patients with activities and exercises in a treatment plan developed by an Occupational Therapist. The student will also learn how to perform geriatric skills in the health care setting, recognize symptoms of common diseases of the geriatric patient, as well as the use of verbal and written communications specific to the nursing assistant. Long term care skills and rehabilitative services are the focus of this class.

MEDICAL OFFICE ADMINISTRATION W/ SKIN SPECIALTY

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

MEDICAL OFFICE ADMINISTRATION W/ SKIN SPECIALTY

PATIENT CARE TECHNICIAN	**750 HOURS**
TUITION	$6,748.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 655.00
TOTAL PROGRAM COST	$7,503.00

COURSE	CURRICULUM	Theory	Lab/Clinical/Services	Clock Hours
GN02	Sanitation / disinfection	10	0	10
GN03	Florida laws	4	0	4
GN05	Professional Ethics	2	0	2
SC01	Basics of Electricity	2	1	3
SC02	Facial Techniques and Contraindications	50	30	80
SC03	Product Chemistry	8	0	8
SC04	Hair Removal	5	10	15
SC05	Makeup	1	12	13
SC06	Skin Theory, Disease and Disorders of the Skin	67	0	67
MOA01*	Introduction to Medical Office Administration	49	0	49
MOA02	Medical Office Management	76	0	76
MOA03*	Medical Terminology & Communication	100	0	100
MOA04	Medical Office Administrative Procedures	100	0	100
MOA05*	Electronic Health Records	75	0	75
MOA06*	Computer Fundamentals	75	0	75
MOA07*	Medical Office Billing & Coding Procedures	75	0	75
	TOTAL HOURS & SERVICES	**699**	**51**	**750**

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

After successfully completing this program, the student will be able to perform the following:

- Identify career opportunities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Employ safe, sanitary and efficient work practices.
- Demonstrate science knowledge and skills.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Describe the importance of professional ethics and legal responsibilities.
- Use information technology tools.
- Solve problems using critical thinking skills, creativity and innovation.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application.
- Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted.
- Demonstrate proper procedure and application of chemicals.
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute duties of a medical office administrator.

DESCRIPTION

The combination of the medical office administration with skin specialty program focuses on the Florida cosmetology laws and rules, acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology, art of makeup and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations. This diploma program combines foundational knowledge of medical terminology and insurance practices with administrative support skills. As a graduate, you'll be able to demonstrate professionalism and practical capabilities for a variety of support roles in health care-related offices.

REFERENCES

Books:

- Milady Standard Esthetics: Fundamentals, 12th Edition Publisher Milady Published April2019
- Medical Office Administration, 5th Edition by Brenda A. Potter, BS, CPC-I, CPC 9780323763837 Published 2022
- Medical Terminology: A Short Course, 9th Edition by Davi-Ellen Chabner, BA, MAT 9780323479912 Published 2022
- The Simulated Administrative Medical Office, 2nd Edition by Julie Pepper, BS, CMA (AAMA) 9780323829519 Published 2022
- Integrated Electronic Health Records By M. Beth Shanholtzer and Amy Ensign 9781260082265 Published 2022
- Fordney's Medical Insurance and Billing, 16th Edition by Linda M. Smith, CPC, CPC-1, CEMC, PCS, CMBS 9780323795357 Published 202

ATTENDANCE

Students will clock in using an electronic QR code time clock. The school expects regular attendance by all students.

PROGRAM FORMAT

Online (synchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR MEDICAL OFFICE ADMINISTRATION W/ SKIN SPECIALTY:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees, students will be awarded a Diploma.

MEDICAL OFFICE ADMINISTRATION W/ SKIN SPECIALTY COURSE DESCRIPTION

GN03 - Florida Laws and Rules – Theory 4/Lab 0 – Hours 4
There is no prerequisite for this course. Students will learn the laws and regulations pertaining to skin care, as set by the Department of Business and Professional Regulations, Board of Cosmetology as they relate to the facial specialist license. The study of all laws pertaining to Skin Care set by the Department of Professional Regulation.

GN02 - Sanitation, Sterilization and Bacteriology – Theory 10/Lab 0 – Hours 10
This unit will introduce the student to the various classifications of bacteria and how bacteria grow in the spa/salon. Further, methods of sterilization, sanitation, health, infection control, as well as sterilization rules, regulations, and procedures will be covered.

GN05 - Professional Ethics – Theory 2/Lab 0 – Hours 2
Students will be introduced to salon management and professional ethics. Emphasis will be placed on rules for professional behavior with clients, employers, and coworkers. Professional ethics, salon safety, and professional appearance will also be covered.

SC01 - Basics of Electricity – Theory 2/Lab 0 – Hours 2
Principles and techniques in electricity, light, magnification and esthetic machines are covered. Students will also learn about polarity and current flow, and measurements of electricity. Set up, use and maintenance of electrical devices will be covered as well as safety precautions to follow in the use of electrical apparatus

SC02 - Facial Techniques and Contraindications – Theory 50/Lab 30 – Hours 80
Facial principles and techniques: manual and mechanical, including masks, packs or treatments. Students will learn the structure of the face and neck: bones, muscles, and nerves. Students will also learn effective means of manipulating the face to maintain muscle tone and increase blood circulation. Principles and techniques of facial manipulations are covered. Finally, we will cover the many contraindications that exist in facial treatments.

SC03 - Product Chemistry – Theory 8/Lab 0 – Hours 8
Students will learn the composition of cosmetics, effects of chemistry of products on the skin, safety of cosmetics and skin preparation, and ingredients of skin preparation.

SC04 - Hair Removal – Theory 5/Lab 10 – Hours 15
Principles and techniques in hair waxing are introduced. Students will learn the various methods of hair removal available, to include tweezing, waxing, chemical depilatories, threading, sugaring, etc. The student will also be introduced here to the safely guidelines of hair removal, and the proper way to shape eyebrows

SC05 – Makeup – Theory 1/Lab 2 – Hours 13
Principles and techniques in makeup are lectured. The student will learn correct makeup application, the use of required implements and supplies, procedures for makeup application, how to use the color wheel, daywear makeup, evening makeup, and corrective makeup. This unit will also introduce false eyelash applications, including strip lashes, cluster lashes, individual lashes, and semi-permanent lashes.
Principles and techniques in makeup are lectured. The student will learn correct makeup application, the use of required implements and supplies, procedures for makeup application, how to use the color wheel, daywear makeup, evening makeup, and corrective makeup. This unit will also introduce false eyelash applications, including strip lashes, cluster lashes, individual lashes, and semi-permanent lashes

SC06 - Skin Theory, Disease and Disorders of the Skin – Theory 67/Lab 0 – Hours 67
Students will learn the histology of the skin and hair, and by understanding the composition, structure and function of the skin, the student will realize the effects the services performed will have on the client's skin. The unit will also introduce the student to endocrinology – the study of the endocrine glands and their function. Furthermore, students will learn and understand the composition of the skin. Functions, structure, and nutrition of the skin. Skin types and skin conditions. Principles and techniques are also covered. Finally, the lectures will provide students with an understanding of diseases and skin disorders and means of prevention.

MOA01 - Introduction to Medical Office – Theory 49/Lab 0 – Hours 49
This entire course will be completed online
A detailed discussion of the medical office administrator's role and how it aligns within healthcare institutions.

MOA02 - Medical Office Management – Theory 76/Lab 0 – Hours -76
Prepares students for entry-level supervision of the medical office including budgeting, planning and organizing, decision-making, staffing and motivation.

MOA03 - Medical Terminology & Effective Communication – Theory 100/Lab 0 – Hours 100
This entire course will be completed online
Introduction to medical terms and the vocabulary associated with human organ systems and their pathologies and examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

MOA04 - Medical Office Administrative Procedures – Theory 100/Lab 0 – Hours 100
Introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

MOA05 - Electronic Health Records – Theory 75/Lab 0 – Hours 75
This entire course will be completed online
Provide entry-level experience in the use of software programs commonly used in a healthcare environment

MOA06 - Computer Fundamentals – Theory 75/Lab 0 – Hours 75
This entire course will be completed online
Introduces basics and functions such as keyboarding, Word, Excel, and PowerPoint in the execution of work processes.

MOA07 - Medical Office Billing & Coding Procedures – Theory 75/Lab 0 – Hours 75
This entire course will be completed online
Standard billing and collection procedures involved billing patients and major types of health insurance providers. The Fair Debt Collection Practices Act and Telephone Consumer Protection Act will also be discussed.

MEDICAL ASSISTANT

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

MEDICAL ASSISTANT

MEDICAL ASSISTANT	**600 HOURS**
TUITION	$6,580.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 890.00
TOTAL PROGRAM COST	$7,570.00

COURSE	COURSE CURRICULUM	CLOCK HOURS	THEORY HOURS	LAB HOURS
MA100	(HIV/AIDS) Basic Healthcare Worker	60	40	20
A&P110	Human Anatomy & Physiology	50	35	15
MA120	Medical Terminology	30	25	5
MA130	Patient Care	55	20	35
MA140	Phlebotomy Technician	90	30	60
MA150	EKG Aide	90	30	60
MA160	Medical Coding and Insurance Billing	60	45	15
MA170	Medical Receptionist	45	35	10
MA180	Clinical Medical Assisting	120	39	81
	TOTAL HOURS & SERVICES	**600**	**299**	**301**

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The program is designed to provide students with extensive and comprehensive training in body structure and functioning of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, blood draws, and sterilization. Students will also learn proper techniques in assisting minor surgical procedures and preparation of patients for diagnostic tests.

DESCRIPTION

The program is comprised of 600 clock hours. The program is designed based on the National Health Career Association Certified Medical Assistant competencies and construction parameters. Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies are provided to enhance hands-on experience for students. Upon successful completion of the Medical Assistant program, graduates may be eligible to sit for national certification examinations offered by recognized credentialing agencies, such as Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), or Certified EKG Technician (CET).

REFERENCES

Books:

- NHA eBooks
    - PersonAbility Online Learner – PA001 – NHA
    - Principles of Health Coaching (PHC) – HCPPD0001 – NHA
    - Medical Terminology – MT0001 – NHA
    - Anatomy and Physiology – AP001 – NHA
    - MA SkillsBuilder: Clinical Plus – MASKILL03 – NHA
    - MA SkillsBuilder: Administrative Plus – MASKILLS04 – NHA

- Medical Assistant (CCMA) Certification Online Study Guide 3.0 & Practice Test – CCMAPKG006 – NHA

ATTENDANCE

The student will scan into class using the QR code. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements

GRADUATION REQUIREMENTS FOR MEDICAL ASSISTANT

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

DISCLOSURE STATEMENT
Program Title: Medical Assistant

Admission Requirements:

Applicants to the Medical Assistant program must meet the following requirements:

- Be at least 18 years of age by the designated point in the program
- Possess a high school diploma, GED, or equivalent
- Complete all enrollment documentation and orientation requirements
- Meet attendance, academic, and conduct standards established by the school

Health, Safety, and Enrollment Requirements:

Due to the nature of direct patient care, students must meet health and safety requirements prior to the first day of class. These may include, but are not limited to:

- Proof of required immunizations or signed declination forms (including Hepatitis B)
- TB screening and seasonal influenza vaccination (as applicable)
- Compliance with OSHA standards and infection control protocols

Failure to meet health requirements may delay or prevent starting the program.

Background Screening:

Students will be required to complete a Level II background check prior to first day of class. Employers reserve the right to deny employment based on screening results. Elite School of Cosmetology cannot guarantee job placement.

Licensure / Certification Disclosure:

Upon successful completion of the Medical Assistant program, graduates may be eligible to sit for national certification examinations offered by recognized credentialing agencies, such as Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), or Certified EKG Technician (CET).
Certification and employment eligibility are determined by the certifying agency and applicable state

regulations. Elite School of Cosmetology does not guarantee certification, licensure, or employment, as these outcomes are contingent upon successful examination results, background screening, and employer requirements.
The cost for all certification exams (CCMA $165, CPT $129, CET $129), Level II background check and TB screening is NOT included in the cost of the program. These are separate charges the student is responsible for.

MEDICAL ASSISTANT COURSE DESCRIPTION

MA100 – Basic Healthcare Worker HIV/AIDS – Hours 60
This course will have 40 hours on online theory and 20 hours of on campus lab/review.
There is no prerequisite for this course. This course introduces students to the healthcare profession and provides the foundational knowledge and skills necessary for success in allied health careers. Topics include the healthcare delivery system, professional ethics, legal responsibilities, communication skills, patient confidentiality, workplace safety, infection prevention, emergency preparedness, and environmental health practices. Students will also complete HIV/AIDS education, including etiology, transmission, prevention, testing, counseling, treatment, and applicable laws and regulations. Emphasis is placed on professionalism, employability skills, communication, teamwork, and patient-centered care. Residential instruction includes hands-on activities, demonstrations, simulations, and competency assessments.

A&P110 – Human Anatomy & Physiology – Hours 50
This course will have 35 hours on online theory and 15 hours of on campus lab/review.
This course provides an overview of the structure and function of the human body and its major organ systems. Topics include anatomical terminology, body organization, homeostasis, cells and tissues, chemistry of life, disease processes, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and immune systems. Students examine the relationship between body systems and common diseases and disorders. Residential instruction includes anatomy models, system identification activities, case studies, and laboratory exercises designed to reinforce theoretical concepts. Topics include anatomical terminology, body organization, homeostasis, cells and tissues, chemistry of life, disease processes, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, reproductive, lymphatic, and immune systems.

MA120 – Medical Terminology – Hours 30
This course will have 25 hours on online theory and 5 hours of on campus lab/review.
This course develops the language skills necessary for effective communication in healthcare settings. Students learn the structure, spelling, pronunciation, and meaning of medical terms through the study of prefixes, suffixes, root words, abbreviations, and symbols. Emphasis is placed on terminology associated with body systems, diseases, diagnostic procedures, treatments, pharmacology, and healthcare documentation. Students apply medical terminology in clinical, administrative, and patient-care scenarios.

MA130 – Patient Care – Hours 55
This course will have 20 hours on online theory and 35 hours of on campus lab/review.
This course introduces students to the clinical responsibilities of the medical assistant. Topics include patient communication, interviewing techniques, patient education, medical law and ethics, cultural awareness, professionalism, documentation, vital signs, body measurements, patient screening, and preparation for examinations and procedures. Students develop skills necessary to provide safe, compassionate, and patient-centered care. Residential instruction includes simulations, role-playing activities, competency assessments, and practical skill development.

MA140 – Phlebotomy Technician – Hours 90

This course will have 30 hours on online theory and 60 hours of on campus lab/review.

This course provides instruction in specimen collection and laboratory procedures commonly performed by medical assistants. Topics include laboratory safety, OSHA regulations, infection control, specimen handling, quality assurance, venipuncture, capillary puncture, blood collection techniques, point-of-care testing, and laboratory documentation. Residential instruction emphasizes hands-on practice and competency validation in blood collection procedures and specimen processing.

MA150 – EKG Aide – Hours 90

This course will have 30 hours on online theory and 60 hours of on campus lab/review.

This course introduces cardiovascular anatomy and physiology and the role of electrocardiography in patient care. Students learn EKG theory, cardiac conduction, rhythm interpretation, patient preparation, electrode placement, 12-lead electrocardiography, Holter monitoring, and cardiovascular testing procedures. Residential instruction includes hands-on performance of electrocardiograms, equipment operation, patient preparation, and competency assessments.

MA160 – Medical Coding and Insurance Billing – Hours 60

This course will have 45 hours on online theory and 15 hours of on campus lab/review.

This course provides an introduction to healthcare reimbursement and revenue cycle management. Topics include medical insurance plans, patient registration, eligibility verification, referrals, prior authorizations, claims processing, reimbursement methodologies, medical coding systems, HIPAA compliance, and electronic health records. Students utilize ICD-10-CM, CPT, and HCPCS coding systems and apply coding principles to patient registration, insurance verification, claims submission, reimbursement processes, and revenue cycle management in healthcare settings.

MA170 – Medical Receptionist – Hours 45

This course will have 35 hours on online theory and 10 hours of on campus lab/review.

This course develops administrative skills used in ambulatory healthcare settings. Topics include appointment scheduling, patient registration, electronic medical records, telephone communication, records management, customer service, professional correspondence, office procedures, and workplace organization. Students practice administrative functions commonly performed in medical offices and healthcare facilities.

MA180 – Clinical Medical Assisting – Hours 120

This course will have 39 hours on online theory and 81 hours of on campus lab/review.

This course provides comprehensive instruction in the clinical skills required of the medical assistant. Topics include infection control, asepsis, sterilization, patient communication, vital signs, patient assessment, pharmacology, medication administration, injections, electrocardiography, laboratory procedures, urinalysis, specimen collection, phlebotomy, minor surgical assisting, emergency preparedness, and patient education. Students participate in instructor-supervised laboratory activities, clinical simulations, competency evaluations, skills validation exercises, and certification examination preparation. Emphasis is placed on safe, effective, and professional patient care in ambulatory healthcare settings.

PHYSICAL THERAPY TECHNICIAN

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

PHYSICAL THERAPY TECHNICIAN

PHYSICAL THERAPY TECHNICIAN	**1050 HOURS**
TUITION	$14,700
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 900.00
TOTAL PROGRAM COST	$15,700.00

COURSE	COURSE CURRICULUM	CLOCK HOURS	THEORY HOURS	LAB HOURS
PTT100	Basic Healthcare Worker	60	60	0
PTT110	Human Anatomy & Physiology	50	40	10
PTT120	Medical Terminology	30	30	0
PTT130	Patient Care	55	35	20
PTT140	Therapeutic Exercise	120	45	75
PTT150	Physical Therapy Modalities	160	60	100
PTT160	Kinesiology and Movement	100	40	60
PTT170	Medical Coding and Insurance Billing	60	35	25
PTT180	Medical Receptionist	45	35	10
PTT190	EKG Aide	90	35	55
PTT200	Phlebotomy Technician	90	35	55
PTT210	Clinical Physical Therapy Technician	190	74	116
	TOTAL HOURS & SERVICES	**1050**	**524**	**526**

**See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

Students will learn anatomy and physiology, medical terminology, Pathology, modality applications that ultrasound, massage, therapeutic exercises, electrical stimulations, hydrotherapy and other modalities applications. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, blood draws, and sterilization. Students will also learn proper techniques in assisting minor surgical procedures and preparation of patients for diagnostic tests. The program includes lectures, laboratory exercise and practice. The PTT will work under the direct supervision of a Physical Therapist in a variety of settings providing support, training and treatment for patients who are recovering from an injury or adapting to trauma or disability. Graduates will be prepared for entry-level positions.

DESCRIPTION

This program is 1050 clock hours delivered in a blended format. The curriculum covers anatomy, physiology, and medical terminology, while also giving you exposure to therapeutic approaches like ultrasound, massage, exercise, hydrotherapy, and electrical stimulation. Upon completion, graduates earn a certificate and can pursue entry-level roles in clinics, hospital rehab departments, chiropractic offices, and fitness facilities under the direction of a Physical Therapist.

REFERENCES

Books:

- NHA eBooks
    - PersonAbility Online Learner – PA001 – NHA
    - Principles of Health Coaching (PHC) – HCPPD0001 – NHA
    - Medical Terminology – MT0001 – NHA
    - Anatomy and Physiology – AP001 – NHA

- MA SkillsBuilder: Clinical Plus – MASKILL03 – NHA
- MA SkillsBuilder: Administrative Plus – MASKILLS04 – NHA
- Medical Assistant (CCMA) Certification Online Study Guide 3.0 & Practice Test – CCMAPKG006 – NHA

- Therapeutic Exercise Foundations & Techniques – Carloyn Kishers & Lynn Colby – 8th Edition – 2023 – ISBN-13: EBK40473
- Essentials of Kinesiology for Physical Therapist Assistants – Paul Jackson Mansfield & Donald A. Neumann – 4th Edition – 2024 – ISBN: 9780323824156
- Measurement of Muscle Training: Measurement of Joint Motion & Guide to Goniometry – Norkin & White – 6th Edition – 2026 – ISBN-13: EBK42415

ATTENDANCE

Students will clock in using an electronic QR code time clock. The school expects regular attendance by all students.

PROGRAM FORMAT

Online (asynchronous) theory and on campus practical demonstration and practical. All on campus work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements

GRADUATION REQUIREMENTS FOR PHYSICAL THERAPY TECHNICIAN

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

DISCLOSURE STATEMENT
Program Title: PHYSICAL THERAPY TECHNICIAN

Admission Requirements:

Applicants to the Physical Therapy Technician program must meet the following requirements:

- Be at least 18 years of age by the designated point in the program
- Possess a high school diploma, GED, or equivalent
- Complete all enrollment documentation and orientation requirements
- Meet attendance, academic, and conduct standards established by the school

Health, Safety, and Enrollment Requirements:

Due to the nature of direct patient care, students must meet health and safety requirements prior to the first day of class. These may include, but are not limited to:

- Proof of required immunizations or signed declination forms (including Hepatitis B)
- TB screening and seasonal influenza vaccination (as applicable)
- Compliance with OSHA standards and infection control protocols

Failure to meet health requirements may delay or prevent starting the program.

Background Screening:

Students will be required to complete a Level II background check prior to first day of class. Employers reserve the right to deny employment based on screening results. Elite Schools cannot guarantee job placement.

Licensure / Certification Disclosure:

Upon successful completion of the Physical Therapy Technician program, graduates may be eligible to sit for national certification examinations offered by recognized credentialing agencies, such as Physical Therapy/Aide Certification (PTTC) with the ACMA Certified Clinical Medical Assistant (CCMA) with NHA, Certified Phlebotomy Technician (CPT) with NHA, or Certified EKG Technician (CET) with NHA.

Certification and employment eligibility are determined by the certifying agency and applicable state regulations. Elite Schools does not guarantee certification, licensure, or employment, as these outcomes are contingent upon successful examination results, background screening, and employer requirements. The cost for all certification exams (PTTC $119, CCMA $165, CPT $129, CET $129), Level II background check and TB screening is NOT included in the cost of the program. These are separate charges the student is responsible for.

PHYSICAL THERAPY TECHNICIAN COURSE DESCRIPTION

PTT100 – Basic Healthcare Worker – Hours 60
There is no prerequisite for this course. This course is designed to equip professionals with a comprehensive overview and refresh of information involving HIV/AIDS. The course covers HIV/AIDS etiology and epidemiology, transmission & infection control, testing & counseling, and clinical manifestations & treatment and laws and regulations. This course will also provide the basic knowledge is necessary for any health occupations career this core course will demonstrate knowledge of The Health Care Delivery System and Health Occupations as well as describing the importance of professional ethics and legal responsibilities using oral and written communication skills in creating, expressing, and interpreting information and ideas. The course will demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. In this course students will also recognize and respond to emergency situations and will also recognize and practice infection control procedures.

PTT110 – Human Anatomy & Physiology – Hours 60
This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life, anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also presented. Several diseases and disorders are discussed, and as well as the cause, detection, and treatment of them. Students will also perform and complete content complementary at home labs with accompanying assessments as a lab component to this course.

PTT120 – Medical Terminology – Hours 30
The Medical Terminology course will teach you to understand not only medical terms themselves, but also their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

PTT130 – Patient Care – Hours 55
Based on the NHA Medical Assistant Certification Examination competencies and construction parameters this course will cover in great detain the following topics: Medical Law, Medical Ethics, Human Relations, Patient Education.

PTT140 – Therapeutic Exercise – 120 Hours
This course will have 45 hours on online theory and 75 hours of on campus lab/review.
This course provides foundational knowledge and clinical skills for designing, implementing, and progressing exercise programs to improve patient function, strength, endurance, and range of motion. The curriculum covers, through evidence-based practice, techniques for musculoskeletal, neurological, and geriatric conditions

PTT150 – Physical Therapy Modalities – 160 Hours
This course will have 60 hours on online theory and 100 hours of on campus lab/review.
This course covers the theory and application of physical agents to manage pain, reduce inflammation, and enhance tissue healing. It includes lab training on techniques like heat/cold, ultrasound, electrotherapy, and traction, focusing on safety, contraindications, and evidence-based clinical decision-making.

PTT160 – Kinesiology and Movement – 1000 Hours
This course will have 40 hours on online theory and 60 hours of on campus lab/review.
A Kinesiology and Movement course explores the principles of human motion, integrating anatomy, physiology, and biomechanics to understand physical activity, exercise, and athletic performance. It covers topics like muscle function, motor control, and injury prevention, often preparing students for careers in healthcare, fitness, and sport.

PTT170 – Medical Coding and Insurance Billing – Hours 60
Based on the NHA CCMA Examination competencies and construction parameters this course will cover in great detail the following topics: Identify and define terminology associated with various insurance types in the medical office, Identify and understand the application of government, medical disability, and accident insurance plans, Identify and appropriately apply plan policies and regulations for program including: HMO, PPO, EPO, indemnity, open, etc., Claims, Coding, Identify HIPAA0mandated coding systems and references ICE9-cM, CPT, HCPCS Insurance finance application and financial bookkeeping.

PTT180 – Medical Receptionist – Hours 45
Based on the NHA CCMA Examination competencies and construction parameters this course will cover in great detail the following topics: Terminology, Receptions, Scheduling, Orand and written communications, Records and chart management, Transcription dictation, Supplies and equipment management, computer applications and office safety.

PTT190 – EKG Aide – Hours 90
This course will have 35 hours on online theory and 55 hours of on campus lab/review.
Based on the NHA CCMA and CET Examination competencies and construction parameters this course will cover in great detail the following topics: Standard, 12-lead electrocardiogram, mounting techniques, identify rhythm strip, identify treadmill examination (exercise ECG), and Identify Holter monitor.

PTT200 – Phlebotomy Technician – Hours 90
This course will have 35 hours on online theory and 55 hours of on campus lab/review.
Based on NHA CCMA and CPT Examination competencies and construction parameters this course will covered great detail the following topics: Employ Universal Blood and Body Fluid Precautions, Identify and comply with Occupational Safety and Health Administration (OSHA) Guideline, Material Safety Data Sheets, Develop and maintain policy and procedures manual, Clinical Laboratory Improvement

Amendments of 1988 (CLIA '88), Quality control program, laboratory equipment, Identify equipment commonly used in the laboratory Bood collection systems, Microscope, Analyzer equipment, Centrifuge, Incubator, Sterilizer Laboratory testing, and specimen collection, Define terminology associated with laboratory equipment, procedures and results. Lectures and lab are integral parts of this course.

PTT210 – Clinical Physical Therapy Technician/Medica Assisting – Hours 190

This course will have 74 hours on online theory and 116 hours of on campus lab/review.

Clinical Physical Therapy Technicians (PT Techs) and Medical Assistants (MAs) are essential allied health roles providing direct patient support and administrative assistance. PT Techs focus on therapy equipment, patient mobility, and exercises, while MAs (specifically CCMAs) handle vital signs, injections, and lab procedures. Both roles often require certifications (e.g., PT Aide, CCMA) and work under licensed practitioners to ensure efficient clinical operations.

HVAC TECHNICIAN

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

HVAC TECHNICIAN

HVAC TECHNICIAN	**600 HOURS**
TUITION	$3,180.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 1,650.00
TOTAL PROGRAM COST	$4,930.00

COURSE	COURSE CURRICULUM	CLOCK HOURS	THEORY HOURS*	LAB/ SERVICES
ACR0013	HVAC/R Intermediate Service Practices	270	135	105
ACR0044	HVAC/R Advanced Service Practices	330	165	135
	TOTAL HOURS & SERVICES	**600**	**300**	**240**

***See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of the Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) Technician Program is to provide students with the technical knowledge, occupational skills, and practical hands-on training necessary to obtain entry-level employment in the HVAC/R industry. The program prepares students to install, maintain, troubleshoot, and repair residential and light commercial heating, ventilation, air-conditioning, refrigeration, and heat pump systems in accordance with industry standards, safety regulations, and environmental requirements.

Upon successful completion of the program, students will be able to:

- Demonstrate safe work practices consistent with OSHA standards and industry requirements.
- Identify and properly use HVAC/R tools, instruments, and diagnostic equipment.
- Apply principles of heat transfer, refrigeration, electrical theory, and system operation.
- Install, maintain, and service air-conditioning, refrigeration, heating, and heat pump systems.
- Read and interpret wiring diagrams, schematics, and technical manuals.
- Diagnose and repair electrical, mechanical, airflow, and refrigeration system faults.
- Perform refrigerant recovery, recycling, and charging procedures in compliance with EPA regulations.
- Evaluate system performance and recommend energy-efficient solutions.
- Apply Florida-specific HVAC practices related to humidity control, indoor air quality, mold prevention, and high-efficiency cooling systems.
- Prepare for and successfully complete the EPA Section 608 Certification examination.
- Demonstrate professionalism, communication skills, and workplace readiness required for employment in the HVAC/R field.

Graduates of the program will be qualified to pursue entry-level positions such as HVAC Technician, HVAC Installer, HVAC Maintenance Technician, Refrigeration Technician, Service Technician, Heat Pump Technician, or HVAC Apprentice.

DESCRIPTION

The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) Technician Program is a 600-clock-hour occupational training program designed to prepare students for entry-level employment in the

HVAC/R industry. The program combines classroom instruction, asynchronous theory, hands-on laboratory training, practical exercises, and competency-based assessments to develop the knowledge and skills required to install, maintain, diagnose, and repair residential and light commercial heating, cooling, ventilation, refrigeration, and heat pump systems.

Instruction includes HVAC safety practices, OSHA standards, electrical theory, refrigeration principles, air-conditioning systems, heating systems, system controls, airflow and ductwork, troubleshooting techniques, energy efficiency, and preventive maintenance procedures. Students gain practical experience using industry-standard tools, testing equipment, and diagnostic instruments while performing laboratory exercises that simulate real-world service and installation scenarios.

The curriculum places special emphasis on HVAC applications relevant to Florida's climate, including heat pump technology, humidity control, mold prevention, indoor air quality, and high-efficiency cooling systems. Students also receive instruction in refrigerant management and environmental regulations and are prepared for the EPA Section 608 Certification examination.

Upon successful completion of the program, graduates will possess the technical competencies, employability skills, and professional readiness necessary to pursue entry-level positions in the HVAC/R field, including HVAC Technician, Installer, Maintenance Technician, Refrigeration Technician, Service Technician, and HVAC Apprentice. The program is aligned with the Florida Department of Education Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 framework

REFERENCES

Books:

- Modern Refrigeration and Air Conditioning, 21st Edition (eBook)
- EPA Section 608 Certification Preparatory Manual (Digital Version)

ATTENDANCE

The student will scan into class using the QR code both online and on campus.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements

GRADUATION REQUIREMENTS FOR HVAC TECHNICIAN

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

HVAC TECHNICIAN COURSE DESCRIPTION

ACR0013 – HVAC/R INTERMEDIATE SERVICE PRACTICES
This course will have 134 hours of online theory and 136 hours of on campus practical

This course provides intermediate-level instruction in heating, ventilation, air-conditioning, and refrigeration (HVAC/R) service practices. Students develop the knowledge and skills necessary to install, maintain, test, diagnose, and repair residential and light commercial HVAC/R systems. Instruction includes refrigeration cycle analysis, electrical diagnostics, commercial piping applications, compressor operation and selection, evaporators, condensers, airflow measurement, system controls, refrigerant management, and troubleshooting procedures. Students also learn to interpret construction drawings, apply industry safety standards, and perform installation and service techniques using industry-standard tools and equipment. Hands-on laboratory activities reinforce theoretical concepts through practical application of HVAC/R service and maintenance procedures. The course prepares students for advanced HVAC/R training and employment in the heating, cooling, and refrigeration industry.

ACR0013 – HVAC/R INTERMEDIATE SERVICE PRACTICES
This course will have 135 hours of online theory and 135 hours of on campus practical

This course provides advanced instruction in heating, ventilation, air-conditioning, and refrigeration (HVAC/R) systems with an emphasis on installation, diagnostics, maintenance, repair, and system optimization. Students develop advanced competencies in residential and light commercial air-conditioning systems, heat pumps, heating equipment, airflow analysis, duct systems, system controls, energy efficiency, indoor air quality, and advanced troubleshooting techniques. Instruction includes system design principles, performance testing, load calculations, preventive maintenance procedures, and preparation for industry certification examinations, including EPA Section 608. Hands-on laboratory activities reinforce classroom instruction through real-world service, diagnostic, installation, and repair scenarios. The course prepares students for employment as HVAC service technicians, installers, maintenance technicians, and refrigeration technicians.

ELECTRICAL TECHNICIAN

Panama City Campus
Hybrid Only
2105 W. 15th Street
Panama City, FL 32401

ELECTRICAL TECHNICIAN

ELECTRICAL TECHNICIAN	**600 HOURS**
TUITION	$3,480.00
REGISTRATION FEE	$ 100.00
BOOKS AND MATERIALS	$ 1,350.00
TOTAL PROGRAM COST	$4,930.00

COURSE	COURSE CURRICULUM	CLOCK HOURS	THEORY HOURS*	LAB/ SERVICES
ELE101	Electrical Fundamentals	80	40	60
ELE102	Safety	40	20	25
ELE103	Tools & Materials	60	30	30
ELE104	NEC	120	60	80
ELE105	Residential	100	50	70
ELE106	Commercial	80	40	60
ELE107	Motors	40	20	30
ELE108	Blueprint Reading	30	15	20
ELE109	Troubleshooting	30	15	20
ELE110	Florida Prep	20	10	0
	TOTAL HOURS & SERVICES	**600**	**300**	400

***See course description below for a breakdown of online and on campus hours*

NOTE: A RE-ENTRY FEE OF $125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The objective of this 600-hour Electrical Technician Training Program is to prepare students with the foundational knowledge, technical skills, and safety practices required for entry-level employment in the electrical trade within the state of Florida.

Students will develop competency in Electrical Technician theory, installation methods, and troubleshooting techniques in accordance with the **National Fire Protection Association National Electrical Code (NEC)** and applicable state regulations.

Through a combination of classroom instruction and hands-on laboratory training, students will learn to safely install, maintain, and repair residential and commercial electrical systems. Emphasis is placed on proper tool usage, code compliance, workplace safety, and industry-standard practices.

Upon completion, graduates will be prepared to:

- Enter the workforce as electrician helpers or apprentices
- Demonstrate safe and code-compliant work habits
- Interpret basic electrical plans and specifications
- Perform installations and basic troubleshooting of electrical systems
- Progress toward licensure through on-the-job experience and examination

DESCRIPTION

The Electrical Technician Training Program is a 600-clock-hour instructional program designed to prepare students for entry-level employment in the Electrical Technician trade. The program provides comprehensive training in the principles and practices of electrical installation, maintenance, and repair, with an emphasis on safety, code compliance, and industry standards.

The curriculum includes instruction in Electrical Technician theory, wiring methods, residential and commercial electrical systems, blueprint reading, and troubleshooting techniques. Students are trained in accordance with the standards set forth in the **National Fire Protection Association National Electrical Code (NEC)** and applicable state and local regulations.

Instruction is delivered through a combination of classroom lecture and supervised laboratory activities. Laboratory training provides students with hands-on experience in the use of electrical tools, equipment, and materials commonly utilized in the trade. Students will perform practical tasks including conduit installation, circuit wiring, panelboard connections, and basic system diagnostics.

The program also includes instruction in workplace safety, including Occupational Safety and Health Administration (OSHA) standards, with emphasis on hazard recognition, personal protective equipment, and safe work practices.

Upon successful completion of the program, students will be awarded a certificate of completion and will be qualified to seek employment as electrician helpers or apprentices. Completion of this program may be applied toward the work experience requirements for Electrical Technician licensure in the State of Florida, in accordance with applicable regulatory guidelines.

REFERENCES

Books:

- NFPA 70 National Electrical Code (NEC) – Latest Edition
- Delmar's Standard Textbook of Electricity
- Electricity and Electronics Fundamentals
- Wiring Simplified – Latest Edition
- Electrical Apprentice Handbook
- Audel Electrical Course for Apprentices and Journeymen
- Mike Holt's Illustrated Guide to Understanding Electrical Theory

ATTENDANCE

The student will scan into class using the QR code both online and on campus.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements

GRADUATION REQUIREMENTS FOR ELECTRICAL TECHNICIAN

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

ELECTRICAL TECHNICIAN COURSE DESCRIPTION

ELE101 – ELECTRICAL FUNDAMENTALS
This course will have 40 hours of online theory and 40 hours of on campus practical
This course introduces the fundamental principles of electricity and electrical circuits. Students learn electrical theory, voltage, current, resistance, power, Ohm's Law, electrical calculations, AC and DC circuits, electrical measurements, and basic electrical mathematics. Practical exercises reinforce theoretical concepts through circuit construction, testing, and measurement activities.

ELE102 – ELECTRICAL SAFETY
This course will have 20 hours of online theory and 20 hours of on campus practical
This course provides instruction in safe work practices for the electrical industry. Topics include OSHA regulations, personal protective equipment (PPE), lockout/tagout procedures, hazard recognition, arc flash awareness, ladder safety, tool safety, and basic first aid principles. Students demonstrate safe work habits through hands-on safety exercises and simulations.

ELE103 – TOOLS AND MATERIALS
This course will have 30 hours of online theory and 30 hours of on campus practical.
This course introduces the tools, equipment, materials, and installation methods commonly used in the electrical trade. Students learn the proper selection and use of hand tools, power tools, conduit systems, wiring methods, electrical boxes, fittings, connectors, and industry materials. Laboratory activities provide practical experience in tool operation and installation techniques.

ELE104 – NATIONAL ELECTRICAL CODE (NEC)
This course will have 60 hours of online theory and 60 hours of on campus practical.
This course provides instruction in the organization, interpretation, and application of the National Electrical Code (NEC). Students learn code requirements related to wiring methods, branch circuits, grounding and bonding, overcurrent protection, services, and electrical installations. Practical exercises focus on applying code requirements to residential and commercial electrical projects.

ELE105 – RESIDENTIAL WIRING
This course will have 49 hours of online theory and 51 hours of on campus practical
This course covers the installation, maintenance, and troubleshooting of residential electrical systems. Topics include service entrances, panelboards, branch circuits, lighting systems, receptacles, appliance circuits, GFCI and AFCI protection, and residential load calculations. Students complete hands-on wiring projects that simulate residential electrical installations.

ELE106 – COMMERCIAL ELECTRICAL SYSTEMS
This course will have 40 hours of online theory and 40 hours of on campus practical
This course introduces commercial electrical systems and applications. Instruction includes three-phase power systems, commercial lighting systems, raceway installation methods, transformers, and introductory motor controls. Students gain practical experience with commercial wiring techniques and equipment commonly used in commercial electrical installations.

ELE107 – MOTORS AND CONTROLS
This course will have 20 hours of online theory and 20 hours of on campus practical.
This course provides instruction in electric motors and control systems. Students learn motor types, operating principles, starters, contactors, overload protection devices, and basic control circuits. Hands-on laboratory activities focus on motor wiring, testing, troubleshooting, and control circuit operation.

ELE108 – BLUEPRINT READING AND ESTIMATING
This course will have 15 hours of online theory and 15 hours of on campus practical

This course develops the skills necessary to read and interpret electrical blueprints, construction drawings, symbols, schedules, and specifications. Students learn basic estimating procedures, material takeoffs, and load schedules. Practical exercises provide experience in interpreting plans and preparing project estimates.

ELE109 – TROUBLESHOOTING AND MAINTENANCE

This course will have 15 hours of online theory and 15 hours of on campus practical

This course introduces systematic troubleshooting methods and preventive maintenance procedures for electrical systems. Students learn fault identification techniques, testing procedures, diagnostic methods, and the use of electrical testing equipment. Laboratory activities focus on locating, diagnosing, and correcting common electrical system problems.

ELE110 – FLORIDA ELECTRICAL PRACTICES AND LICENSING PREPERATION

This course will have 10 hours of online theory and 10 hours of on campus practical.

This course provides an overview of Florida-specific electrical practices, building code considerations, hurricane-resistant installation methods, licensing pathways, and career opportunities within the electrical industry. Students receive instruction in exam preparation strategies, professional conduct, and workforce readiness skills necessary for entry-level employment and advancement in the electrical trade.