

International School Of Health & Beauty

School Catalog & Student Handbook

3714 W. Oakland Park Blvd, Lauderdale Lakes, FL 33311

Telephone: 954-741-0088 Facsimile: 954-741-4598

Web: www.ishb.edu

International School of Health & Beauty

School Catalog & Student Handbook

Vol. XII June 14, 2006

Table of Contents

<u>Topic</u>	<u>Page</u>
Current Fee Schedule	3-4
Purpose	5
Philosophy, Objectives, Mission Statement	5
Description of Facilities	5
License, Approvals and Memberships, Accreditation	5
Ownership and Governing Body	5
Accreditation	6
Campus Safety	6
Fire Precautions	6
Handicapped Access	6
Drug Policy	6
<u>Student Handbook</u>	
<i>Admissions Policy, Requirements, and Procedures</i>	7
<i>Admissions Policy</i>	7
<i>Admissions Procedures and Requirements</i>	7
<i>Academic Affairs</i>	8
Attendance	8
Tardiness	8
Withdrawal	8
Grading	9
Makeup Policy	9
Incomplete Policy	9
Transfer of Credits	9
Repeating of Courses	10
Class Hour Definition	10
Transfer of Students within Programs	10
Satisfactory Academic Progress	10
Student Appeal of Probationary Status	10
Academic Honors	11
Leave of Absence (LOA)	11
Termination & Dismissal	11
Changes in Academic Program	11
Statement of Non- discrimination	11
<u>Student Services Information</u>	
Orientation	12
Counseling Services	12
Dress Code	12
Child Care	12
<i>Career Development</i>	
Career Development Counseling	12
Externship	13
Student Activities	
Assemblies & Extracurricular Activities	13
Campus Soliciting	13

Student Grievance Procedure	13
Code of Conduct	14
Anti-Hazing Policy	14
Disciplinary Actions	14
Program Completion and Graduation	15
Certificates and Diplomas	15
Weather Information- Class Cancellations	15
School Calendar	15
Holidays and Vacation Breaks	15
Student Lounge	15
Telephone Messages	15
Cell Phone and Beeper Notice	15
Bulletin Boards/ Student Announcements	15
Learning Resource Center	15-16
Financial Aid Services	16
Entrance Counseling	16
Exit Counseling	16
Payment Plans	16
Academic Status	16
Tuition and Fees	16
Registration Fee	17
Transcript Fee	17
Cancellation & Refund Policy	17-18
Past Due Accounts	18
<u>Career Programs</u>	
<i>Health Related Programs</i>	
Dental Assisting	19-21
Massage Therapy	22
Medical Assisting	23-25
Medical Coding & Billing Specialist	26-27
Nursing Assisting	28-30
Phlebotomy Technician	31
Home Health Aide	32
<i>Cosmetology Related Programs</i>	
Cosmetology	33-34
Full Specialist	35-36
Manicures, Pedicures and Nail Extensions	37
Skin Care Specialist	38
Permanent Make-up	39
Sculptured Tip Specialist	40
Advanced Product Program	40
Faculty and Office Staff	41
Catalog Receipt page	42
Emergency Contact Phone Numbers	43

International School of Health & Beauty
Current Tuition
Effective 10/1/06

<i>Dental Assisting</i>	\$10,500
DA Text and workbook, Uniforms, Supplies	\$450
<i>Total</i>	<i>\$10,950</i>
 <i>Massage Therapy</i>	 \$6,945
Text books, Kit, Supplies, Uniforms	\$346
<i>Total</i>	<i>\$7,291</i>
 <i>Medical Assisting</i>	 \$10,500
MA Text and workbook, Uniforms, Supplies	\$450
<i>Total</i>	<i>\$10,950</i>
 <i>Medical Coding and Billing Specialist</i>	 \$10,500
Text, workbook, Uniforms, supplies	\$450
<i>Total</i>	<i>\$10,950</i>
 <i>Nursing Assisting</i>	 \$720
NA Text and workbook, Uniforms, Supplies	\$155
Misc. Certification CNA	\$82
<i>Total</i>	<i>\$957</i>
 <i>Phlebotomy Technician</i>	 \$590
Books & Materials	\$95
Insurance (\$35) & ASPT Certification (\$75)	\$110
<i>Total</i>	<i>\$795</i>
 <i>Home Health Aide</i>	 \$460
Books & Materials, Uniforms, & Supplies	\$120
<i>Total</i>	<i>\$580</i>
 <i>Cosmetology</i>	 \$9,300
Text and Workbook, Kit & Supplies, Uniform	\$440
<i>Total</i>	<i>\$9,740</i>
 <i>Barber Styling</i>	 \$8,300
Text and Workbook, Kit & Supplies, Uniform	\$640
<i>Total</i>	<i>\$8,940</i>

<i>Skin Care Specialist</i>	\$1095
Text & Workbook, Kit & Supplies, Uniform	\$225
Aids 101 Certificate	\$20
<i>Total</i>	<i>\$1,340</i>
<i>Manicures, Pedicures, and Nail Extensions</i>	\$895
Text & Workbook, Kit & Supplies	\$180
Aids 101 Certificate	\$20
<i>Total</i>	<i>\$1095</i>
<i>Full Specialist</i>	\$5,600
Text, Workbook, Kit & Supplies	\$385
<i>Total</i>	<i>\$5,985</i>
<i>Permanent Cosmetic Make-up</i>	\$1,750
Text, Kit & Supplies	\$445
<i>Total</i>	<i>\$2,195</i>
<i>Advanced Product Program</i>	<i>Total</i> \$345
<i>Sculptured Tip Specialist</i>	<i>Total</i> \$300

Licensure fees (estimated at \$60) are not included unless specified.

Registration Fee

A \$50.00 registration fee is in addition to the above and must accompany the completed enrollment paperwork before being considered for acceptance. This fee is nonrefundable except as noted under "Cancellation and Refund Policy".

Additional hours-- any student requiring additional hours to complete the program beyond the scheduled time will be assessed an \$8/hr fee in addition to the regular fees.

Purpose

The purpose of this catalog and Student Handbook is to provide the student with the necessary information to make a rational choice in obtaining training for a new career through International School of Health & Beauty.

Philosophy and Objectives

International School of Health & Beauty is dedicated to providing individuals with a viable alternative to the traditional college learning environment. Our approach is to not only provide theory in the classroom, but to also provide the students with the opportunity to obtain the necessary hands-on training to assist them in meeting the current job market entry level requirements and experience. The school's curriculum, having been designed with this philosophy and objective in mind, has been written allowing a student to start most programs on any Monday the school is open. The completion date will vary depending on which course of study he or she chooses scheduled vacations, and Leave of Absences. Please see individual programs for length of training.

Mission Statement

- To provide quality education in health & beauty.
- To provide competence in the practical skills application of each area.
- To build strong self-confidence and esteem with each student.
- To provide the necessary assistance for successful employment in the field.
- To provide all of the above with focus on each student's individual needs.

Description of Facilities

International School of Health & Beauty is conveniently located in Lauderdale Lakes, FL on the southeast corner of West Oakland Park Blvd and St. Rt. 7/441. Our campus is easily accessible from the southeast Florida area via the Florida Turnpike or I-95. Public bus transportation is also readily available with stops within one block of the school location.

Our Campus is equipped with several classrooms, a medical/ nursing lab, as well as complete cosmetology facilities. There is ample parking and several restaurants that are located within walking distance of the school. The facility is handicap accessible, fully air-conditioned, and utilizes modern equipment to provide an excellent environment to pursue academia and career training. Class sizes are kept small and limited to 30 students in each classroom in order to provide a more direct instructor/student relationship conducive to learning and individualized attention.

License

International School of Health & Beauty is licensed by the Florida Commission for Independent Education, Department of Education, 325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399, (888) 224-6684.

Ownership and Governing Body

International School of Health & Beauty is owned by Superior Career Institute, Inc. which is incorporated under Florida Business Corporation Law. The school was established in 1979 as the Institute of Nail Technology, Inc., and was doing business as The Academy of Health & Beauty Care. In 2002 the name was changed from Academy of Health & Beauty Care to Hope Career Institute and in 2006 changed to *International School of Health & Beauty (ISHB)*. Mr. Sam Hiranandaney is the President and Chief Executive Officer of the corporation.

Accreditation

The school is accredited by: Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 Phone: (770) 396-3898

Campus Safety

International School of Health & Beauty maintains a well lit facility with off street parking area. While every effort is taken to provide a secure learning environment the administration should immediately be informed of any unauthorized people on the premises. *International School of Health & Beauty* is a private facility and permits no use of drugs or alcohol anywhere on the property (inside or out), and smoking is not permitted within the building. Fire arms are forbidden. In the case of an emergency the local fire or police should be summoned immediately.

Fire Precautions

During orientation students should familiarize themselves with all emergency exits and evacuation procedures in the event of an emergency.

To reduce the risk of fire no smoking is permitted anywhere inside the building.

Handicapped Access

The building is readily accessible for handicapped individuals with an entry/ exit ramp and handicapped restroom facilities. While the facility is handicap accessible, and the institute adheres to the American with Disabilities Act, some of the programs offered require manual dexterity and may not be suitable for all individuals. *International School of Health & Beauty* will not exclude any handicapped person from enrolling in a course of instruction.

Drug Policy

International School of Health & Beauty is in compliance with Federal Government Regulations for a drug free workplace for both students and employees. No alcoholic beverages are permitted on school property either in the building or parking area.

Student Handbook

Admissions Policy, Requirements, and Procedures

Admissions Policy

It is the policy of *International School of Health & Beauty* to recruit and admit only those students who can demonstrate a sincere desire to succeed in a new career and have a positive attitude toward learning. We share a goal with our students to provide them with quality training in the shortest possible time and to get hands- on experience positioning the student to immediately accept employment upon graduation.

Interested candidates are encouraged to set an appointment with an Admissions Representative for an interview that will last approximately 45 minutes, with an additional 15 minutes for a complete tour of our state-of-the-art facilities.

Realizing the importance of family support all prospective students are encouraged to invite a spouse, parent, relative and/ or friend to accompany them to the interview and tour of the facility. We also encourage family and friends to enroll at the same time as this practice makes it easier to establish study groups or to assist when one partner has to be absent or needs an encouraging word.

Admissions Procedure and Requirements

All applicants must meet the following requirements:

- 1) Be at least 16 years of age.
- 2) For programs of 600 hours or more submit a High School Diploma or GED, or a passing score on the Wonderlic Basic Skills Test (Ability to Benefit test) with minimum score of 200 Verbal and 210 Quantitative.
- 3) Have a personal interview and tour of the facility. During this time the Admissions Representative will discuss the student's desires and goals, previous training or work experience, and the suitability of the program the student wishes to enroll in to meet their needs or desires. With the Admission Representative's recommendation the student may then apply for entry.
- 4) Complete the standard admissions application and submit official transcripts, GED, resumes, or other related materials to be reviewed by an Admissions Representative and or the Director for final determination on entry.
- 5) Submit current physician document stating health status and
- 6) Vaccination for communicable diseases if requested.
- 7) Pay a non-refundable \$50 registration fee (refunded only if not accepted) or request hardship deferment.
- 8) Complete and sign the enrollment agreement (under age 18 requires signature of parent or guardian).

Once the completed application package (including all of the above) is received it will be reviewed by the Director of Admissions or the Institutes' Director for final approval. Notifications are sent on an ongoing basis and the student will be notified as soon as possible. International School of Health & Beauty enrolls applicants without regard to race, color, sex, physical handicap or national origin.

Academic Affairs

Attendance

Attendance is an essential part of success in any training program, and is of utmost importance in setting good work skills. Potential employers may inquire about a student's attendance and absences become a permanent part of the student file. All students are expected to attend all classes as attendance is taken on a daily, class by class basis. A student must notify the school when an absence occurs. Unexcused absences must be made up. Students having in excess of 3 days of unexcused absences within a 30 day period will be given a warning. Five days of unexcused absences within a 30 day period will be placed on probation. Six or more days within a 30 day period, or more than 10% of total program length of unexcused absences **will** result in dismissal from the program and the student will not receive their financial aid. This will result in the student being responsible for payment.

For an absence to be excused a student must present one of the following (within two days of returning to school):

- 1) A note from a physician, dentist, hospital, etc.
- 2) A note from your employer.
- 3) A note from court.
- 4) A note from a Dr. or child's school showing your child's absence.
- 5) An obituary showing the death of an immediate relative (spouse, mother, father, brother, sister, or your child)
- 6) A written request which may be accepted at the discretion of the director.

It is the student's responsibility to make up any missed class/ lab work on their own time (during lunch, after school, etc.). All missed class work must be completed before serving an externship and in order to be eligible for graduation.

Tardiness

All students are required to arrive prior to class time so as to not disrupt the class and to develop a professional work attitude. Any student arriving late or departing early will have this time recorded as time out of class and counted towards absence time. Repeated tardiness may be grounds for dismissal.

Students arriving more than 15 minutes late will not be permitted to enter class until the next class break (with time reported as absent).

Clinical and Service Performance

To be eligible to graduate students will be required to complete a certain minimum number of clinical or service (cosmetology) procedures. While these are only the absolute minimum number of procedures students are required to complete, the student may be assigned extra procedures at the discretion of the instructor or director. Any student refusing to do extra procedures or abusing clinic rules will be dismissed for the day and recorded as time absent. Please remember you are paying for your education, and we want you to get the most experience you possibly can.

Withdrawals

If a student wishes to withdraw from school the student should notify the instructor and the Director in person, or in writing.

Grading

Students are constantly evaluated by many criteria including attendance, participation, completion of assignments, and written and/ or performance (practical) exams. Students will receive written grade reports upon the completion of each test/ assignment, with a cumulative grade point average determined on an ongoing basis as course work is completed. Certificate courses (if available) will receive a written grade report upon completion of the course. All class, lab and externships will be graded by the following scale:

A	Excellent	90-100	4.0 GPA
B	Very good	80-90	3.0 GPA
C	Average	70-80	2.0 GPA
D	Poor	60-70	1.0 GPA
F	Failure	below 60	0.0 GPA
S	Satisfactory		
U	Unsatisfactory		

**Satisfactory and Unsatisfactory grades will not be used to figure GPA's.*

Make- Up Policy

All assignments, tests, etc. are due as scheduled. If the student contacts the instructor directly the instructor may (but is not required to) accept overdue assignments. Missed exams will result in a failing grade unless extenuating circumstances caused the student's absence. Any missed exams may be made-up (within three school days of the original exam) only with the instructors approval and then only under valid reasons for absence.

Incomplete

Any student not completing all required course work including externships by the end of their scheduled term will be given a grade of Incomplete. All incomplete work must be made up within two (2) weeks of the end of the course (unless extenuating circumstances are approved in writing) or the incomplete will result in a grade of 'F').

Transfer of Credits

A student may receive transfer credit(s) for a course only after official transcripts (and course description) are received and evaluated by the instructor and school director. A minimum grade of 'B' must have been achieved within the past year of the first day of classes at International School of Health & Beauty. All transfer credits may require a test-out by the student (as determined by the instructor and/ or Director) to be administered prior to the first day of regularly scheduled classes.

Due to program variations a maximum of ½ or 50% of previous hours obtained through another school or program will be credited to any program at *International School of Health & Beauty*.

Our programs are intended to prepare the student for careers in employment fields with much emphasis on the practical hands-on training. The credits are not necessarily designed to be transferred to other certificate, diploma, or degree programs, and this decision is left up to the total discretion of the receiving institution. *International School of Health & Beauty* has absolutely no control, and does not guarantee the transferability of any credits into or out of this school.

Repeating of Courses

A student must repeat a course (at the next available offering--on a space available basis) in which he or she received a grade of 'F'. The new grade will be used for computing the grade point average, although the original grade will still remain on the permanent transcript but will not be used in the GPA calculation.

Class Hour Definition

International School of Health & Beauty defines one class/ lab hour as the credit awarded for a course/ class according 50 minutes of contact time during a 60 minute period. Class hours are as follows:

Cosmetology Related Programs

Days 8:30AM- 3:00PM (*Mon – Fri*) Nights 5:00-10:00PM (*Mon – Thurs & Sat*)

Health Related Programs

Days 8:30 AM- 3:00PM (*Mon – Fri*) Nights 5:00-10:00PM. (*Mon – Fri*)

Programs with Sat or Sun hours

9:00AM- 3:00PM.

Transfer of Students within Programs

If a student decides that they prefer to transfer from one program to another offered by this school he or she should consult with the program director for the program currently enrolled in. Any such transfer must be accompanied by a new enrollment agreement for that program. All grades received in all prior programs will remain on the student's transcript and be figured into their cumulative GPA.

Satisfactory Academic Progress

The performance of each student will be evaluated at regular intervals and upon completion of each module or course. All students are required to maintain attendance and a minimum 2.0 cumulative GPA for Health related programs, and 75% minimum for all Cosmetology Programs. Any failed courses must be repeated at the next available offering and at additional cost. Students not meeting these criteria will be placed on academic probation for 60 days. At this time the student will either continue on probation for one additional 60 day term, or be removed from probation provided they meet attendance and a cumulative 2.0 GPA. A student who fails to attain satisfactory progress by the end of the second 'probationary' term will not be eligible for enrollment. All students must complete all program requirements within 150% (one and one half times) of the normal program length.

Student Appeal of Probationary Status

A student whose training is interrupted by the school for unsatisfactory progress may file a written appeal for reinstatement with the Director. The written appeal process must be initiated by the student and be received by a school official within three business days of the termination. All appeals received within these guidelines will be acted upon within ten (10) business school days of receipt by the school. For these purposes a business school day is considered a weekday when the school is in session. The Director may waive interim satisfactory academic progress standards provided the student can demonstrate that mitigating circumstances had an adverse impact on the student's progress.

**Absolutely no waivers will be provided for graduation requirements.*

Academic Honors

Academic honors are awarded in each program and students are recognized for academic achievement above 3.4 GPA and for perfect attendance. To be eligible a student must have completed

all class and clinical work during that term. These awards can be very helpful when pursuing employment.

Leave of Absence (LOA)

A leave of absence may be granted in accordance with Federal Title IV Refund Regulations. LOA's may not exceed 180 days, the maximum time allowed over the entire course for an individual student.

Request for a Leave of Absence Form

A request for a Leave of Absence form must be completed and signed by the student. If however, due to unforeseen circumstances, a student is prevented from completing the Request Form, the institution may grant the student's request for a leave of absence with documentation as for the reason of its decision and then later collect the signed form from the student. A school official must approve all leave of absence requests.

Federal regulations allow an approved leave of absence of no more than 180 days in any 12-month period. A student may be granted more than one leave of absence in the event of catastrophic illness affecting the student or the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. .

A student on a leave of absence will incur no additional charges by the school. Any student failing to return to school after the expiration of a leave of absence will be withdrawn from school on that day and a withdrawal date will be based on the school's refund policy and all refunds will be due 30 days from that date.

Termination and Dismissal

International School of Health & Beauty reserves the right to terminate a student's enrollment for any one of the following reasons:

- 1) Nonpayment of tuition
- 2) Unsatisfactory academic progress
- 3) Unsatisfactory attendance-- including tardiness
- 4) Failure to submit course work as scheduled
- 5) Nonconformity with policies, regulations, or Code of Conduct.
- 6) Conduct damaging to any facility
- 7) Disruptive behavior or unprofessional conduct.
- 8) Plagiarism (cheating)

Changes in Program

International School of Health & Beauty reserves the right to make changes in the equipment and curriculum to reflect technology, to consolidate classes, and to substitute or replace instructors as needed. *International School of Health & Beauty* also reserves the right to cancel or postpone any program when enrollment is insufficient or due to circumstance beyond our control.

Statement of Non- Discrimination

International School of Health & Beauty does not discriminate on the basis of age, sex, religion, national origin, or physical handicap. Any grievance pertaining to such should be directed to the school Director.

Student Services

Orientation

Orientation will be held for all new students prior to beginning any program. You will be notified of your scheduled orientation which is mandatory prior to attending class. The orientation gives the student the opportunity to review the Student Handbook, familiarize themselves with financial aid procedures, career search and education activities, and campus facilities. The entire staff is available to answer questions, schedule appointments, and to alleviate student's concerns.

Counseling Services

The entire staff at *International School of Health & Beauty* is here for your support. If you feel in need of any type of Academic, Administrative, or Financial Aid counseling, please ask your instructor or come to the admissions office for assistance, or to set up an appointment. We are here to help you make the most of your learning experience and transition into your new career.

Dress Code

Since a student's appearance reflects on their class performance, their actions, and professionalism *International School of Health & Beauty* has adopted a specific dress code. We at *International School of Health & Beauty* feel that the way you dress should be appropriate to the type of career for which you are training. Since employers and other professionals will be visiting our school on occasion we feel it is very important to portray a professional image. Specific attire will be addressed during orientation. All students and faculty are required to dress in a business appropriate manner depending on their program. All uniforms will be specified prior to enrollment. All attire (including uniforms) shall be neat and clean-pressed at all times. Students appearing for class, clinic, salon, or lab time without proper attire will be dismissed resulting in tardiness or absence recorded on their record.

Due to the frequency of hand washing, students are encouraged to keep jewelry to a minimum. Face and/or visible body piercing is not allowed. All necklaces should remain covered by clothing, and no dangling earrings (longer than one inch) should be worn. You will be working in environments where such jewelry will interfere with the client/patient, or your work. Long hair should remain pulled back or worn in a style that keeps it out of the student's and patient's/ customer's face. No hats, bandanas, or head wear permitted in class or clinic.

Child Care

Children are not permitted on the campus during regular school hours; however there may be occasions of after school activities and social functions where children may be welcome. Child Care is solely the student's responsibility. Each student should make arrangements for child-care (and backup services in case of emergency), as absences due to lack of child care will not be excused.

Career Development

Career Development Counseling

A vital part to any career training is job placement. Job placement preparation will begin prior to your graduation with interview and resume techniques. *International School of Health & Beauty* will keep an updated file of employer's that contact our office looking for assistants. These contacts will be furnished to students as available. We will also transmit any information to prospective employers to assist in your job search.

Even though every effort will be made to assist in career placement, ***International School of Health & Beauty can not and does not guarantee placement.*** If any instructor, representative, or other employee of *International School of Health & Beauty* tells you otherwise please inform the Director immediately in writing. Successful placement is based not only on educational achievements of each student, but also on his/ her desire to succeed, professionalism, and positive attitude.

Externship

International School of Health & Beauty believes that hands-on experience is a vital part to any training program and has included an externship in some programs to provide for this. All externships shall be arranged by the Institute and the student must complete the externship prior to being eligible for graduation. Externships are scheduled for five days/ week and eight hours/ day unless prior hours are arranged in writing and approved by the Program Director or Director of Education. Externship hours may require the student to arrange evening and Saturday hours on occasion. All fees must be paid to the school before being eligible for externship.

Student Activities

Assemblies and extracurricular activities

All students are encouraged to attend 'extracurricular' activities which may or may not be required as part of the regular curriculum. Certain activities or assemblies may occur during regular class hours and may require student attendance. Certain activities may incur an extra cost to the student and *International School of Health & Beauty* will make every effort to inform you of these prior to the activity should you desire to attend. Any "extra cost" activities will not have mandatory attendance.

Campus Soliciting

Students are prohibited from any type of solicitation or canvassing on campus for sales of any type of articles, magazines, or merchandise. Certain charitable events may be permitted on a limited basis and must be approved by the Director/ President.

Student Grievance Procedure

Any and all student grievances must be handled according to the following procedure in the order listed (Skipping steps will not speed up the process). All Steps should include copies of the previous steps correspondence and results in writing.

Step1) Within 24 (twenty four) hours of any such incident or action the student must file a written grievance (letter) with the program instructor, who will then attempt to resolve the conflict through an informal conference with the parties.

Step 2) if the grievance remains unresolved then the Dean or an Admissions Officer should be notified and a second conference will be scheduled within 24 hours.

Step 3) in the unlikely event the grievance still remains unresolved after the above steps are completed the student may petition the Director (in writing) for a formal review. The Director (or his designated representative) will take whatever steps are deemed appropriate to resolve the matter. This may involve dismissing the grievance due to insufficient cause or evidence, or a formal hearing in more severe cases. The Director or designated representative will render a decision which is final and binding on all parties.

In the unlikely event the grievance has not been resolved after all previous steps are followed a formal grievance may be filed with the:

**Council on Occupational Education,
41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346
Phone: (770) 396-3898**

Code of Student Conduct

Since proper conduct is conducive to the educational objectives of *International School of Health & Beauty* the following 'Code of Conduct' is established. Any violations will result in disciplinary action which will vary depending on the severity of the case, and may result in termination of enrollment for more severe matters, or repeated offenses. The Code applies to school property as well as any function or event pertaining to the school off premises.

- 1) Plagiarism or cheating
- 2) Giving false information on applications, forms, or other school papers.
- 3) Forgery or altering of school documents, records, or identification.
- 4) Physical or verbal abuse (including obscene, racial, or sexually harassing language) of any person.
- 5) Theft or damage to private property on campus, or at school events.
- 6) Behavior that threatens the health or safety of other people or property.
- 7) Unauthorized use or misuse of school property, including, but not limited to, attempting to remove property from the Learning Resource Center or Campus Supply Center which has not been properly checked out.
- 8) Misuse or unauthorized use of school equipment --including telephone.
- 9) Cell phone usage is prohibited within the school and should be turned off prior to entering.
- 10) The possession, sale, or use of any drugs (except as permitted by law), alcohol, firearms, or fireworks are strictly prohibited.
- 11) Drunken, lewd, indecent, obscene, or sexually harassing behavior is forbidden.
- 12) Giving false testimony or evidence at a school hearing.
- 13) Constant tardiness or disrupting class, or not following directives of staff.
- 14) Any behavior that violates any state or local laws or ordinances.
- 15) Follow all policies and procedures as printed in the catalog/student handbook.

Anti- Hazing Policy

International School of Health & Beauty does not permit any type of "Initiation" or "Hazing" of new or currently enrolled students. Any such action will result in disciplinary action and possible termination of enrollment.

Disciplinary Actions

The resulting disciplinary action will depend on the severity of the violation and may simply involve a verbal warning, probation, or suspension. More severe cases can result in termination of enrollment and referral to local authorities in case of

Criminal activities. Repeated offenses may also result in suspension or termination of enrollment. Students attend *International School of Health & Beauty* to obtain training for a professional career and are expected to act professionally while attending.

Upon applying for admission the student agrees to adhere to the professional image and Code of Conduct which prospective employers may be looking for. If, in the opinion of *International School of Health & Beauty's* faculty and staff, a student does not adhere to this conduct then *International School of Health & Beauty* may take corrective action which could result in temporary suspension of class privileges, or termination from the program. In the case of suspension or termination the student will have 24 hours to file a written appeal with the Director. A hearing will then be scheduled and the panel's decision will be final and recorded with the registrar's office.

Program completion and Graduation

Students have officially completed their designated program when all requirements listed in the program description of the course have been satisfied, all class hours or credits are met, and an overall minimum 2.0 GPA has been attained. Additionally, all financial requirements must be satisfied prior to a degree or diploma being issued to the student. Once all these requirements are met the student will officially be eligible to graduate.

Certificates and Diplomas

Students that successfully complete all requirements for a specific program will be awarded a Diploma or Certificate depending on the program.

Weather Information

Classes will be dismissed early or canceled when the administration deems that the weather conditions would threaten the health or safety of the students, faculty, or staff. As a general rule if the local school district has an early dismissal or cancellation due to weather, the Director may also dismiss or cancel classes. If in doubt, call.

School Calendar

International School of Health & Beauty is structured on a module system which allows students to enroll in most of our courses throughout the year. Each of these programs is set up with a number of modules which correspond to the number of months in each program description. Once a student is accepted for admission he/ she will be able to start at the beginning of the next module.

Holidays and Vacation Breaks

International School of Health & Beauty will observe the following Holidays and there will not be any classes in session: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after, and Christmas Eve and Christmas day.

Student Lounge

The student lounge is provided for students, faculty, and staff for enjoyment and relaxation. Please keep the area clean and place garbage in the provided receptacle. Food and drink are only permitted in the lounge area and may not be taken into classrooms, labs, clinics, study areas, or offices.

Telephone/ Messages

Students are not permitted to use administrative telephones which are intended for official business purposes. Classes will not be interrupted to deliver messages except under emergency situations.

Cell phones/ beepers are to be turned off while in the school.

Bulletins/ Student Announcements

The student bulletin board is located in/ near the student lounge area. It is the student's responsibility to check the board on a daily basis for personal notices and announcements.

Learning Resource Center (LRC)

International School of Health & Beauty is equipped with a Learning Resource Center (LRC). The LRC may be equipped with books, periodicals, educational video and audio tapes, and other informative materials on programs offered by International School of Health & Beauty. No materials of

any type are permitted to be removed from the LRC without properly obtaining written permission ahead of time. Any such removal will be considered theft and cause for suspension or termination.

Financial Assistance Services

Your decision to attend *International School of Health & Beauty* should be based on your desires and aptitude in our programs, and not on your ability to meet educational costs. Our belief is that no student should be denied an opportunity to pursue his/ her career because of a lack of financial resources. If you find yourself in need of financial assistance please discuss this with your Admissions Officer on your initial campus visit and we will do our best to assist you. *International School of Health & Beauty* is approved for Title IV with a Financial Aid Director to assist you. Currently Pell Grants, Guaranteed Student Loans, and Supplemental Education Opportunity Grants (SEOG) and a \$1,000.00 scholarship offered by the Institute* are available to those that qualify.

(*) see page for details

Participation in FFELP student loan programs

Entrance Counseling

Before the school disburses your Federal Stafford Loan (subsidized or unsubsidized), regulations require that you complete an entrance counseling session. The counseling session provides information about how to manage your student loans, both during and after school. During your orientation session, you will be informed of the time when to attend the entrance counseling session.

Exit Counseling

Before you graduate (or if you drop below half-time attendance), regulations require that you complete an exit counseling session. The counseling session provides information about how to manage your student loans after school. You will be informed in your class about the schedule for your exit interview. Please ask your Financial Aid Counselor to schedule one for you in case you intend to drop below half time attendance. You will not be able to receive any completion certificates or transcripts, till you attend the Exit Counseling session.

Payment Plans

Although most students pay tuition in full upon acceptance and entry, *International School of Health & Beauty* has tuition payment plans available for students who may need income from part-time employment or family members to cover educational costs. Please consult the enrollment agreement for your particular program for further information.

Academic Status

Any student on probation may still be eligible for financial assistance. Students on suspension or dismissed are terminated from financial aid eligibility.

Tuition and Fees

Tuition and fees are billed in advance and are due at the time of registration. The tuition for each specific program is detailed on the student enrollment agreement, and on the "Catalog Supplement." Any financial aid arrangements must be completed prior to attending class. Students not fulfilling their financial obligations as agreed to will not be permitted to attend class. *International School of Health & Beauty* reserves the right to change tuition, fees and costs under our control, but no changes will be made with currently enrolled students except under extreme circumstances and only then with advance notice. If the student does not complete the program within the stated completion time, the student will be charged \$8.00 per clock hour until the program is completed (which must be paid weekly).

Registration fee

A \$50 registration fee must accompany completed enrollment paperwork before being considered for acceptance. This fee is nonrefundable except as noted below under "Cancellation and Refund Policy".

Transcripts

Academic transcripts are issued by the registrar's office on written request and mailed directly to the receiver. One official transcript will be sent free of charge; thereafter a \$20 transcript fee must accompany each request. Transcripts are issued when all financial obligations to *International School of Health & Beauty* have been satisfied.

Cancellation and Refund Policy

International School of Health & Beauty realizes that in rare instances certain circumstances may arise causing a student to change their career plans. In this event a cancellation and refund policy has been established to provide fairness to the student and *International School of Health & Beauty*. All refund policies are in compliance with the Commission for Independent Education Regulations. An applicant signing the enrollment agreement does not constitute a binding contract until it is accepted by an authorized representative of *International School of Health & Beauty*.

- 1) Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:
- 2) Withdrawal must be made in person or by certified mail.
- 3) 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.
- 4) 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 registration fee.
- 5) Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
- 6) Cancellation after completing 60% of the program will result in no refund. Full tuition will be due.
- 7) Termination Date: The termination date for refund computation purposes is the last day of actual attendance by the student unless earlier written notice is received.
- 8) Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
- 9) A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, failure to comply with rules, or for 6 unexcused absences within 30 days totaling 10% or more of the program clock hour length.
- 10) Supplemental fees, such as textbook, uniform, kit or supply fees are nonrefundable once issued to student.

If the student does not complete the program by the stated completion time the student will be charged \$8.00 per clock hour (to be paid weekly) until the program is completed.

International School of Health & Beauty reserves the right to cancel any class that does not have sufficient enrollment. If due to lack of enrollment, or program cancellation and the student do not agree to reassign to another program or time, the student will receive a refund of tuition based on the above refund schedule.

Past Due Accounts

Students with overdue accounts may not be permitted to attend class or will be placed on probation, suspension (up to 30 days), or terminated until account is made current. Students will not be assigned a clinical rotation or externship until accounts are current. Any accounts 60 days overdue will be referred to a collection agency at the discretion of International School of Health & Beauty's administration. All tuitions, fees or other debt to the school must be paid in full before beginning an externship or applying for graduation.

Career Programs – Health Related

Dental Assisting

The Dental Assisting Program includes, but is not limited to, interpersonal skills, development, safe and efficient work environment, CPR and AIDS awareness, various entry level chair-side and expanded function dental assisting skills, and entry level dental office administration training with effective communication skills. Upon successful completion a Diploma will be issued.

Program Objective

This program is intended to prepare students for employment as entry level dental assistants in dental offices and clinics. It is also beneficial to provide supplemental training for individuals previously or currently employed who would like to expand their duties or advance in their career.

<u>Program Breakdown by Subject Course</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
<i>DA-101 Intro to the Dental Profession</i> Introduction to and history of dentistry, Educational requirements and intro to the dental team.	7	0
<i>DA-102 Oral Health and Nutrition</i> The significance of nutrition and the effects On dental health will be learned. Also preventive Dentistry and fluoride will be explained.	14	0
<i>DA-103 General Anatomy and Physiology</i> General anatomy and physiology of the human Body will be covered as it pertains to dentistry.	21	7
<i>DA-104 Head and Neck Anatomy</i> Anatomy of the head and neck receives special Emphasis here in dentistry. Bones, muscles, Nerves and circulation will be covered.	21	7
<i>DA-105 Embryology and Histology</i> Course covers embryology, tooth development Structures and supporting tissues.	21	
<i>DA-106 Tooth Morphology</i> Types of teeth, parts of the tooth, anatomical Structures, deciduous and permanent teeth and associated structures.	21	7
<i>DA-107 Dental Charting</i> Different types of charting and tooth numbering Systems used in dentistry including commonly Used abbreviations, symbols, and colors.	14	7
<i>DA-108 Microbiology</i> A brief history of microbiology followed by The exploration of bacteria, viruses, and molds. The assistant will also learn diseases of major Concern and how the body resists diseases.	21	
<u>Pre-clinical Skills</u>		
<i>DA-109 Infection Control</i> Principles of infection control, transmission routes,	16	7

Dental Assisting Continued

Program Breakdown by Subject

<u>Course</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
Regulations, sterilization, and clinical asepsis.		
<i>DA-110 HIV/ AIDS 101</i>	5	
Causes of disease, precautions & Aids 101		
<i>DA-111 Mgmt of Hazardous Materials</i>	14	7
Proper techniques to handle sharps and Hazardous chemicals and materials.		
<i>DA-112 Preparation for Patient Care</i>	14	14
How to properly prepare a patient for treatment, Completing the patient history, clinical evaluation, And obtaining vital signs.		
<i>DA-113 Pharmacology</i>	28	7
This course will cover commonly used drugs In dentistry, drug laws, Prescriptions, administration routes and types of drugs.		
<i>DA-114 Emergency Mgmt</i>	21	7
Types of emergencies in a dental office, how to manage each and basic CPR.		
<u>Clinical Dental Procedures</u>		
<i>DA-115 Intro to chair-side Assisting</i>	21	7
Office layout and care, patient preparation, Operator and assistant positioning, patient Dismissal, operating field, and instrument transfer.		
<i>DA-116 Chair-side Inst. and Tray Systems</i>	14	7
Different instruments used for basic chair-side Procedures, different type's rotary instruments, Hand pieces, and tray setups.		
<i>DA-117 Management of Pain and Anxiety</i>	14	7
Most commonly used anesthetics and sedation used in dentistry. Nitrous analgesia.		
<i>DA-118 Dental Radiography</i>	28	14
Radiation and exposure techniques, quality Assurance and dental x- ray procedures.		
<u>Dental Specialties (includes following courses)</u>		
<i>DA-119 Endo, oral surge. Oral path., Ortho</i>	28	7
Dental Specialties of Endodontics, Oral Surgery, Oral Pathology and Orthodontics will be discussed.		
<i>DA-120 Pediatric, Perio, Prosthodontics</i>	28	7
Pediatric Dentistry, Periodontics, Fixed & Removable Prosthodontics will be discussed.		
<u>Restorative and Lab Materials and Techniques</u>		
<i>DA-121 Chair-side Restorative Materials</i>	21	10
Materials used to treat patients, types of filling Materials, cements, and bonding agents.		
<i>DA-122 Lab Materials and Techniques</i>	21	14
Types of impression materials, dental stone, Waxes, impression trays, and temporary restorations.		
<i>DA-123 Dental Expanded Functions- Intro</i>	14	14

Dental Assisting Continued

Program Breakdown by Subject

Course **Lecture Hours** **Lab Hours**

The duties performed by expanded duties
Dental assistant will be covered.

Dental Practice Management

DA-124 Dental Office Management

'Front office' duties including scheduling,
Telephone techniques, records management,
Accounts receivable and accounts payable.

DA-125 Ethics and Jurisprudence

Laws as they pertain to dentistry, patient
Confidentiality and standard of care.

DA-126 Employability Skills

Resume preparation, job searching techniques,
Job Interview techniques.

TOTAL

21 14

14

14 14

476 185

DA-EXT- Dental Assist. Extern. 40 hours/ week X 6 weeks 240 hours total

Total Class Hours 476

Total Lab Hours 185

Total Externship 240

Total Program 901 clock hours

Approximate Program Length Days- 27 weeks Nights- 37 weeks

Career Opportunities

*Dental Administrative Assisting

*Dental Receptionist

*Dental chair-side Assisting

*Dental Insurance Billing

*Dental Assistant Lab Technology

*Oral Surgery Dental Assistant

*Orthodontic Dental Assistant

Expanded Functions Dental Assistant with further training

DA-EXT Externship

The student will serve an externship at an actual working environment performing the duties assigned by the staff to enable the student to get actual hands-on experience. The externship must be completed to be eligible for graduation. Prerequisite: All required courses.

Massage Therapy

The Massage Therapy program includes but is not limited to interpersonal skills development, safe and efficient work practices, health and safety, anatomy & physiology, and related modalities pertaining to the massage profession. Upon completion of the program a Diploma will be issued.

Program Objective

To educate and train students enabling them to successfully achieve licensure by the State of Florida as a licensed Massage Therapist.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>MST-101 Anatomy & Physiology</i> Anatomy and Physiology courses are divided into a series of "mini-courses" each covering a different subject of the human body.	200	
<i>MST-102 Basic Massage Therapy/ Practicum</i> Techniques & methods of beginning massage therapy. Includes hands-on practice of massage.	300	78
<i>MST-103 Florida Statutes and History of Massage</i> Florida Statutes and laws as they pertain to the Massage Profession is discussed.	10	
<i>MST-104 Theory & Practice of Hydrotherapy</i> Principles of Hydrotherapy and hands-on practice is presented.	15	
<i>MST-105 Allied Modalities</i> Different modalities and techniques of professions related to massage therapy.	93	
<i>MST-106 HIV/AIDS</i>	4	
TOTAL	622	78

Total class hours 622
Total Lab Hours 78
Total Hours 700 clock hrs
Approximate program length 23 weeks / 6 months

Career Opportunities

- *Salons
- *Day Spas
- *Hotel Massage parlors
- *Cruise ship Massage

Medical Assisting

The Medical Assisting program includes, but is not limited to, interpersonal skills development, safe and efficient work practices, health and safety, medical terminology, career and job preparation, and medical office procedures.

Program Objective

This program is designed to prepare students with the necessary skills for employment as a medical assistant in both administrative and clinical capacity.

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
<i>MA-101 Introduction to health care providers</i> A brief history of Medicine, the Health Care Team and the different types of Medical Practice Specialties. An overview of the Duties, Characteristics and Professional Conduct.	28	
<i>MA-102 Medical Ethics and Liability</i> Ethical and legal responsibilities and professional Liability concerning the Medical Team.	14	
<i>MA-103 the Office Environment</i> Efficient office design, ergonomics, commonly Used office equipment, safety, security, emergency Preparedness and preparing for daily activities.	28	14
<i>MA-104 Interpersonal Communications</i> The conduct and interaction between the Assistant and the patient and other team members Will be discussed. Includes Body Language, Mental And Emotional Status, Influencing Behaviors, Right To Privacy, Choice of Treatment, Terminal Illness, Intra-office Communications, Career Entry, Employee Evaluation and Medical- Legal Ethical Highlights.	14	
<u>The Administrative Assistant</u>		
<i>MA-105 Oral and Written Communications</i> Instruction on Telephone Usage and Etiquette, Scheduling Appointments, Written Communications, Sending and Receiving Office Communications.	28	14
<i>MA-106 Records Management</i> Covers the Patient's Medical Record and methods Used for dating, correcting, maintaining, filing, And Medical-Legal Ethical requirements and Confidentiality of patient information.	21	7
<i>MA-107 Collecting Fees</i> Bookkeeping Procedures, Medical Care Expenses, Credit Arrangements, Computer Billing, And Collecting Overdue Payments.	21	14
<i>MA-108 Health Care Coverage (Insurance)</i> The Fundamentals of Managed Care and Insurance Terminology. Different types of insurance Completing, filing, and following up with claims.	21	14

Medical Assisting Continued

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
<i>MA-109 Medical Office Management</i> Banking Terminology, writing checks, processing Patient payments, making deposits, reconciling Bank statements and petty cash.	28	14
<i>MA-110 Anatomy & Physiology I</i> Anatomy and Physiology courses are divided Into a series of "mini-courses" each covering a Different subject of the human body. These include Intro to Anatomy, Nervous System, the Senses, Integument, Skeletal, and Muscular System.	28	7
<i>MA-111 Anatomy & Physiology II</i> Continuation of study of human body including: Respiratory System, Circulatory System, Immune System, Digestive System, Urinary System, Endo-crime System and Reproductive System. Students Must successfully complete all 13 mini-courses In order to get credit for Anatomy and Physiology.	28	7
<u>The Clinical Medical Assistant</u>		
<i>MA-112 HIV/ AIDS 101</i>	5	
<i>MA-113 Preparing for Clinical Duties</i> Guidelines for the Personal safety and well-Being of the staff and patients. Infection control Guidelines, disease prevention & transmission, Care of instruments and sterilization.	14	7
<i>MA-114 Patient Database & Prep for Exam</i> Collection of information and a properly completed Patient chart. The Medical history, height, weight, Vital signs and methods for triage will be discussed. Preparing the patient for the doctor's examination, Including positioning and draping, preparation for eye And ear exams, Preparing the Exam room and patient.	28	14
<i>MA-115 Specimen Collection & Lab Procedures</i> This course explains types of specimens & lab Tests performed for patients in a medical office	28	7
<i>MA-116 Diagnostic Tests, X-rays, and Procedures</i> This prepares the student for assisting with Diagnostic tests, cardiology procedures, Diagnostic procedures and radiological examinations.	21	14
<i>MA-117 Minor Surgical Procedures</i> Preparing the patient for minor surgical in office Procedures. Skin preparation, use of sterile environment & gloves & assisting procedures will be discussed.	21	7
<i>MA-118 Pharmacology for Medical Assistants</i> Prescription and non- prescription drugs including Commonly prescribed medication, writing prescription,	28	7

Recording medication, methods of administration,
And injections and immunizations.

Medical Assisting Cont'd

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
MA-119 Emergencies, Acute Illness, Accidents & CPR	35	21
Managing Emergencies in the medical office, Emergency services, acute illnesses, first aid In accidents, injuries and CPR.		
MA-120 Behaviors Influencing Health	21	7
Behaviors influencing health including Nutrition, Exercise, Weight control, Mobility assistance, Habit- forming substances, and Stress management.		
MA-121 Employability Skills	14	14
Resume preparation, job searching techniques, Job Interview techniques.		
TOTAL	474	189

Medical Assisting Externship

40 hours/ week X 6 weeks 240 hours total

Total class hours	474
Total Lab Hours	189
Total Externship	240
Total Program	903 clock hours

Approximate Program Length Days- 27 weeks Nights- 37 weeks

Career Opportunities

- *Medical Assistant Administrator
- *Medical Receptionist
- *Medical Assistant Clinical
- *Medical Insurance Billing
- *Laboratory Assistant
- *Blood Bank Assistant
- *Physical Therapy Aide
- *plus more....*

MA-EXT Externship

The student will serve an externship at an actual working environment performing the duties assigned by the staff to enable the student to get actual hands-on experience. The externship must be completed to be eligible for graduation. Prerequisite: All required courses.

Medical Coding & Billing Specialist

This program provides the necessary training for a student to become familiar with medical procedures and insurance as well as the coding & billing for medical procedures. Upon completion a diploma will be issued.

Program Objective

To teach the entry level student the skills required to obtain employment as a medical records coder and insurance biller in a medical facility.

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
<i>MC-101 Anatomy & Physiology</i> Anatomy and Physiology courses are divided into a series of "mini-courses" each covering a different subject of the human body.	30	14
<i>MC-102 Medical Terminology</i> Common words and phrases and study of Medical roots will be covered.	24	7
<i>MC-103 Medical Law and Ethics</i> Ethical and legal responsibilities, and Professional liability concerning the Medical Team.	18	6
<i>MC-104 Pharmacology for Medical Assistants</i> Prescription and non-prescription drugs including Writing prescription, recording medication, methods Of administration, and injections and immunizations.	26	7
<i>MC-105 Records Management</i> The Patient's Medical Record-- correcting, Maintaining, filing, and Medical-Legal Ethical Requirements and confidentiality of patient information.	26	14
<i>MC-106 Intro to Medical Insurance</i> Fundamentals of Managed Care and Insurance Terminology, Different types of insurance. Completing, filing, and Following up with insurance claim forms.	26	14
<i>MC-107 Diagnostic Coding</i> Coding for diagnostic tests, cardiology Procedures and radiological examinations.	26	14
<i>MC-108 CPT Coding</i> Insurance coding using Current Procedural Terminology (CPT)	26	14
<i>MC-109 Managed Care</i> Principles of managed care-- HMO and PPO.	26	7
<i>MC-110 Anesthesia and Surgery Coding</i> Special coding used for surgical procedures.	24	7
<i>MC-111 Integument Coding</i> Coding for procedures involving the skin.	24	7
<i>MC-112 Orthopedics</i> Coding for procedures involving feet.	24	7

Medical Coding & Billing Specialist cont'd

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
MC-113 Cardiology Coding Coding for procedures involving the heart	24	7
MC-114 Female Reproductive System Coding for procedures involving the female Reproductive system.	24	7
MC-115 Radiology and Laboratory Coding for x-rays or lab work.	24	7
MC-116 Billing and Collections Bookkeeping Procedures, Medical Care Expenses, Credit Arrangements, Computer Billing, and Collecting Overdue Payments.	30	7
MC-117 Claim Filing Procedure and protocol for filing insurance claims.	30	7
MC-118 Insurance Audit and Appeals Process The audit process and proper filing procedures.	30	7
MC-119 Intro to Computers Basic computer course introducing the student To computers used for billing and coding.	36	14
MC-120 Keyboarding Beginning keyboarding or typing.	48	30
MC-121 Writing Essentials Basic grammar and usage for medical offices.	24	12
MC-122 Employability Skills Resume and Cover letter preparation, Job searching techniques, Job Interview techniques.	14	14
TOTAL	670	230

Total class hours 670
 Total Lab Hours 230
 Total Program 900 clock hours

Approximate Program Length Days- 30 weeks Nights- 35 weeks

Career Opportunities

- *Hospital Billing
- *Doctor's Office
- *Medical Insurance Company
- *Medical office coding and billing
- *Medical Claims Office

Nursing Assisting

The Nursing Assisting Program includes, but is not limited to, interpersonal skills development, safe and efficient work, gerontology, nutrition; Patient facilitated therapy, health and safety, CPR, and job and career preparation. The program includes OSHA/ AIDS 104 as well as OBRA guidelines required for certification.

Program Objective

This program is intended to prepare students for employment as Nursing Assistants, Nursing Aids, and Orderlies in nursing homes, or to provide supplemental training for persons previously or currently employed in these occupations. Successful completion of the program and all requirements prepares the student for certification as a Nursing Assistant.

Program Breakdown by Subject

Course	Contact Hours
<i>NA-101 Intro to Nursing Assisting/ Health Care</i> Basic components and ethical aspects of the Nursing Assistant and the Health Care System.	6
<i>NA-102 Scientific Principles</i> Describes the basic organization of the body. Reviews the meaning of common medical words And abbreviations. Discusses and demonstrates Communication skills.	8
<i>NA-103 Basic Needs and Communication</i> Describe the stages of human development Principals of observation and communication.	7
<i>NA-104 Infection Control and Safety measures</i> Chain of infection and blood pathogens. Medical asepsis and universal precautions.	6
<i>NA-105 HIV/AIDS 101</i>	5
<i>NA-106 Safety and Mobility</i> Proper body mechanics, patient positioning and moving. Discusses general safety, care of the fractured hip patient And restraints. Defines restorative nursing and rehabilitation.	7
<i>NA-107 Clinical signs-Vital Signs</i> Measure temperature, blood pressure, pulse, Respiration, height and weight.	8
<i>NA-108 Measures/Admissions/Transfers/Discharges</i> Patient hygiene measures. Role of the NA in admissions, Transfers and discharges.	10
<i>NA-109 Principles of Nutrition and Fluid Balance</i> Importance of proper nutrition and its effects on the body. Reviews the importance of fluid balance and measurement.	7
<i>NA-110 Special Care Procedures</i> Heat and cold application and stresses safety. Reviews The use, application and rationale for anti-embolic hose And binders. Discusses how to assist with a Physical exam and surgical procedures.	8

Nursing Assisting Continued

Program Breakdown by Subject

<u>Course</u>	<u>Contact Hours</u>
---------------	----------------------

<i>NA-111 Alternative Health Care Settings</i>	7
Caring for and the needs of the emotionally ill patient, The elderly and chronically ill patient. Describes The signs of approaching death. Reviews hospice and the States of death and dying. Reviews home care.	
<i>NA-112 Body Systems, Anatomy, and related care I</i>	6
The alimentary, respiratory, circulatory and musculoskeletal Systems and demonstrates related procedures.	
<i>NA-113 Body Systems, Anatomy, and related care II</i>	6
Reviews common emergencies and related first aid Procedures, including CPR. Describes the endocrine, Nervous, gastrointestinal, urinary systems and Common disorders.	
<i>NA-114 Body Systems, Anatomy, and related care III</i>	6
Reviews the reproduction system, discuss the Obstetrical patient, the neonatal and the pediatric Patient. Describes growth and development tasks Of the pediatric patient and pediatric safety. Demonstrates ostomy care and the self-breast exam.	
<i>NA-115 Expanded Role of the Nursing Assistant</i>	10
This course discusses Rehabilitation and Restorative Services, Obstetrics and Neonate, Pediatric Patients, and Special Advanced procedures (Urine and Atomies).	
<i>NA-116 Emergency Response, CPR</i>	7
Response to basic emergencies. CPR, Bleeding, Shock, Heart attack, Fainting, Seizures, Burns and Other emergencies will be discussed with Proper response by the nursing assistant.	
<i>NA-117 Employability Skills</i>	6
This course prepares the student for Achieving satisfaction in employment. Resume preparation, job screening techniques, Job interview techniques.	
<i>Total</i>	120

NA-EXT- Nursing Assist. Externship 40 hrs/ week X 1 weeks 40 Hrs total

Total Class hours	120
Externship	40
Total Program	160 Clock Hours

Approximate Prog. Length *Day Class / 5 weeks* *Night Class / 7 weeks*

Career Opportunities

- *Clinics, Nursing Homes
- *Hospitals
- *Physician Offices
- *Home Health Agencies
- *Adult Congregate Living Facilities

NA-EXT Externship

The externship provides the advanced student with the experience in an actual patient care work setting. The student will receive patient care assignments and other job-related tasks that will prepare them for their health career.

**The student will be issued a diploma upon successful completion of the program.*

Phlebotomy Technician

Program Objective

To prepare the student to perform skin venipuncture & to obtain employment as a Phlebotomy Technician. Completion of this course prepares the student to take the A.S.P.T. Exam, the passing of which entitles them to Certification by the American Society of Phlebotomy Technicians. Inc.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>PH-101 Intro & Terminology</i>	6	
Introduction to phlebotomy and the terminology.		
<i>PH-102 Anatomy & Physiology</i>	12	
Study of Anatomy & Physiology as it Pertains to phlebotomy.		
<i>PH-103 Heart & Circulatory System</i>	8	
Special emphasis on the heart & Circulatory Systems pertaining to phlebotomy.		
<i>PH-104 Blood Composition</i>	4	
Study of blood types and composition.		
<i>PH-105 Pediatric & Neonatal Care</i>	6	
Needs of special care for pediatric & infants.		
<i>PH-106 Lab Procedures</i>	10	5
Sterile Culture, blood gas, bleeding time, slides.		
<i>PH-107 Quality Control- Isolation</i>	6	
The importance of quality control in samples.		
<i>PH-108 HIV/ AIDS 101- Health Safety & Infection control</i>	6	
Principles of Health, Safety, and Infection Control.		
<i>PH-109 Technique- Skin & Venipunctures</i>	10	10
The student will learn the required skills to Use for skin and venipuncture techniques.		
<i>PH-110 Legal Issues & Professionalism</i>	6	
Legal aspects, confidentiality and professional Attitudes will be discussed.		
<i>PH-111 Emergencies & CPR</i>	12	5
Possible emergencies & CPR care.		
<i>PH-112 Employability Skills</i>	4	

Resume/Cover Letter preparation, job
Screening, techniques, interview techniques.

TOTAL 90 20

PH-EXT Externship

Student must perform 100 venipunctures & 25 skin punctures for completion of the course. 90 hrs.

Total Class Hrs. 110
Externship 90
Total Program 200 hour's
Approximate Program length- 6 weeks

**The student will be issued a diploma upon successful completion of the program.*

Home Health Aide

Program Objective

To train a student the necessary skills required to obtain an entry level position as a Home Health Care Aide.

Program Breakdown by Subject <u>Course</u>	Lecture Hours	Lab Hours
<i>HH-101 Home Health & Responsibilities of the Aide</i> Legal & Ethics-Job description and duties.	4	
<i>HH-102 Communication Skills</i> Communication skills for the elderly or disabled.	3	
<i>HH-103 Safety- Common Hazards, Body Mechanics</i> Common hazards in the home as well as Techniques in body mechanics are taught to avoid patient or operator injury.	4	
<i>HH-104 Homemaking Services</i> Skills of the homemaker and household care.	4	
<i>HH-105 Stages of Development</i> Care of birth through Geriatrics will be discussed.	8	
<i>HH-106 Infection Control- HIV/AIDS 101</i> Principles of infection control and HIV/AIDS.	5	
<i>HH-107 Mental Health--bio-psycho-social support</i> Patient mental health and how it effects Overall care and well being.	3	
<i>HH-108 Digestion & Nutrition</i> Principles of diet and nutrition and Patient feeding will be discussed.	3	
<i>HH-109 Elimination</i> Principles of elimination and monitoring patient intake/ output for health.	4	
<i>HH-110 Anatomy & Physiology</i> General anatomy and physiology as it pertains to the home bound patient care.	14	
<i>HH-111 Anatomy & Physiology Disorders</i>	7	

Common disorders encountered in home bound patient care and proper care of such.	
HH-112 Caring for the Client with special needs- Cancer, Alzheimer's, AIDS, Terminally Ill techniques used to care for the patient with special handicaps or needs.	8
HH-113 Maternal Care Care of mother (after birth) in homecare setting.	3
HH-114 Infant Care Techniques in homebound infant care.	3
HH-115 Employability Skills Resume/Cover Letter preparation, job screening, techniques, interview techniques.	2
Total	75

Approximate program length- 3 weeks.

**The student will be issued a diploma upon successful completion of the program.*

Cosmetology and Beauty Programs

Cosmetology

Program Objective

The student should be prepared to work as a professional hair stylist, colorist, knows treatments for any disorders or diseases of the scalp, and knows how to give facial and nail care procedures.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>COS-101 Florida Laws & Rules</i> Laws, rules, & regulations in relation to customer Protection. Also to educate on the transmission, Control and prevention of HIV & Aids and AIDS 101.	20	
<i>COS-102 Chemical Waving & Relaxing</i> Chemicals and implements in waving and relaxing Hair to make it more manageable for the client.	100	65
<i>COS-103 Hair Shaping</i> Implements and supplies used in cutting hair in A requested style in specific times (15-30 min.)	200	75
<i>COS-104 Hair & Scalp Treatment</i> To provide a beneficial service of stimulation to contribute to A healthy scalp and to select specific treatment that will Improve the appearance of the client's hair. Following proper Safety precautions in the application procedure.	60	45
<i>COS-105 Hair Coloring</i> To change the client's hair through the use of semi-Permanent, permanent and lightening products; proper Steps to safeguard the client in giving the desired service.	150	45
<i>COS-106 Shampoos and Rinses</i> Use of shampoo and chemicals in cleansing the scalp And hair in preparation for additional salon services.	70	50
<i>COS-107 Hair Arranging</i> Arranging hair into a style of the client's choice through The development of dexterity coordination and strength In creating designs and patterns in the hair.	300	300
<i>COS-108 Facials/ Make-up/ Hair Removal</i> To gain information an knowledge to give a facial Massage treatment. Using chemicals properly in Protecting the client from damage. To describe7 Chemicals, implements and techniques used to correct Specific problems according to the client's desire.	120	10
<i>COS-109 Sanitation-HIV/AIDS 101</i> Use of chemical agents and Ultraviolet rays to Sanitize implements and equipment in the salon And promote good health in the community.	40	
<i>COS-110 Manicuring & Pedi curing</i> Professional manicuring/ Pedi curing implements, Supplies, procedures in shaping and polishing nails.	120	45

Cosmetology Continued

Program Breakdown by Subject

<u>Course</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
<i>COS-111 Salon Management/ Career Placement</i>	20	
Describe the basic principles needed to plan And operate a salon as a successful business. To apply for and fill out employment applications.		
<i>Total clock hours</i>	<i>1200</i>	<i>635</i>

Total program length approximately 40 weeks (days)/ 50 Wks (night class)

*The student will be awarded a diploma & is eligible for the Cosmetology Board Exam.

Full Specialist

Program Objective

The student should be able to give a professional manicure, pedicure, apply acrylic nails and to give a facial with and without the aid of machines. To identify skin and disorders and to know the proper procedures and products to use.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>FS-100 Nail Theory, Practice</i>	85	
Nail structure, nail growth, and nail facts. Study of the anatomy Of the hand & foot: study of nail disorders, diseases & causes.		
<i>FS-101 Manicures & Pedicures</i>	30	30
The enhancement of the fingernail & toenail by Soaking, filing, messaging, clipping, & polishing.		
<i>FS-102 Tips with Overlays</i>	37.5	15
Gluing plastic tip to the fingernail & covering the tip & Natural nail with acrylic product made from monomer & polymer.		
<i>FS-103 Sculpturing Using a Form</i>	37.5	15
Art of placing a form at the fingertip & covering the natural Nail by shaping & building a nail over the form with an Acrylic product made from monomer & polymer.		
<i>FS-104 Nail Wraps / Mending</i>	15	10
Protecting the nail from breaking by gluing a type of Material to the natural nail, or mending a break in the Nail by gluing a material over the split nail.		
<i>FS-105 Nail Capping</i>	10	10
Covering the natural nail with an acrylic product or Gel to protect the nail & to grow the natural nail.		
<i>FS-106 Artificial Nail Removal</i>	5	5
Several methods of carefully removing the acrylic or gel from the natural nail.		
<i>FS-107 Polishing & Nail Art</i>	5	10
How to beautify the fingernail or toenail With designs & colored nail polish.		
<i>FS-108 Airbrushing</i>	105	20
The art of beautifying the nail with designs.		
<i>FS-109 Florida Laws and Rules</i>	6	
Significance of rules and regulations of Florida Law 21F-22.004 (1) & (2) covers units 1-2-3		
<i>H-100 HIV/ Aids 101</i>	4	
Causes, precautions, & presentation of Aids 101		
<i>FS-110 Sanitation & Disinfecting</i>	20	
Protective aids against bacteria, the universal law Of health, welfare & safety of the public & not Spreading any communicable disease.		
<i>FS-111 Ethics</i>	10	
Professionalism, appearance & attitude.		
<i>FS-112 History of Skin & Skin Functions</i>	5	

The study of the dermis & epidermis & effects
The skin has on the body.

Full Specialist

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>FS-113 Disorders of Skin- Special Procedures</i> Procedures to correct or control skin-disorders.	10	
<i>FS-114 Analyzation of Skin & Motor Points</i> Correct use of esthetic machines & their Components with electric currents.	5	
<i>FS-115 Chemistry and product content</i> The study of product content where, why, & use of same.	5	
<i>FS-116 Facial Motor Points & Massage</i> Procedures and techniques of facial message.	40	20
<i>FS-117 Treatments & Facial Packs</i> Mask therapy, all facets of applications for the Treatment of individual types of skin, with & Without the aid of machines and apparatus.	90	50
<i>FS-118 Removal of Superfluous Hair</i> Hair removal with the use of wax and tweezers.	30	20
<i>FS-119 Professional Make-up techniques</i> Correct application of makeup to different Types of skin & shapes of face.	30	20
<i>FS-120 Muscle Toning with Machine</i> Using the facial machine to tone & Strengthen the facial muscles.	20	10
<i>Total Clock Hours</i>	605	235

Total Program length-- approximately 20 weeks.

**The student will be awarded a diploma*

Registered in the state of Florida as a Full Specialist.

Manicures, Pedicures, Nail Extensions

Program Objective

The student should be able to perform a professional manicure & pedicure, and to properly apply nail extensions.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>NT-101 Florida Laws & Rules</i> Rules & Regulations of Florida Law 21F-22,004 (1) & (2) units 1-2-3.	5	
<i>NT-102 HIV / Aids 101</i> Causes of disease, precautions & presentation of Aids 101	4	
<i>NT-103 Sanitation & Disinfecting</i> Protective aids against bacteria, different methods of	4	

Achieving the universal law of health, welfare & safety Of the public & not spreading any communicable disease By using sterilization standards.		
<i>NT-104 Ethics</i>	2	
Professionalism, appearance & attitude, career development.		
<i>NT-105 Nail Theory, Practice & Related Subjects</i>	85	
Nail structure & growth- study of the anatomy of The hand & foot- study of nail disorders, diseases & causes.		
<i>NT-106 Manicures & Pedicures</i>	30	30
The enhancement of the fingernail & toenail by Soaking, filing, messaging, clipping & polishing.		
<i>NT-107 Tips with Overlay</i>	37.5	15
Gluing a plastic tip to the fingernail & covering the Tip & natural nail with an acrylic product.		
<i>NT-108 Sculpturing using a Form</i>	37.5	15
The art of placing a form at the fingertip & covering The natural nail by shaping & building a nail over the Form with an acrylic product made of a monomer & polymer.		
<i>NT-109 Nail Wraps and/or Mending</i>	15	10
Protecting the nail from breaking by gluing a type of Material to the natural nail, or mending a break in the Nail by gluing a material over the split nail.		
<i>NT-110 Nail Capping or Overlay</i>	10	10
To cover the natural nail with an acrylic product or Gel to protect the nail.		
<i>NT-111 Artificial Nail Removal</i>	5	5
Several methods of carefully removing the acrylic Or gel from the natural nail.		
<i>NT-112 Polishing & Nail Art</i>	5	10
How to beautify the fingernail or toenail With designs & colored nail polish.		
<i>Total Clock Hours</i>	240	95
<i>Total Program Length-- approximately 8 weeks.</i>		

**The student will be awarded a diploma & eligible to become registered in the state of Florida as a Manicurist, Pedicurist, & Nail Extension Specialist.*

Skin Care Specialist

Program Objective

The student should be able to perform a professional facial and to identify the disorders of the skin and the products & procedures used in the care of the skin.

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>SC-101 History of Skin and Skin Functions</i>	5	
Study of the dermis and epidermis & the effects the skin has on the body.		
<i>SC-102 Disorders of the Skin- Special Procedures</i>	10	
Procedures used to correct and control skin disorders.		
<i>SC-103 Analyzation of Skin & Motor Points</i>	5	

Composition of the skin & anatomy of face and neck.		
SC-104 Electricity & Machine Apparatus	5	
The correct use of esthetic machines & their Components with electrical currents.		
SC-105 Chemistry	5	
The study of product contents, where, why & use the same.		
SC-106 Bacteria, Disinfection, Sanitation	20	
Protective aids, different methods of achieving Universal law of public health, welfare & safety. Preventing communicable disease through sterilization.		
SC-107 Facial Motor Points & Massage	40	20
Procedures & techniques of facial massage.		
SC-108 Treatments & Facial Packs	90	50
Mask therapy, applications for the treatment of The individual types of skin, with & without the Aid of machines & apparatus.		
SC-109 Removal of Superfluous Hair	30	20
Hair removal with the aid of wax & tweezers.		
SC-110 Professional Make-up techniques	30	20
The correct application of makeup to the Different types of skin & shapes of the face.		
SC-111 Muscle Toning with Machine	10	10
Using the facial machine to tone & Strengthen the muscles in the face.		
SC-112 HIV/ Aids 101	4	
Causes of disease, precautions & presentation of Aids 101.		
SC-113 Florida Laws & Rules	6	
Rules & regulations of Florida Law 21F-22,004 (1) & (2) units 1-2-3.		
Total Clock Hours	260	120

Total Program Length-- 9 weeks

**The student will be awarded a diploma & eligible to become registered
In the state of Florida as a Skin Care Specialist.*

Permanent Cosmetic Makeup

Program Objective

The student should be able to use the tattoo machine and perform a service on brows, eyeliner and lip-liner.

Program Breakdown by Subject Course	Lecture Hours	Lab Hours
PM-101 Tattooing Law	1	
Significance of rules and regulations 21M-29.002		
PM-102 Introduction to Permanent Makeup	1	
Study of intra-dermal cosmetics (cosmetic tattooing).		
PM-103 Treatment Room & Equipment	1	
Proper way to set up treatment room & use & care of Machines. Safety standards, hygienic environment, the		

Usage & disposal of contaminated waste and needles.		
<i>PM-104 Sanitation & Disinfecting-HIV/AIDS 101</i>	4	
Usage of protective aids against bacteria, and safety Standards & procedures with the use of hospital grade Disinfectants. Presentation of Aids 101.		
<i>PM-105 Pigment Procedure & Mixing</i>	2	
How to blend pigment colors to match skin tones.		
<i>PM-106 Application Techniques</i>	6	
A specially treated printed material is used as a Practice sheet specifically designed for practicing With the tattoo machine.		
<i>PM-107 Tracing & Filling on fruit skins</i>	3	20
How to outline the eyebrow and lips Before the actual procedure.		
<i>PM-108 Color Patch, Pain Preparation, Pre & Post Treatment, Client Care</i>	3	
Testing the client for any reaction, applying a topical pain Ointment prior to treatment & ice or healing lotion After treatment. Current health history of the client & appropriate post-treatment care to promote healing.		
<i>PM-109 Application of Treatment on Humans</i>	10	3
Tattooing the eyebrow, eyeliner and lip liner. This Procedure penetrates the skin-- live models Are used for each procedure.		
<i>PM-110 Florida Laws & Rules</i>	1	
Significance of rules & regulations of Florida Law 21F-22,004 (1) & (2) units 1-2-3.		
<i>Total Clock Hours</i>	32	23

Total Program Length-- 4 days

** Certificate of completion is awarded.*

Sculptured Tip Specialist

Program Objective

Student will be able to apply acrylic nails with or without a machine.

Program Breakdown by Subject

Program Breakdown by Subject	Lecture	Lab
Course	Hours	Hours
<i>ST-101 Acrylic Nails</i>	40	15
How to prepare the natural nail, use the brush & how To apply the acrylic product (polymer & monomer)		
<i>ST-102 Gel Nails</i>	10	5
How to prepare the natural nail, use the brush & how to apply the gel to the nail.		
<i>Total Clock Hours</i>	<i>50</i>	<i>20</i>

Total Program Length-- 3 weeks

**certificate of completion is awarded.*

Advanced Product Program

Program Objective

The student will be able to identify the proper procedure and technique for the new product being introduced.

Program Breakdown by Subject

Course	Clock Hours	Services
<i>AP-100 Introducing a new product</i>	8	
Total Clock Hours 8 (One Day)		a certificate of Completion is awarded.

International School of Health & Beauty
Faculty & Staff
Lauderdale Lakes Campus

Site Director

Ms. Georgette Perry Marketing Management

Financial Aid Director

Mr. Chris DeVera - BA Arts, Accounting

Admissions

Ms. Keshia Lewis

Academic Dean/ Medical Program Coordinator

Barbaro "Al" Bermudez - Physician Assistant, University of Chicago

Cosmetology Instructor/ Program Coordinator

Mrs. Elena Pezzuto - AS – Kingsborrow College

Cosmetology Instructor

Mrs. Tranese Dorsett - College, Licensed Cosmetologist

Full Specialty Instructors

Ms. Doris Burns - Ozark Voc. Tech. – Assoc. Degree
Ark. State Boards – Cosmetology
Florida State Boards – Cosmetology

Mrs. Judith Herrera - Margate School of Beauty &
Northeast School of Beauty

I _____ acknowledge having received a complete copy of *International School of Health & Beauty* Catalog and Student Handbook at least seven days prior to my enrollment.

Signature _____

Date _____

Congratulations on taking the first step towards the start of your new career. All of us at *International School of Health & Beauty* will do our best to make your training a very memorable and rewarding experience. Just don't give up when there is still "HOPE".

INTERNATIONAL SCHOOL OF HEALTH & BEAUTY

FOREWORD FROM THE PRESIDENT

We wish to extend a warm welcome to you as you join International School of Health & Beauty as our Staff, Faculty and or Students.

International School of Health & Beauty prides itself in providing a safe, secure and wholesome Learning or Work environment. We expect all of you to help us carry out our mission by following the simple rules as listed in the forthcoming pages of this booklet.

“The mission of International School of Health & Beauty is to create an atmosphere and aura that provides students with the academic proficiency necessary to procure rewarding careers and to empower each student with a sense of pride and standard of excellence in their profession, to encourage the idea of continuing education for career advancement and in the end to provide placement assistance to graduates.”

We hope you would have an enjoyable and rewarding experience at International School of Health & Beauty.

Emergency Phone Numbers for Law Enforcement Agencies

Broward County Fire/Police Departments	911
Emergencies Only	
Non Emergencies	954-831-8900
Report cases of Abuse	(800) 96-ABUSE

Contacts: For the staff and faculty members to seek help should you need it.

Ms. Sherrie Mossop	Manager Student Affairs	(954) 741-0088
Ms. Georgette Perry	School Director	(954) 741-0088
Mrs. Elena Pezzuto	Dean of School Programs	(954) 741-0088
Mr. Barbaro Bermudez	Academic Dean	(954) 741-0088
Mr. Christian De Vera	Financial Aid Director	(954) 741-0088
Ms. Keshia Lewis	Admissions Officer	(954) 741-0088

3714 W. Oakland Park Blvd, Lauderdale Lakes, FL 33311

Telephone: 954-741-0088 Facsimile: 954-741-4598

Web: www.ishb.edu