

ACADEMY OF ADVANCED
PERMANENT MAKE-UP



2024 SCHOOL CATALOG

*201 County Club Rd.
Sherwood AR 72120
501.566.5645*

www.academyofadvancedpmu.com

*Hours of Operations:
Monday-Friday 9:00am-4:00pm
30-minute lunch included
(updated March 25, 2024)*

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WELCOME

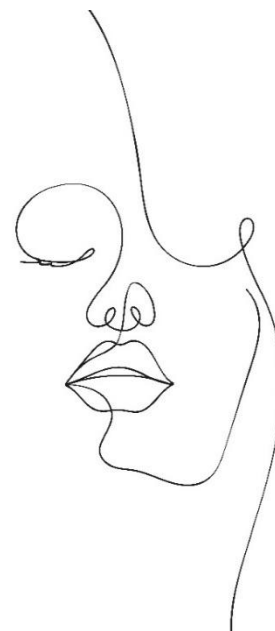
We are delightful to welcome you to Academy of Advanced PMU (AAP)

At Academy of Advanced PMU, we offer fundamental training to successfully complete state licensing exams and to excel in the industry. We are committed to helping you achieve your career goals by helping guide you to discover your ability to transform your skills in a lucrative career with endless possibilities. We firmly believe that with the right tools, hard work, and dedication to innovative learning, that you can create the lifestyle and career you desire.

This catalog is a tool to help you understand the fundamentals of Academy of Advanced PMU, and a guideline of how the school operates and what is expected of our students and staff. It will also help you answer questions or concerns you may have about your education. It governs the quality of our school and establishes the present and future success of our organization. It will usher you in obtaining an excellent permanent cosmetics education. If any additional information is needed, please feel free to contact our student liaison officer at 501.566.5645 or visit our website at www.academyofadvancedpmu.com

We are pleased that you have elected Academy of Advanced PMU, to partner with in pursuing your goals in permanent cosmetics education.

Welcome to the AAP Family!



COURSE DESCRIPTION

The permanent cosmetics course enables students to enhance a person's facial appearance with the application of color pigment under the dermis layer of the skin. Specific facial enhancement areas include the eyebrow, lips and eyelids. Students will become knowledgeable with industry terminology, application techniques, and acquire standard industry career skills during training.

Permanent cosmetics is defined as the "application of permanent or semipermanent pigmentation by the penetration of the skin with a needle or instrument to: (A) the face for cosmetic purposes; or (B) any part of the body for scar coverage or other corrective purpose." Ark. Code Ann. § 20-27-1501(11).

MISSION STATEMENT

We dedicate our training to master all levels of professional application of permanent cosmetics via theory and practice, retail performance, business building, client communication, and creative expression. Our classrooms are structured around integrity, industrious learning, and innovative techniques.

VISION STATEMENT

The vision statement is to “expand operations into other states with a replicated standard in all program aspects, standardized curriculum, and develop quality permanent cosmetics artist across the country.”

FACULTY

Full-Time Faculty
Vickie Nguyen – CEO – Instructor

SCHOOL CALENDER

The institution is closed on the following holidays and official breaks according to Pulaski County School District Calendar days:

New Years	Independence Day
Martin Luther King Holiday	Labor Day
Daisy Lee Gatson Bates Holiday	Veteran’s Day
Spring Break	Thanksgiving
Memorial Day	Winter Break Dec 15th-Jan 5 th
Summer Break July 1-5	

Unexpected closures and inclement weather closings will be reported via the school website, text alerts, and school Facebook page.

ADMISSIONS PROCESS

Interview

Contact the school at 501.566.56457 or via email at info@academyofadvancedpmu.com to set an interview time. All potential applicants must attend a personal interview with the admissions team prior to official enrollment. The permanent cosmetic program is discussed in full detail during this time. Steps to secure the Blood Borne Pathogen certificate and an official “artist in training” certificate are also discussed. Potential students must be enrolled with Academy of Advanced PMU *BEFORE* taking the Body Art Entrance Exam.

Application

Complete and submit application form on the website at www.academyofadvancedpmu.com or on campus. Applicants must be 18 years or older to register for the program.

- \$100.00 application fee (non-refundable)
- Valid Government Issued I.D.
- Social Security Card
- Copy of High School Diploma, G.E.D, High School Transcripts (certified sealed copy), Associates Degree, or Bachelor’s Degree

Arkansas Department of Health Prerequisites

- **Online Bloodborne Pathogen Certification (BBP)**

For Bloodborne Pathogen training and certificate, refer to the “Apprenticeship Packet” pg. 4.

- **Body Art Entrance Exam**

Please follow instructions provided by the Arkansas Department of Health (ADH) for obtaining your official “artist in training” certificate. Information is located within the “Apprenticeship Packet”.

Submit Certificate

Submit the “artist in training” certificate received from the Arkansas Department of Health to the main office at Academy of Advanced PMU same day as test during school hours.

TUITION COST AND ADDITIONAL FEES

The institute reserves the right to change information and pricing of tuition and fees.

STUDENT SCHOOL COST

Tuition (prorated refunds only):	\$4,500
Supplies with kit (non-refundable):	\$2,800
Technology Fee (non-refundable):	\$500
Application Fee (non-refundable):	\$100
Total Costs:	\$7,900

**Payment plans are available only for tuition with an associated fee. The technology fee and supplies with kit must be paid in full upon enrollment.*

**The program tuition and length are considered in conjunction with entry level earnings of completers. According to Zip Recruiter the documented entry level earnings for completers nationwide is \$55,093. Arkansas' entry level earnings are \$55,294. Program tuition is 15% of Arkansas' entry level earnings.*

COURSE GRADING SYSTEM

The institution uses the traditional letter grading scale for bookwork and the pass or fail rating system for practical components. The practical is accompanied by an evaluation.

Letter Grade Scale	Numeric Scale
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Pass or Fail Rating	
Pass	Fail

PROGRAM and COURSE MAP

PERMANENT COSMETICS (400 hours & 6 months)

1. Level I- Theory- (80 hours)

- **Week One:** Introduction to Permanent Makeup
- **Week Two:** Anatomy and Physiology
- **Week Three:** Color Theory
- **Week Four:** Consultation
- **Week Five:** Tools of the Trade
- **Week Six:** Indications, Contraindications, and Techniques
- **Week Seven:** Managing Complications, Side Effects and Consequences
- **Week Eight:** Business of Permanent Makeup
- **EXAM-Comprehensive:** (80% minimum passing score)

Weekly lab assignments, quizzes, and test are included in Level 1 Theory

A student cannot advance without successful completion of the previous level.

2. Level II- Pre-clinical Training- *on campus* (56 hours)

Brow Anatomy

Brow Shaping

Lip Shading

Needle and Machine Introduction

View live procedures

Skins/Mannequin

- 2 eyebrows
- 2 lips
- 2 eyeliners

3. Level III- Clinical Training Procedures- *on campus* (264 hours)

- Complete 2 live model eyebrow shaping and shading technique
- Complete 2 live model top eyeliner/eyelash enhancement procedures
- Complete 2 live model lip outline and shading technique
- Daily brow mapping, sketches, and machine work
- Daily classroom instruction
- Test out with Arkansas Department of Health representative (pass or fail rating)

*****each student is responsible for recruiting their own models*****

COURSE OBJECTIVES

The curriculum structure for the permanent cosmetics program is relevant to the industry to date. The main objectives focus on basic methods and techniques to provide skills for success in the permanent cosmetics industry.

Objectives:

- Learn about permanent cosmetics (terminology, phrases)
- Learn industry business (consultation, contraindicators, artist process structure)
- Learn sanitation procedures
- Learn skin types
- Learn the application of permanent cosmetics (live procedures)
- Gain an occupational skill
- Receive a permanent cosmetics state license

CLASSROOM REQUIREMENTS

Student hours are recorded during training hours which are from 9:00am to 4:00pm Monday through Friday with a 30-minute lunch break.

Daily in class assignments will be conducted and completed at allotted times. During this time, students should refrain from excessive phone use unless it is for training purposes.

It is important to ensure models qualify for procedures selected. All models will undergo a consultation with an instructor and the student before procedures are conducted.

No food is allowed in the classroom. Drinks must have a secure leak proof cap or top.

Uniform

During Level II- Hands-on, training is conducted in the school classroom. Students are required to follow specific dress code while training. All black scrubs, closed toe shoes, and hair tie/clips are needed. Students should arrive prepared each training day.

Learning Materials

Students are required to bring appropriate learning material each day for training. Learning materials include the permanent cosmetics kit, textbook, and writing instruments.

FACILITY DESCRIPTION

Academy of Advanced PMU is 1,500 square feet hosting a lobby, two offices, two restrooms, supply room, and training area. The training area consist of procedural tables, additional light sources, sharps containers, and sinks. The facility is readily available for occupational education training purposes.

COURSE CANCELLATION POLICY

Any student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of graduation, the school will not release hours until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

1. The withdrawal or cancellation date will be determined by the student's written notification of cancellation or withdrawal to the school's administration, this policy applies regardless of whether the student has started training.
2. Enrollment time by the school's definition is defined as the starting date on the contract and the date of the student's last day of verifiable attendance.
3. If the school is permanently closed, students enrolled shall be entitled to a prorated refund. All books, equipment, and technology fees are non-refundable.
4. In case of illnesses or a disabling accident, death, or other circumstances beyond control, the student shall not be refunded tuition and it shall remain due and payable.
5. Student understands that leave of absences will not be granted due to length of program.
6. If tuition is not paid in full or the student does not comply with the payment arrangements made with the school, the student shall be dismissed from the school and not entitled to a refund, all tuition balances remain due and payable in accordance with the financing agreement executed by the student and AAP.

No contact for 30 days or an official withdrawal not received within 30 days will lead to termination and no refunds will be rendered to student.

STUDENT CONDUCT

The student conduct code is simple and should be practiced during training hours. Respect administration, students, clients and the training environment. Treat everyone the way you want to be treated.

REFUND POLICY

A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.

If an applicant is not accepted for enrollment, the applicant is entitled to a full refund of monies paid less an application fee not to exceed one hundred dollars (\$100). All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws or is terminated.

At completion of less than ten percent (10%) of the program, the institute shall refund 90% of tuition.

At completion of twenty-five percent (25%), the student shall be refunded fifty percent (50%) of the tuition.

At completion of fifty percent (50%) but less than sixty percent (60%) of the program, the student shall be refunded at least twenty-five percent (25%) of the tuition.

At completion of 60% or more of the program, the student will not receive a refund.

TRANSFER OF HOURS

Academy of Advanced PMU does not accept transfer hours from other permanent cosmetics programs or training facilities. Academy of Advanced PMU hours earned via permanent cosmetics program are nontransferable. Any student who is terminated or withdraws from the program is unable to transfer any hours earned at Academy of Advanced PMU

Hours earned throughout the program may be honored for students that withdraw or are terminated for unsatisfactory progress or misconduct. Student program reentrance after termination or withdrawal is handled case by case and is determined by the school administration. Reentrance and/or previous hours earned are not guaranteed.

STUDENT PRIVACY RIGHTS

Respecting student confidentiality is a continual practice during the enrollment period and after graduation and so long as student information is possessed by the institute. Information is stored in a fire proof file cabinet with lock and key. Student files include enrollment contract, payment history, student coursework, testing, model log and government issued ID.

Due to content sensitivity, procedures for student information access is limited to authorized personnel such as an administrative official. Information will be released to third parties *only* if the student request and approve such a release by written notice via traditional mail or email listed in the student file.

- Information will not be sold, solicited or exposed for any capital gain(s) by the institution to any third parties.
- Student files are maintained and stored in a locked file cabinet(s) within an office with locked doors.
- Administration will not discuss personal student information with any other student, employee(s) and/or artist/trainer without the student being present and only with student consent. "Personal" referring to documents not relating to the training process.

Students have complete access to their personal files upon request to include transcript, artist in training certificate, graduation certificate, and enrollment contract during school business hours. By speaking with an administrative official, a student can view their file without hesitation, conflict or any other obstruction.

NONDISCRIMINATION

The institute accepts admissions from any and all qualifying persons. Qualifying for the program is detailed in the admissions section. Persons that seek training are welcome with open arms regardless of ethnicity, origin, race, nationality or religion. The institute provides equal opportunity for all persons that successfully qualify to enter the permanent cosmetics training program.

EMPLOYMENT REQUIREMENTS

Employment requirements for permanent cosmetics professionals are governed by the Arkansas Department of Health through a license. A permanent cosmetics artist must obtain a license from an approved state program. Artist must demonstrate their ability to perform services by providing evidence as proof. Such proof can include customer reviews on social media platforms and photos of work on social media platforms. The potential employee must provide proof of ownership of said social media platforms where photos and reviews are hosted.

GRIEVANCE POLICY

The Grievance Policy explains how students and employees can handle unwarranted situations in a professional manner. Students and employees should be heard with an objective and fair attitude from their seniors without conflict. Grievances can be requested by meeting with an administrative official and completing the grievance form.

Definition of ***grievance***:

1. a wrong considered as grounds for complaint, or something believed to cause distress
2. a complaint or resentment, as against an unjust or unfair act

When a student and/or employee has a complaint, they should first speak with whomever is causing such dismay for a solution. If this does not work, the student or employee should consult with a trainer/instructor. If the issue cannot be resolved within its circle, please bring the issue to an administrative official. The official will ensure the complaint is resolved in an appropriate manner that best suits all parties involved.

A grievance can be initiated for the following reasons and not limited to:

- Adverse employment or training condition(s)
- Trainer/instructor behavior
- Employee behavior
- Health and Safety
- Client misconduct or mishandling

The policy's aim is to accept any and everyone's complaint within the school no matter their position. We need everyone's input to better structure the program for the future success of each student, trainer and employee. Furthermore, we need everyone to be a part of mitigating and resolving all issues within the organization to create a warm inviting culture.

If your grievance is not handled to your satisfaction, please contact our regulatory agency.

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