



CATALOG

VOLUME IV | 2024-2025

LICENSE #3911

2921 VINELAND RD. SUITE A, KISSIMMEE, FLORIDA 34746 |
PHONE (407) 729-4280 | FAX (407) 507-8464

LICENSE BY COMMISSION FOR INDEPENDENT EDUCATION OF THE FLORIDA DEPARTMENT OF EDUCATION,
ADDITIONAL INFORMATION REGARDING THIS INSTITUTION MAY BE OBTAIN BY CONTACTING AT 325 WEST
GAINES STREET, SUITE 1414, TALLAHASSEE, FLORIDA 32399-0400, TOLL FREE TELEPHONE (888)224-6684.

BEYOND INSTITUTE AND CAREER CENTER INC.

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STATEMENT OF LEGAL CONTROL

Sandra Rosario is the Owner/Director of **Beyond Institute and Career Center Inc.** a Florida Corporation doing business located at 2921 Vineland Rd Suite A, Kissimmee, Florida 34746. Beyond Institute and Career Center is owned by Beyond Institute and Career Center, Inc.

MISSION STATEMENT

The mission statement of **Beyond Institute and Career Center** is to train students into being highly skilled, productive, and knowledgeable technicians in all fields of Barber Stylist, Cosmetology, Nail Specialist, Full Specialist, Facial Specialist and Pet grooming, Massage Therapist and Medical Assistant. The school provides students with the practical experiences and education necessary to become professionals in our community.

Administration: Sandra Rosario, Owner/Principal, master's degree: Education

FACULTY

Sandra Rosario: Cosmetology Instructor and Executive Director, Career Training Institute Orlando, FL, Diploma Cosmetology, License Number # CL1254928. IFREC Real Estate School Diploma, Orlando, FL. Secretarial Associate.

Migdalis Garcia: (Admission) and Full Specialist Instructor, Master Business and Administration Universidad Del Turabo, Beyond Institute and Career Center Florida, Diploma Full Specialist, License Number # FS8997619.

Edward Gonzalez: Barber Instructor, Beyond Institute and Career Center. Barber Diploma, License Number # BB8898292

Rosa Montanez: Pet Grooming Instructor, Certificate of Pet Grooming School Florida Veterinarian Assistance, National Association Dog Groomer of America (2010).

Ammey S. Gonzalez: Full Specialist Instructor, Beyond Institute and Career Center, Full Specialist Diploma, License Number #FS894046.

Luz Hernandez: Cosmetology Instructor, Vocational School Josefa Pastrana, PR, Diploma Cosmetology, License Number# CL1282609.

Luis Torres: Cosmetology Instructor, Academy Borinquen, Diploma Cosmetology, License Number # CL1287430.

Genesis Concepcion: Full Specialist /Facial Instructor, Lehman College, Cosmetology Diploma, License Number # FS915172.

Brenda Rivera: Nails Specialist Instructor, Puerto Rico Training Institute, Nails Specialist Diploma, License Number # FS915172.

Elizabeth Aguilar: American Vocational Academy Florida Certification # NHA Y2T6S7T2

Brenda Rivera: L' Esthetic Cosmetology College Puerto Rico FV9598607

Dagoberto Domiguez De Armas: Instructor Massage Therapist, Diploma Dade Institute Miami Florida, License# MA 50963

DISCLOSURES

Completion of the Cosmetology Program prepares the students for the Florida Board of Cosmetology examination for Cosmetology licensure. This licensure is required to practice Cosmetology in the State of Florida. According to the regulation of the State of Florida, students will adhere to a mandatory background check during application process.

Completion of the Barber program prepares the student for the Florida Board of Barbering examination for Barber licensure. This licensure is required to practice Barbering in the State of Florida. According to the regulation of the State of Florida, student will adhere to a mandatory background check during application process.

TRANSFERABILITY OF CREDITS

Transfer of Credits earned by another postsecondary institution when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Prior learning, as validated, and confirmed by a qualified instructor at the receiving institution. The transferring student must have the school send a transcript of the hours and what course of studies they have completed. The student must complete a minimum of 25% of course clock hours at this institution in order to receive a diploma. The student will be given a standardized test demonstrating learning at the credential level in the specific subject matter areas. Wonderlic test given to students require verbal questions.

ADMISSION INFORMATION

The school does not discriminate in its enrollment on the basis of sex, race, color, religion, or ethnic origin. The school requires that each student enrolling in programs at Beyond Institute and Career Center must be 16 years of age have parent consent and complete the following:

1. Complete an application for enrollment.
2. Provide proof of secondary education such as a high diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home school completion.

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to Wonderlic publishing guidelines and the minimum 78% passing score.

COMPLAINTS AND PROCEDURES

Complaints and disciplinary actions will be given careful consideration by the administration. The health and safety of students and staff are the institution's primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly.

A student who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of the appropriate supervisor or to the Director. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in as confidential manner as is compatible with a thorough investigation of the complaint.

The school is dedicated to the success and wellbeing of each student, staff member and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the school Director, a staff member, and an independent third party. This committee will meet within 14 calendar days of receipt of the complaint. All discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting.

If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation was not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida, 32399-0400 and Toll-free telephone (888) 224-6684 (850) 245-3234 fax.

Beyond Institute and Career Center Inc. is not currently accredited.

POLICY STATEMENT

The school does not discriminate regarding race, creed and /or religion. The training offered by the school may also be recommended to specific handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by occupations.

HISTORY

Beyond Institute and Career Center is a small and informal school located in Osceola County. The school was established to teach various methods of the Cosmetology and Barber industry and other innovative fields.

FACILITIES

Beyond Institute and Career Center located at 2921 Vineland Rd. Suite A, Kissimmee, Florida 34746 is easily accessible to major highways. The location consists of 4000 sq. feet of classroom and practical areas with real-world equipment and resource areas.

The school is equipped with cosmetology equipment for students and learning and practice. The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up to date teaching methods. The school is proud of its small, specialized classes where students can receive personalized instruction.

HANDICAP FACILITIES

Beyond Institute and Career Center complies with all provisions of section 504 of the Rehabilitation Act of 1973, in that no qualified handicapped person will be excluded from in the school. However, handicapped individuals should be aware that the Program requires a high level of manual dexterity and prolonged periods of practical work in the clinic.

LICENSURE

Beyond Institute and Career Center is licensed by the Commission for Independent Education, Florida Department of Education, License #3911. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free telephone number 1-888-224-6684.

RULES AND REGULATIONS/STUDENT CONDUCT

Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the school. Therefore, all students must adhere to the following rules and regulations.

APPEARANCE:

PERSONAL APPEARANCE (FEMALE STUDENTS):

All students are required to be in full uniform during school hours. Any students not in uniform as required will not be permitted admittance into theory or lab.

Dress code not followed = NO HOUR'S credit that day.

STUDENTS NOT IN UNIFORM ACCORDING TO THE RULES WILL BE CLOCKED OUT AND WILL NOT RECEIVE HOURS OR CREDIT FOR THE DAY.

A clean uniform top must be worn and buttoned, zipper or Velcro closed as part of the uniform at all times for credit for operations.

1. Uniform top must be worn with black pants.
2. Bra must be worn.
3. Shoes should be closed toe and heel with moderate heel length, no excessively high heels. Professional nursing shoes or low top athletic walking shoes are recommended.

4. Boots may be worn under long pants. No sandals, house slippers or flip-flops.
5. Clean and well-groomed hair. No scarves, caps or hats are to be worn on the head at any time.
6. Well-groomed fingernails and good personal hygiene are required.
7. You must be in uniform to clock in and out. There are no exceptions.

PERSONAL APPEARANCE (MALE STUDENTS):

All students are required to be in full uniform during school hours. Any students not in uniform as required will not be permitted admittance into theory or lab.

Dress code not followed = NO HOUR'S credit for that day.

STUDENTS NOT IN UNIFORM ACCORDING TO THE RULES WILL BE CLOCKED OUT AND WILL NOT RECEIVE HOURS OR CREDIT FOR THE DAY.

A clean uniform top must be always worn and buttoned as part of the uniform for credit of operations and time.

1. Uniform top must be worn with black pants.
2. Closed toe and heel black shoes or tennis shoes are acceptable.
3. Clean well-groomed hair. No hooded garments, scarves, or caps.
4. No loose saggy or baggy pants. No jogging or workouts wear.
5. Good personal hygiene.
6. Clean fingernails.

ATTENDANCE / PARTICIPATION

To secure your place in the classroom, you must be present at the class for the first three days (orientation) otherwise you will be dropped and another student from the "waiting list" will be added.

Regular attendance is an obligation assumed by every student at the time of Registration. The obligation in the Cosmetology Department is especially stringent because of your commitment to the completion of STATE BOARD hours. Missed hours must be completed, which will add an additional semester of classes and will postpone your graduation. The Beyond Institute and Career Center policy states that a student may not be absent more than twice the number of days the class meets in a week. For example, in a lecture/demo class that meets once a week 8-12 am, 1-5 pm, 5:30- 9:30 pm the student can be absent only twice.

In theory that means ten absences. If the 2 lecture/demo absences occur before the 10 theory absences, a student can be dropped. If a student is dropped from any of the classes they are registered for, during the semester, the student is dropped from the program and will have to sign up next semester. A student dropped from the program in allotted time will receive a W. If absences occur after the last drop date, a grade of F will be given.

Three tardiness equal one absence. Two absences in lecture/demo class could be cause for dismissal.

If you are absent more than 3 days you will need a doctor's slip to return to class, you will not be readmitted without a doctor's slip, unless previous arrangements have been made with the instructors of the classes you will miss.

A student's attendance is directly correlated to the success in the program and too many absences will not allow the student to achieve a solid foundation for advancement in the program.

It is the student's responsibility to know the status of their attendance record in number of hours and complete all academic work missed due to absences. THERE WILL BE NO MAKE-UP EXAMS.

All operations and technical subjects need to be marked for the day that they are done for credit.

UNDERSTANDING CREDIT FOR TIME IN CLASS

Applied Effort: Applied effort refers to student's working habits. It is defined by the credit given for actual work done towards operations and assignments by the teacher. State required hours are not to be received for just attending class; it has to be applied effort.

TECHNICAL INSTRUCTION

Technical instruction is based on hours. These hours are based on lecture classes, examination and classroom participation and instructor's demonstration only.

PRACTICAL OPERATIONS

Practical operations are based on completed tasks on manikins, clients, and other students. Credit is given for completed assignments by the instructor only.

BREAKS

Day Students are permitted two daily breaks. Two ten-minute breaks per session and one lunch break. One clock hour is equivalent to 50 minutes of direct instruction with a ten-minute break.

TIME MANAGEMENT

The student has the responsibility to manage their time in relationship to starting and finishing assignments on time. Coming to class and meeting the requirements of the department. Your time is a rare commodity so don't waste it, spend it wisely, it will pay off in \$\$\$ and cents. It will also keep you on track with your hours and graduation.

ATTITUDE

You have entered a profession that serves the public and with that in mind it is important that the image we project is of a professional nature. Students should exhibit the following qualities: good work ethics, people skills, desire to learn, positive attitude and the ability to work well with others.

COOPERATION

The student needs to be able to work with clients, peers, staff, and instructors, to be able to accept different ethnic backgrounds, religious, customs and beliefs. Taking time with everyone will help to make the department the best it can be.

STUDENT CONDUCT

1. No student is allowed to sign in for another student at any time.
2. Student must sign out if they leave the school and inform the instructor. If you are gone from the classroom and/or not signed out you will be signed out for the day.
3. Students must clock in and out for lunch.
4. No congregating in the front lobby and no food in the classroom at any time. NO EXCEPTIONS.
5. Students are expected to extend the instructor the courtesy of not talking during a class and that should also include fellow students. Be respectful.
6. Assume responsibility for getting to class on time.
7. Maintain a 75% (C) or better grade in the theory and a 75% (C) or better in Lab to continue the program.
8. All equipment must always be in the department and ready for use.
9. It is the responsibility of the student to call and leave a message if you are going to be absent for the day.
10. Students are not allowed to use cell phones and earphones in the classroom.

STUDENT INFORMATION

- A student must clock in or out for themselves if another student does this for another at any time. *Subject to Dismissal or Suspension
- Student not meeting requirements *The Student could be placed on Probation.
- A student arranges with a client to perform services outside for pay. *Dismissal
- Students remove any school equipment from the school. *Automatic Dismissal
- Theft of any kind. * Automatic Dismissal
- Student caught cheating on the test *Dismissal.

- No uniform. *No school
- Unable to perform service due to lack of equipment. *No school
- All appointments with anyone on school grounds should have an appointment slip for documentation.

Your hours are important; please do not take them for granted.

STUDENT GRIEVANCE PROCEDURE

In accordance with Beyond Institute and Career Center's Mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to the Director.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owner. The hearing will occur within 10 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the Commission for Independent Education.

SATISFACTORY ACADEMIC PROGRESS

Grades all students are responsible for his or her academic progress. Students are graded on individual performances. The method of grading is to be determined by the individual instructor. Grades are based upon the following:

- Daily appearance
- Daily attendance, attitude
- Daily lab productivity
- Daily lab performance
- Lecture notes
- Written exams/quizzes
- Practical tests
- Baby board exam
- Students who are having any problems with any portion of their training should set up an appointment with the instructor, to get help or referral to a faculty on campus that may assist you.

Students who are receiving outside local funding are required to maintain a grade "C" GPA's 2.00 or better. Failure to do so causes the student to lose their financial subsidies. Student who fails maintain their minimum GPA's will have the opportunity to retake test of program, to bring up the minimum GPAs to re-enter the new class.

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

COMPLETION OF PROGRAM

1. Student must meet the minimum amount of clock hours in their chosen program.
2. Minimum number of theoretical hours and practical operations as specified by the State Board.
3. Students are responsible for keeping abreast of their own progress.
4. Students who have successfully completed the Cosmetology Program, Barber Specialist, Nail Specialist, Full Specialist, Facial Specialist, Pet Grooming, Medical Assistant, Massage Therapist, will be eligible to petition for a Certificate of Completion in Cosmetology from Beyond Institute and Career Center.

JOB PLACEMENT POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment for graduates and assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

DROPPING THE PROGRAM

Students who are dropped from a program for non-attendance or disciplinary reasons may enroll for the next class, unless otherwise specified.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, except for the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

INCOMPLETE

"I" Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" grade being given for which it will become the student's responsibility to remove after the stipulations placed on the "I" are met. This must be done within a one-year period, if not done the "I" grade then reverts into an "F", the units are lost, and student has to repeat the class. F failing grade. "F" equals no credit for the course. D below average, minimum passing Is not acceptable if petitioning for a Certificate of completion.

PERSONAL SERVICE FOR STUDENTS

1. Students will not be allowed to bring their own chemicals to work on each other. Only when practicing operations for the day, if you do not want to model you must provide your own model to be able to practice the day's operation.
2. Students will not be able to receive personal service if they are not in good standing with their grades and State requirements.
3. Students must have the approval of an instructor on the clinic floor.
4. Students must come to school already properly groomed.
5. Patrons/clients are first priority.
6. Students that are absent during the week are not allowed to receive personal service. Need to check with their buddy list to be aware of what was missed by their absence, and responsible for catching up on work missed.
7. On the client's day personal service cannot be done until the last client is admitted.
8. All services requiring chemicals must be paid for in advance and a work slip given.
9. All student work must be performed to meet the standards of the State Board.
10. No self-service.
11. First semester students may not receive services from Junior and Senior students.

CODE OF ETHICS

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall not unreasonably deny a student access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. **Training Requirement:** All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators: All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual

innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to **Sandra Rosario, 407-533-8755**. Reports of misconduct committed by administrators should be made to **Sandra Rosario, 407-533-8755**.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student are posted on the main hall way wall and on our Web site at POLICIES AND GUIDELINES (beyondeducate.com)

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries, broken bones or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

DRUG-FREE WORKPLACE POLICY

The following policy is required by the Drug-Free Workplace Act and complies with applicable law concerning drug use in the workplace.

1. Staff are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, and safe work environment.
2. The unlawful manufacturing, distribution, possession, or use of a controlled substance on the Company's premises or while conducting the Company's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. Staff must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within seven (7) days after the conviction.
4. The Company recognizes drug dependency as an illness and a major health problem. The Company also recognizes drug abuse as a potential health, safety, and security problem. Staff needing help in dealing with such problems is encouraged to use our staff assistance program and health insurance programs. (Further information about these programs is available from the Personnel Department.) Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

SEXUAL HARRASMENT POLICY

In order to provide a productive and pleasant working environment, it is important that we at Beyond Institute and Career Center Endeavor to maintain a workplace/learning environment characterized by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.

PROHIBITED ACTIVITIES

Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances. Examples of prohibited sexual harassment include:

- Supervisors, managers, professors, and students explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion, or retention decision.
- Verbal or written sexually suggestive or obscene comments, jokes, or propositions.
- Unwanted physical contact, such as touching, grabbing, or pinching.
- Displaying sexually suggestive objects, pictures, or magazines
- Continual expression of sexual or social interest after an indication that such interest is not desired.
- Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee/student in respect to a performance evaluation or promotion.

HARASSMENT BY NON- EMPLOYEES

We will endeavor to protect students/employees, to the extent possible, from reported harassment by non-employees such as from customers, vendors and other parties who have workplace contact with our employees.

BOOKS AND SUPPLIES

Tuition includes the cost of books and supplies.

PROGRAM	PROGRAM COST	BOOKS AND SUPPLIES	APPLICATION FEES
Cosmetology	\$8300.00	\$450.00	\$50
Barber Stylist	\$8300.00	\$450.00	\$50
Nail Specialist	\$2000.00	\$450.00	\$50
Facial Specialist	\$3000.00	\$450.00	\$50
Full Specialist	\$4000.00	\$450.00	\$50
Pet Grooming	\$5600.00	\$450.00	\$50
Massage Therapist	\$5300.00	\$450.00	\$50
Medical Assistant	\$9800.00	\$450.00	\$50

* Application fee is non-refundable

VA-Compliant Payment Plan

PROGRAM INFORMATION

- **Institution:** Beyond Institute and Career Center
- **Program:** Barber Stylist and Cosmetology
- **Total Program Hours:** 1,200
- **Program Length:** Approx. 12 months
- **Total Tuition:** \$8,300.00
- **Payment Frequency:** Monthly Installments

STANDARD TUITION PAYMENT SCHEDULE (12-MONTH PLAN)

Month	Payment Due	Amount Due
1	Month 1	\$691.67
2	Month 2	\$691.67
3	Month 3	\$691.67
4	Month 4	\$691.67
5	Month 5	\$691.67
6	Month 6	\$691.67
7	Month 7	\$691.67
8	Month 8	\$691.67
9	Month 9	\$691.67
10	Month 10	\$691.67
11	Month 11	\$691.67
12	Month 12	\$691.67

PROGRAM INFORMATION

- **Institution:** Beyond Institute and Career Center
- **Program:** Facial Specialist
- **Total Program Hours:** 260
- **Program Length:** Approx. 3 months
- **Total Tuition:** \$3,000.00
- **Payment Frequency:** 3 Monthly Installments

STANDARD TUITION PAYMENT SCHEDULE (6-MONTH PLAN)

Month	Payment Due	Amount Due
1	Month 1	\$666.67
2	Month 2	\$666.67
3	Month 3	\$666.67
4	Month 4	\$666.67
5	Month 5	\$666.67
6	Month 6	\$666.67

PROGRAM INFORMATION

- **Institution:** Beyond Institute and Career Center
- **Program:** Nail Specialist
- **Total Program Hours:** 240
- **Program Length:** Approx. 3 months
- **Total Tuition:** \$2,000.00
- **Payment Frequency:** Monthly Installments

STANDARD TUITION PAYMENT SCHEDULE (3-MONTH PLAN)

Month	Payment Due	Amount Due
1	Month 1	\$666.67
2	Month 2	\$666.67
3	Month 3	\$666.67

PROGRAM INFORMATION

- **Institution:** Beyond Institute and Career Center
- **Program:** Pet Grooming
- **Total Program Hours:** 352
- **Program Length:** Approx. 5 months
- **Total Tuition:** \$5,600.00
- **Payment Frequency:** Monthly Installments

STANDARD TUITION PAYMENT SCHEDULE (5-MONTH PLAN)

Month	Payment Due	Amount Due
1	Month 1	\$1,120.00
2	Month 2	\$1,120.00
3	Month 3	\$1,120.00
4	Month 4	\$1,120.00
5	Month 5	\$1,120.00

TERMS & CONDITIONS

1. Full Balance Payment Timeline

Students must pay the outstanding balance no later than 180 days after the end of the term, quarter, semester, or enrollment period, whichever is later.

2. Pre-Enrollment Payment Completion

Students must settle their payment plan in full before commencing training for the subsequent term that begins after the payment plan's expiration.

3. Universal Availability

This payment plan is accessible to all enrolled students interested in participating and is not exclusively provided for veterans.

4. No Penalties for VA Delays

Students utilizing VA benefits (e.g., GI Bill®) will not be penalized, dropped, or charged late fees due to delayed payment from the U.S. Department of Veterans Affairs.

5. Pro-Rated Refund Policy (Per VA Guidelines)

Refunds are calculated based on the hours completed at the time of withdrawal.

- 100% refund if withdrawal occurs within the first week of class.
- Thereafter, refunds will be calculated based on a pro-rata formula per completed instructional hours.

6. VA Certification

Enrollment certifications will be submitted to VA at the start of each term/module or enrollment period.

7. Payment Options

Students may choose to:

- Pay in full.
- Enroll in the Monthly Payment Plan.
- Use VA Benefits and cover any remaining tuition balance (if applicable) with personal funds or scholarships.

8. Installment Details

Payments are due on the 1st of each month. A 5-day grace period is permitted. No interest or financing fees apply.

**Details of the payment plan, including its availability and requirements, are published on the school's website at <https://www.beyondcareercenter.com> and are included in our program catalog.

STUDENT HOUSING

Beyond Institute and Career Center does not offer on-site housing for its students.

CREDITS FOR PREVIOUS EXPERIENCE OR TRAINING

Credit may be granted for training in another state, country, or school. Documentary proof verifying work or school experience must be submitted prior to enrollment. Written practical tests will be given to the applicant provided they are properly registered at the school.

The school cannot guarantee the transferability of credits earned at any other educational institution. The student must complete a minimum of 25% of program clock hours at this institution is ordered to receive a diploma from the institution. Any decision on the acceptance of credits earned at Beyond Institute and Career Center is at the sole discretion of the receiving institution.

STUDENT TESTING

The student takes one test per chapter in the program and a finals test per program to which students must pass in order to continue with their education. However, the school curriculum has been developed to prepare well-qualified graduates and allow the students to retake the test up to three (3) times if the student should not pass the test the first time (1) time they take it.

ATTENDANCE

All students are expected to attend classes on a regular basis. Daily attendance is required and is taken by the instructor. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them within seven (7) days following the student's return to class. If satisfactory arrangements are not made, incomplete failing grades may be assigned. Students who are unable to attend class should notify school promptly.

MAKE-UP POLICY

The school allows students to complete make-up work and hours under certain circumstances. The decision to allow make-up work and make-up days must be by the instructor or the School Director. Make-up days will be scheduled based on the availability of the instructor and resources.

TARDINESS

Students are expected to arrive to class on time and prepared to learn. As tardiness causes the student to miss valuable instruction and disrupts the class, the instructor will counsel any student who is tardy to class three (3) times. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled based time agreed upon by the instructor.

WITHDRAWAL

Students who withdraw from any program assume the responsibility to officially notify the administrator's office with a written notice of your intention and get a printout showing you have been dropped. Unofficial withdrawal can take place at such time as the student fails to attend classes and has made no contact with the school administration with three (3) days of absence.

Upon withdrawal, official or unofficial the school's refund policy will apply, and arrangements must be made to pay any balance due to the school. Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the students at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the withdrawal determination.

READMISSION

Students who withdraw from school may apply for readmission. Students must complete a new enrollment contract and will be charged current tuition and fees at the time of readmission. Students dismissed for academic or disciplinary reasons must meet with the school director and put in writing why they feel they should be readmitted. Any student with a past due balance will not be readmitted to the school.

RESOURCE CENTER

Additional resource materials including professional reference books and videos are available for student use. These materials are in the front office and are available to all students upon request.

TRANSCRIPTS AND DIPLOMAS

A student may review their file in the office providing they have an appointment with the director. After graduation or departure from the school a transcript or duplicate diploma may be requested. The school permanently maintains records of all students. Records of academic progress will be furnished to the student upon his or her request.

COURSE DESCRIPTION

Courses are labeled by the first three letters of the program's name. If the program's name is composed of two words, the first two letters of the first word and first initial of the second word will be used for the catalog course identification, except for Barber due to similarity of courses with cosmetology, followed by a numerical sequence of 100s, 200s, 400s, 300s, and 700s.

Unit of Credits- Definition of a clock hours constitute a period of 60 minutes with a minimum of fifty minutes of instruction in the present of an instructor.

Beyond Institute and Career Center's Administration office hours are 9:00 am – 5:00 pm.

COSMETOLOGY, 1200 CLOCK HOURS

Program objective: The Primary objective of the Cosmetology curriculum is to prepare the student for the state licensing examination to become a licensed cosmetologist.

Program Description: The program gives the student instruction in the following areas, Manicure, Pedicure, Chemical Waving and Relaxing, Hair Shaping, Hair and Scalp Treatment, Hair Coloring, Shampoo and Rinse, Hair Setting, Facial Make-up, and Hair Removal. Upon successful completion of the program hours, clinical service, and final examination, the student will receive a diploma and will be registered with the State Board of Cosmetology.

COS 402 - Florida Law, (Theory 40 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

COS 704 - Sanitation and Sterilization, HIV and AIDS, (Theory 40 clock hrs. (HIV 4 hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations. Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

COS 403 - Chemical Waving and Relaxing,(Theory 150 clock hrs.) (Services 120 hrs.)

Permanent waving, Identification of chemistry, products and relationship to hair structure. Hair relaxers, Purpose of relaxing, definition, product ingredients, sodium hydroxide relaxers, steps to chemical relaxing.

COS 404 - Hair Shaping, (Theory 200 clock hrs.) (Services 170 hrs.)

Instruction in men's, women's and children's haircuts and the various degrees of shapes.

COS 405 - Hair and Scalp Treatment, (Theory 60 clock hrs.) (Services 55 hrs.)

Basic care definitions and practice; performing scalp manipulations and techniques; recognizing scalp/hair disorders commonly seen in salons.

COS 406 - Hair Coloring, (Theory 200 clock hrs.) (Services 170 hrs.)

Principles of color therapy; preparations, including consultation; safety precautions for coloring; hydrogen peroxide activity; correction of coloring problems.

COS 407 - Shampooing and Rinse, (Theory 80 clock hrs. (Services 200 hrs.)

Draping; hair brushing; scalp diseases and disorders; cranial bones and muscles; hair conditioning and scalp treatments.

COS 408 - Hair Setting (Theory 250 clock hrs.) (Services 225 hrs.)

Differences in roller styling and blow drying; types of roller sets; styling methods and design.

COS 409 - Facials and Make-up, (Theory 50 clock hrs.) (Services 40 hrs.)

Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up; eyebrow arching (tweezing and waxing); hair removal and body waxing; facial bleaching; eyelash tabbing; facial machines and their use; application of electricity.

COS 401 - Manicuring and Pedicuring, (Theory 120 clock hrs.) (Services 100 hrs.)

Anatomy of the nail; diseases/disorders; manicuring, hand and arm massage; artificial nails and extensions; nail wrapping and repair; pedicure, foot and leg massage; nail artistry; sanitation.

COS 410 - Hair Removal, (Theory 10 clock hrs.) (Services 20 hrs.)

General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

BARBER STYLIST 1200 CLOCK HOURS

Program Objective: The Primary objective of the Barber Stylist curriculum is to prepare the student for the State licensing examination to become a licensed barber.

Program Description: The program gives the student instruction in the following areas, Manicure, Pedicure, Chemical Waving and Relaxing, Hair Shaping, Hair and Scalp Treatment, Hair Coloring, Shampoo and Rinse, Hair Setting, Facial Make-up, and Hair Removal. Upon successful completion of the program hours, clinical service, and final examination, the student will receive a diploma and will be registered with the State Board of Barber.

COS 402 - Florida Law, (Theory 40 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

COS 704 – Sanitation and Sterilization, HIV and AIDS, (Theory 40 clock hrs.) (HIV 4 hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations. Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

COS 403 – Chemical Waving and Relaxing, (Theory 150 clock hrs.) (Services 130 hrs.)

Permanent waving, Identification of chemistry, products and relationship to hair structure. Hair relaxers, Purpose of relaxing, definition, product ingredients, sodium hydroxide relaxers, steps to chemical relaxing.

COS 404 – Hair Shaping, (Theory 200 clock hrs.) (Services 170 hrs.)

Instruction in men's, women's and children haircuts and the various degrees of shapes.

COS 405 – Hair and Scalp Treatment, (Theory 60 clock hrs.) (75 services)

Basic care definitions and practice; performing scalp manipulations and techniques; recognizing scalp/hair disorders commonly seen in salons.

COS 406 – Hair Coloring, (Theory 200 clock hrs.) (Services)

Principles of color therapy; preparations, including consultation; safety precautions for coloring; hydrogen peroxide activity; correction of coloring problems.

COS 407 – Shampoo and Rinse, (Theory 80 clock hrs.) (200 services 170 hrs.)

Draping; hair brushing; scalp diseases and disorders; cranial bones and muscles; hair conditioning and scalp treatments.

COS 408 – Hair Setting, (Theory 250 clock hrs.) (Services 225 hrs.)

Differences in roller styling and blow drying; types of roller sets; styling methods and design.

COS 409 – Facials and Make-up, (Theory 50 clock hrs.)

Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up; eyebrow arching (tweezing and waxing); hair removal and body waxing; facial bleaching; eyelash tabbing; facial machines and their use; application of electricity.

COS 401 – Manicuring and Pedicuring, (Theory 120 clock hrs.) (Services 100 hrs.)

Anatomy of the nail; diseases/disorders; manicuring, hand and arm massage; artificial nails and extensions; nail wrapping and repair; pedicure, foot and leg massage; nail artistry; sanitation.

COS 410 – Hair Removal, (Theory 10 clock hrs.) (Services 30 hrs.)

General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

NAIL SPECIALIST 240 CLOCK HOURS

Program objective: The student will be provided with skills needed to seek employment in any full-service beauty salon or spa. The student will be prepared for the final exam and certification to be registered as a licensed nail technician.

Program Description: This program gives the student insight into the knowledge of Nail Technology. The student will develop nail art skills in manicures and pedicures. They will also learn all aspects of artificial nail work. Upon successful completion of the program hours, clinical services, and final exam, the student will receive a diploma and will be registered with the state for licensing.

NS 101 – Florida Law, (Theory 5 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

NS 701 – HIV/AIDS Awareness, (Theory 4 clock hrs.)

Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

NS 102 – Sanitation/Sterilization, (Theory 4 clock hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations.

NS 103 – Professional Ethics, (Theory 2 clock hrs.)

Students are taught ethical procedures seeking employment and salon management and safety.

NS 104 – Nail Theory, Practice and Related Subjects, (Theory 85 clock hrs.) (Services 80 hrs.)

Basics and practice and related subjects, including nail disorders and diseases.

NS 105 – Manicuring, (Theory 20 clock hrs.) (Services 15 hrs.)

Equipment use; cosmetic and material; procedures and safety; massage techniques.

NS 106 – Pedicuring, (Theory 10 clock hrs. (Services 15 hrs.)

Equipment use; materials; procedures and safety; massage techniques.

NS 107 – Artificial Nail Tips, (Theory 37.5 clock hrs. (Services 20 hrs)

Equipment use, materials, designs, procedures, and safety.

NS 108 – Sculptured Nails, (Theory 37.5 clock hrs.) (25 services)

Equipment use, materials, designs, procedures, and safety.

NS 109 – Nail Wraps, (Theory 15 clock hrs. (Services 10 hrs.)

Equipment use, materials, designs, procedures, and safety.

NS 110 – Nail Capping, (Theory 10 clock hrs.) (Services 5 hrs.)

Equipment use, materials, designs, procedures, and safety.

NS 111 – Artificial Nail Removal, (Theory 5 hrs.) (Services 3 hrs.)

Equipment use, materials, procedures, and safety.

NS 112 – Polishing and Nail Art- (Theory 5 clock hrs.) (Services 3 hrs.)

Student will have the opportunity to learn the basic nail polish techniques as well as airbrushing and other nail art techniques.

FACIAL SPECIALIST 260 CLOCK HOURS

Program Objective: This program provides training for individuals interested in employment as a facial specialist in salons and/or spas. The student will be prepared for the final exam and certification to be registered as a licensed Facial Specialist.

Program Description: The student will develop skills in European Facial techniques and hair removal as well as all aspects of outlined in the Florida criteria for obtaining a diploma in this field. Upon successful completion of the program hours, clinical services, and final exam, the student will receive a diploma and will be registered with the state for licensing.

FS 201 - Florida Law, (Theory 5 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

FS 702 - HIV/AIDS Awareness, (Theory 4 clock hrs.)

Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

FS 202 - Sanitation and Sterilization, (Theory 4 clock hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations.

FS 203 - Introduction to Skin Care, (Theory 10 clock hrs.)

Physical and psychological effects of applications and techniques; materials and equipment; various types of corrective facials; massage techniques; cosmetic products.

FS 204 - Life Science, (Theory 20 clock hrs.)

Throughout the program, the student is taught necessary and proper skills as applied to each specific subject.

FS 205 - Histology, Analysis, Disorders, (Theory 20 clock hrs.)

Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up.

FS 206 - Facial Procedures, (Theory 30 clock hrs.) (Services 25 hrs.)

Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products

FS 207 – Massage Techniques, (Theory 30 clock hrs.) (Services 25 hrs).

Will learn various types of facial massage techniques.

FS 208 – Product Knowledge/Skin, (Theory 20 clock hrs.)

Effects of applications and techniques, materials and equipment, various types of corrective facials and cosmetic products.

FS 209 – Nutrition, (Theory 7 clock hrs.)

Studies human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin, and mineral requirements, additives, food fads and diets.

FS 210 – Electricity and Facial Toning, (Theory 10 clock hrs. (Services 5hrs.)

Effects of applications and techniques; materials and equipment, various types of corrective facial; massage techniques; cosmetic products.

FS 211 – Glycolic Products and Facials, (Theory 15 clock hrs. (Services 10hrs)

Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products.

FS 212 – Hair Removal, (Theory15 clock hrs.) (Services 10hrs.)

General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

FS 213 – Make-Up Artistry, (Theory10 clock hrs.) (Services 5 hrs.)

Basic, advanced, and theatrical make-up procedures and designs.

FS 214 – Clinical Service, (Theory 60 clock hrs.) (Services 55 hrs.)

Students will perform various applications and techniques.

FULL SPECIALIST 605 CLOCK HOURS

Program objective: This program provides training for individuals interested in employment as a facial specialist and Nail technician. The specialist will be prepared for the final exam and certification to be registered as a licensed Facial Specialist and Nail Technician Program Description: This program combines the knowledge for two disciplines Facial and Nail Technology. The student will develop skills in European facial

Techniques, Hair removal, make-up application, manicure, pedicure, nail art and artificial nail work. Upon successful completion of the program hours, clinical services, and final exam, the student will receive a diploma and will be registered with the state for licensing.

FUS 301 – Introduction to Skin Care, (Theory 10 clock hrs.)**FUS 302 – Life Science, (Theory 20 clock hrs.)**

Throughout the program, the student is taught necessary and proper skills as applied to each specific subject.

FUS 314 – Florida Law, (Theory 10 clock hrs.)

All rules as set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operation

FUS 703 – HIV and AIDS Awareness, (Theory 4 clock hrs.)

Education on the transmission and prevention of HIV and AIDS; discussion of attitudes and behaviors in dealing with persons who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the board-approved educational courses on HIV and AIDS.

FUS 315 – Sanitation and Sterilization, (Theory 4 clock hrs.)

The method of equipment sterilization, cleaning, health and safety in practical use and salon operations.

FUS 303 – Histology, Analysis, Disorders, (Theory 60 clock hrs.)

Anatomy of the skin; facial cleansing and skin analysis; skin diseases and disorders; facial bones; including facial massage and manipulation; chemistry of products; packs and masks; facial and skin care; make-up.

FUS 304 – Facial Procedures, (Theory 40 clock hrs.) (Services 30hrs.)

Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products.

FUS 305 – Massage Techniques, (Theory 40 clock hrs.) (Services 30hrs.)

Will learn various types of facial massage techniques.

FUS 306 – Product Knowledge/Skin, (Theory 20 clock hrs.)**FUS 307 – Nutrition, (Theory 10 clock hrs.)**

Studies human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrates, fat, protein, vitamin, and mineral requirements, additives, food fads and diets.

FUS 308 – Electricity and Facial Toning, (Theory 15 clock hrs.) (Services 10 hrs.)

Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; cosmetic products.

FUS 309 – Glycolic Products and Facials, (Theory 15 clock hrs.) (Services 10 hrs.)

Effects of applications and techniques; materials and equipment, various types of corrective facials; massage techniques; coproducts, products.

FUS 310 – Hair Removal, (Theory 20 clock hrs. (Services 15 hrs.)

General classification of hair removal; identification of acceptable techniques involved in permanent hair removal; methods of temporal hair removal.

FUS 311 – Make-Up Artistry, (Theory 30 clock hrs.) (Services 25 hrs.)

Basic, advanced, and theatrical make-up procedures and designs.

FUS 312 – Clinical Services, (Theory 60 clock hrs.) (Services 55 hrs.)

Students will perform various applications and techniques.

FUS 313 – Salon Management, (Theory 20 clock hrs.)

Establishing proper salon organization; employee hiring and relationships; environment and equipment health and safety procedures; patron operator relations, telephone techniques; fees and services; advertising; OSHA and liabilities for the salon owner/manager.

FUS 316 – Professional Ethics, (Theory 2 clock hrs.)

Students are taught ethical procedures seeking employment and salon management and safety.

FUS 317 – Nail Theory, Practice, and Related, (Theory 85 clock hrs.) (Services 80 hrs.)

Basics and practice and related subjects, including nail disorders and diseases.

FUS 318 – Manicures, (Theory 20 clock hrs.) (Services 15 hrs.)

Equipment use; cosmetic and material; procedures and safety; massage techniques.

FUS 319 – Pedicures, (Theory 10 clock hrs.) (Services 15 hrs.)

Equipment use; cosmetic and material; procedures and safety; massage techniques.

FUS 320 – Artificial Nail Tips, (Theory 37.5 clock hrs. (Services 30 hrs.)

Equipment use, materials, designs, procedures, and safety.

FUS 321 – Sculpture Nail, (Theory 37.5 clock hrs.) (Services 30 hrs.)

Equipment use, materials, designs, procedures, and safety.

FUS 322 – Nail Wraps, (Theory 15 clock hrs.) (Services 10 hrs.)

Equipment use, materials, designs, procedures, and safety.

FUS 323 – Nail Capping, (Theory 10 clock hrs. (5 services)

Equipment use, materials, designs, procedures, and safety.

FUS 324 – Artificial Nail Removal, (Theory 5 clock hrs.) (Services 3 hrs.)

Equipment use, materials, procedures, and safety.

FUS 325 – Polishing Nail Art, (Theory 5 clock hrs.) (Services 3 hrs.)

Student will have the opportunity to learn the basic nail polish techniques as well as airbrushing and other nail art techniques.

PET GROOMING 352 CLOCK HOURS

Program objective: The Primary objective of the Pet Grooming curriculum is to prepare the student for the Skill to become a professional Pet Groomer in the State of Florida.

Program Description: This program gives the student instruction in the following areas, Pet Trimming, Nail Care, Bathing and prepping, Ear Care, Standardize Breed Clips, Basic Breed Knowledge, Coat Care, Restring Techniques, Proper Equipment

Handling, Basic Knowledge of Zoonotic Disease, and Proper Scissor Techniques. Upon successful completion of the program hours, Lab services, and final exam, the student will receive a diploma and will be registered with the NDGAA.

PG 001 – Orientation. (Theory 5 clock hrs.)

Introduction to Pet grooming, school and class rules the basic anatomy of the dog and cat. Notes from the grooming table, pg. 19-25.

PG 002 – Safety, (Theory 5 clock hrs.)

Discuss Occupational Diseases, Prevention. Insecticides uses, Ticks Fleas and Zoonotic Diseases.

PG 003 – Equipment, (Theory 5 clock hrs.)

Introduction to the class, student and classroom tools and equipment and proper usage. Notes from the grooming table, pg.26-30

PG 004 – Proper Handling, (Theory 5 clock hrs.).

Proper techniques to handle and groom a client's pet.

PG 005 – Restraint Techniques, (Theory 10 clock hrs.)

Safe and humane techniques of restraints for pet grooming.

PG 006 – Demonstration: Toy breed, (Theory 5 clock hrs.)

Live demonstration of a member of the toy group.

PG 007 – Special Care of Young and Old, (Theory 5 clock hrs.)

Proper techniques for handling senior or very young pets. Super Styling Sessions, DVD. Difficult but Not Impossible Grooming.

PG 008 – Bathing and drying Techniques, (Theory 10 clock hrs.)

Proper process of bathing and drying different breed coats. Super Styling Sessions, DVD. The Brusher/Bather

PG 009 – Conditioning the Coat, (Theory 5 clock hrs.)

Proper techniques for Conditioning and managing dry and broken coats.

PG 010 – Ear Maintenance, (Theory 5 clock hrs.)

Proper process of removing hair and cleaning of the ears. Notes from the grooming table, pg. 36,37

PG 011 – Nail: Cutting and Grinding, (Theory 5 clock hrs.)

Proper process of Cutting nails and grinding nails smoothly. Notes from the grooming table, pg.34, 35

PG 012 – Blow Drying Techniques, (Theory 5 clock hrs.)

Proper way to handle and use a Force dryer, and it benefits. Notes from the grooming table, pg.40, 64-75

PG 013 – Begin Clipper Techniques, (Theory 5 clock hrs.)

Proper way to handle and hold a clipper. Notes from the grooming table, pg.44,45

PG 014 – Study and Interpret Breed Standards of Toy and Terrier Groups, (Theory 10 clock hrs.)

Highlighting breeds from the Toy and Terrier groups. Notes from the grooming table, Toy Group pg. 344-386. Terrier Group pg. 240-336

PG 015 – Demonstration: Terrier Breeds, (Theory 10 clock hrs.)

Live demonstration of a member of the Terrier group.

PG 016 – Work Ethic, (Theory 5 clock hrs.)

The ABCs of what makes a Great Groomer.

PG 017 –Test., (Theory 5 clock hrs.)

Written Exam and Practical Exam on Brushing/Bathing and Prepping.

PG 018 – Beginning Thinning Shear Techniques (Theory 5 clock hrs.)

Proper way to handle and use a Thinning shear. Notes from the grooming table, pg. 50-53

PG 019 – Dematting and Shed-outs, (Theory 10 clock hrs.)

Important part of coat care, Mat removal and Dead under coat. Super Styling Sessions, DVD. De-matting and De-shedding.

PG 020 – Proper use of Magnet Stripper and Rake., (Theory 5 clock hrs.)

Proper usage of a stripping knife or coat king. Notes from the grooming table, pg. 50-53

PG 021 – Demonstration: Sporting and Non-Sporting, (Theory 5 clock hrs.)

Live demonstration of a member of the Sporting and Nonsporting group.

PG 022 – Study and Interpret Breed Standards of Sporting and Non-Sporting Groups, (Theory 10 clock hrs.)

Highlighting breeds from the Sporting and Non-Sporting Groups. Notes from the grooming table, Sporting Group pg78-140. Non-Sporting Group pg390-426

PG 023 – Q&A with AKC Judge, (Theory10 clock hrs.)

The ins and outs of Contest Grooming. Super Styling Sessions, DVD. The Competitors Winning Touch.

PG 024 – Prioritizing time and Speed Techniques, (Theory5 clock hrs.)

The best tips of the trade to increase speed without losing quality of the Groom.

PG 025 – Shop Management and Operation. (Theory 20 clock hrs.)

The Pro and Cons of Pet Grooming Salon and Mobile Grooming, Best was to start and manage a Grooming business. Super Styling Sessions, DVD. The Business of Grooming.

PG 026 – Test, (Theory 5 clock hrs.)

Written Exam and Practical Exam on Shave downs

PG 027 – Mixed Breed Magic, (Theory 5 clock hrs.)

The creative side of Pet grooming, Mixed breed without a set standard. The Mutt Styling Guide Chapter Two: Creating a Unique Mutt Style by Mixing and Matching

PG 028 – Practice Scissor Techniques, (Theory 5 clock hrs.)

Paint Roller Exercise to Improve Dexterity and Skill.

PG 029 – Heads and Enhancing Expression, (Theory 5 clock hrs.)

Skills used to enhance and hide profiles and Breed standard Heads. The Mutt Styling Guide Chapter Three, Correction imperfections of the face, Head & Ears. Super Styling Sessions, DVD. Head Compilation.

PG 030 – Study and Interpret Breed Standards of Hound and Working Group, (Theory 10 clock hrs.)

Highlighting breeds from the Hound and Working Groups. Notes from the grooming table, Hound Group pg144-182. Working Group pg186-232

PG 031 – Some Rare Breeds, (Theory 10 clock hrs.)

Highlighting some race breeds.

PG 032 – Cat Bathing, Drying Grooming., (Theory 5 clock hrs.)

Cat Demonstration and Basic cat Grooming Techniques.

PG 033 – Demonstration: Hounds and Working Breeds. (Theory 18 clock hrs.)

Live demonstration of a member of the Hound and Working group.

PG 034 – Veterinarian, (Theory 5 clock hrs.)

Vet Basic Knowledge on Pet Care

PG 035 – Test, (Theory 5 clock hrs.)

Written Exam and Practical Exam on Finishing Techniques

PG 036 – Demonstration: Grooming a Poodle for show, (Theory 5 clock hrs.)

Live poodle clip and Techniques and a look at the famous Scandinavian trim. Super Styling Sessions, DVD. The Scandinavian trim.

PG 037 – Guest Lecturer., (Theory 5 clock hrs.)

Guest speaker.

PG 038 – Finishing Techniques, (Theory 5 clock hrs.)

Focusing on the finishing touches and Patten setting, Cocker spaniels, Schnauzers, and West highland Terrier. Notes from the grooming table pg,96,294,336

PG 039 – Scissoring and Thinning System, (Theory 5 clock hrs.)

Overcoming final roadblocks and enhancing skill and techniques. Super Styling Sessions, DVD. Scissoring and Thinning shear Techniques.

PG 040 – Demonstration: Herding Group, (Theory 5 clock hrs.)

Live demonstration of a member of the Herding Group.

PG 041 –, Study and Interpret Breed Standards of the Miscellaneous class and Herding Group (Theory 5 clock hrs.)

Highlighting breeds from the Herding Group and Mixed Breeds. Notes from the grooming table, Herding Group pg. 431-466. The Mutt Styling Guide Chapter Four: Making Mutt Magic—64Magnificent, Mutt Makeovers.

PG 042 – Video, (Theory 10 clock hrs.)

Dogs Decoded: Nova, Science of Dogs: National Geographic, Dogs101: Animal Planet

PG 043 – Field Trip to local Dog Show. (Theory 16 clock hrs.)

Trip to local Dog Show and or Pet event.

PG 044 – Test, (Theory 5 clock hrs.)

Final Exam and Practical

PG 045 – Field Trip to local Dog Show. (Theory16 clock hrs.)

Trip to local Dog Show and or Pet event.

MASSAGE THERAPY (THEORY 735 CLOCK HRS.)

The program: Objective is to prepare a student for the work force, on an entry level, to work as Massage Therapist. Instruction is designed to qualify students for employment and the National Certification Exam for Therapeutic Massage and Bodywork (NCBTMB).

Program Description: The program curriculum includes theory and practice of Massage, the theory and practice of Hydrotherapy; Hygiene, practice massage demonstration human anatomy and physiology, legal aspect of massage practice, allied modalities, communication skill; health and safe practice, CPR, a review of the principal of infection control (HIV/AIDS, Hepatitis); and employment and business skills.

MAS101 – Anatomy Physiology, (Theory 150 clock hrs.)

Introduction to Anatomy and Physiology. Is the first sequence part introductory course star the study of the structure and function of the human body and all systems. Explain the human body and different cell structure, functions, and connection to all human systems. Structure and function of the human body. The course develops a study of the human body and functions systems.(skeletal, muscular, nervous, cardiovascular, lymphatic, urinary, respiratory, digestive, reproductive, endocrine and integumentary).

MAS102 – Therapeutic and palpation skills. (Theory 125 clock hrs.) (Services 100hrs.).

Fundamentals of Pathology for Massage Therapy. The student will gain knowledge of medical asepsis and will be taught to practice certain procedures to limit infection. The student will be taught to recognize major diseases encountered by a massage therapist. The study will include etiology, signs and symptoms, contraindications, and treatments. Fundamentals of Swedish massage. This course orients the students to the fundamentals, and techniques used in Swedish massage. The student will be introduced to certain Massage Clinical techniques which will include training in the correct procedures to be followed in a typical massage routine. Safety and hygiene for massage.

This course is designed to establish methods of planning and maintaining facility health and safety. The subject of "Safety" will include client/patient positioning, support, draping, and turning, techniques. The elements of hygiene (Health) will include practices of personal, and client/patient, cleanliness. Basic methods of eliminating medical errors will be explained Medical Errors will be covered in detail in course MAS 108.

MAS 103 – Hydrotherapy (Theory 16 clock hrs.).

This course will prepare the student to be able to perform applications and the theory basis of water. The students learn about hot packs, ice packs, controls baths, steam and other modalities.

MAS104 – Professional Ethic. (Theory 6 clock hrs.).

The course will include: the "Massage Therapist Code of Ethics"; confidentiality of information between therapist and client, and the limits of authority and responsibility of the Massage Therapist. In addition, topics will include recognizing and reporting illegal and unethical practices; methods of reporting abuse; recognizing and preventing possible sexual harassment by the therapist and/or the client; and recognizing and reporting domestic violence.

MAS105 – Business Practice. (Theory 15 clock hrs.).

This course is a sub-group within the Allied Modalities mode and will identify certain business skills needed to operate a small business efficiently, and effectively.

MAS106 – Allied Modalities. (Theory 103 clock hrs.) (Lab 80 hrs.).

Deep Tissue Techniques, this course is designed to emphasize the basic skills related to the techniques used on the deep tissue and related muscular structures. The skills presented in this course will include such techniques as, the proper use of pressure methods of monitoring pain, certain palpating (examine by touch) skills, and methods of tissue assessment Neuromuscular Therapy. The student will receive a basic knowledge of techniques to use in treating Neuromuscular Problems such as Carpal Tunnel Syndrome, Lordosis, Kyphosis, Scoliosis, Thoracic Outlet Syndrome, and other related problems. Asian Energy Bodywork. (Primary and Extraordinary Meridians. The student will receive basic knowledge of Asian Energy and will identify certain (Primary and Extraordinary Meridians), and regular assessments Stretching. The student will receive a basic Knowledge of techniques to use in treating articular and muscular problems. Aromatherapy. The students will be receiving basic knowledge of techniques to use Aromatherapy in massage applications. Topical Analgesic. The students will receive basic knowledge of Topical Analgesic and used in massage applications. Use of Massage and /or Body Work Tools. The students will receive basic knowledge of techniques to use Body Work Tools in massage applications. Other Allied Modalities. The students will receive basic knowledge application of common therapeutic modalities in Swedish massage (chakra, reflexology, shiatsu, reiki, sport massage, chair) CPR & First Aid. This course is the sub-group within the Allied Modalities mode. This course emphasizes the techniques that will lead to CPR & First Aid certification by American Red Cross.

MAS107 – AIDS/HIV Education. (Theory 3 clock hrs.)

The student will be receiving basic knowledge using Universal Precautions; the student will learn how to protect the client and the health care worker from HIV/AIDS. Methods discussed will be wearing gloves, the use of surgical masks, the use of protective eyewear, and precautions for the therapist in work.

MAS108 – Medical Errors and Omissions (Theory 2 clock hrs.).

The course is a sub-group with the Allied Modalities mode of Massage Therapy. The course examines the reasons for "Medical Errors", and the precautions that must be taken to reduce, and eliminate errors of any kind. As required by Florida Statute, Chapter 456.013, specific /types, and ways of preventing, Medical Errors, will be discussed.

MAS109 – Florida Law and Rules. (Theory 15 clock hrs.).

This course prepare the student in a basic understanding of legal framework of the Massage Therapy Health Care Occupation act (Chapter 480 of Florida Statutes) governing the practice of the Massage in Florida State.

MAS110 – Computer Literacy. (Theory 5 clock hrs.) (lab 5 hrs.).

This course includes training in the computer as a tool to the Therapist in everyday work. The training will involve the knowledge needed to perform clerical duties, required in

proper record keeping .The course includes specific knowledge of how to operate a computer, and methods of researching information to better serve the needs of the client/patient.

MAS111 – Review for the NCBTMB exam. (Theory 10 clock hrs.).

This course is preparation for the National Certification Board for Therapeutic Massage and Bodywork Exam.

MAS112 – Basic Massage History and Theory. (Theory 100 clock hrs.).

This course includes knowledge of basic history of massage therapist and preparation in theory.

MEDICAL ASSISTANT DIPLOMA 1,300 CLOCK HOURS

Description: Medical Assistants perform administrative and clinical tasks within medical offices to assist physicians, podiatrists, Chiropractors, and other health practitioners. Clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

HSC 003 – Basic Healthcare (Theory 90 clock hrs.)

After finishing this course, the students can demonstrate knowledge of the healthcare delivery system and health occupations. Demonstrate the ability to communicate and use interpersonal skills effectively, demonstrate legal and ethical responsibilities, demonstrate an understanding of and apply wellness and disease concepts, recognize and practice safety and security procedures, recognize and respond to emergency situations, recognize and practice infection control procedures, demonstrate an understanding of information technology applications in healthcare, demonstrate employability skills, and demonstrate knowledge of blood borne diseases, including HIV/AIDS.

MEA 002 – Introduction to Medical Assisting (Theory 250 clock hrs.)

When the student finishing the course the student demonstrates proper use of medical terminology, demonstrate knowledge of legal and ethical responsibilities for medical assistants, and demonstrate and understand anatomy and physiology concepts in both illness and wellness states.

MEA 0501 – Medical Office Procedures (Theory 75 clock hrs.)

Demonstrate basic clerical/medical office duties. – The student will be able to: Perform effective communication skills essential to the medical office. Maintain filing systems. Operate office equipment and perform clerical office procedures. Identify and maintain office security policies/procedures.

MEA 0521 – Phlebotomy, MA (Theory 75 clock hrs.)

At the phlebotomy course the student demonstrates accepted professional, communication, and interpersonal skills related to phlebotomy. The student will be able to: Demonstrate the appropriate professional behavior of a phlebotomist.

Discuss phlebotomy in relation to the health care setting. Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist, recognize and identify collection reagents supplies, equipment and interfering chemical substances. Demonstrate skills and knowledge necessary to perform phlebotomy venipuncture, their causes, prevention, and treatment. Practice infection control following standard precautions. Practice accepted procedure of transporting, accessioning, and processing specimens. Practice quality assurance and safety. Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.

MEA 0543 – EKG Aide, MA (Theory 75 clock hrs.)

The student will be able to describe the cardiovascular system, identify legal and ethical responsibilities of an EKG aide, and perform patient care techniques in the health care facility. Also demonstrate knowledge of, apply and use medical instrumentation modalities.

MEA 0581 – Clinical Assisting (Lab. 230 hrs.)

Finishing the course Clinical Assisting demonstrate basic office examination procedure, demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques, demonstrate minor treatments, demonstrate knowledge of basic diagnostic medical assisting procedures, and demonstrate basic radiologic procedures.

MEA 0530 – Pharmacology for MA (Theory 90 clock hrs.)

The student can demonstrate knowledge of pharmaceutical principles and administer medications.

MEA 0573 – Lab Procedures (Lab.125 hrs.)

At the end of the course the student performs CLIA-waived diagnostic clinical laboratory procedures, demonstrate knowledge of emergency preparedness and protective practices.

MEA 0506 – Office Procedures (Theory 90 clock hrs.)

Perform administrative office duties.

MEA 0942 – Practicum Experience (Lab 200 hrs.)

This “Practicum” experience is a supervised activity of a total of 200 hours of which 160 contact hours must be on ambulatory health care setting and no more than 40 hours

in a simulated laboratory setting performing administrative and clinical procedures. The program should ensure that the experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Sites should be selected so that each student is afforded a variety of experiences, while at the same time all students are provided consistent learning opportunities.

The student be able to perform administrative and general skills. Perform clinical and general skills. Display professional work habits integral to medical assisting.

PLEASE NOTE THAT PURSUANT TO SECTION 456.0635, FLORIDA STATUTES, HEALTH CARE REVIEW BOARDS SHALL REFUSE TO RENEW A LICENCE, CERTIFICATE OR REGISTRATION, ISSUE A LICENCE, CERTIFICATE OR REGISTRATION AND SHALL REFUSE TO ADMIT A CANDIDATE FOR EXAMINATION IF THE APPLICANT HAS BEEN CONVICTED OR PLEAD GUILTY TO A FELONY.

ACADEMIC CALENDAR

Classes start every Monday. Open enrollment

Cosmetology:	August 02, 2023, thru April 04, 2024
Barber Stylist:	August 02, 2023, thru April 04, 2024
Full Specialist:	August 02, 2023, thru April 04, 2024
Facial Specialist	August 02, 2023, thru April 04, 2024
Nail Specialist:	August 02, 2023, thru April 04, 2024
Pet Grooming:	August 02, 2023, thru April 04, 2024
Massage Therapist:	August 02, 2023, thru April 04, 2024
Medical Assistant:	August 02, 2023, thru April 04, 2024

HOLIDAYS SCHOOL CLOSE

Memorial Day	May 27
Independence Day	July 4
Labor Day	September 4
Columbus Day	October 14
Veterans' Day	November 10
Thanksgiving Break	November 20-24
Christmas Break	December 21-January 8th
M.L. King's	January 15
President's Day	February 19
Good Friday	March 29

March

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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April

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May

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June

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November

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January

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February

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CATALOG DISCLOSURE:

This catalog and its contents are subject to change without notice as Beyond Institute Career Center deems necessary and appropriate is subject to changes.