



RACE

Renaissance Academie
Cosmetology and Esthetics

2026
SCHOOL
CATALOG

RENAISSANCE ACADEMIE COSMETOLOGY AND ESTHETICS

1460 N. MOON RIVER DRIVE, PROVO UTAH 84604

Renaissance Academie Cosmetology and Esthetics
will also be referenced
as RACE throughout the catalog.

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Mission

Our mission is to provide students with all the tools necessary to properly prepare them for employment upon graduation.

At Renaissance Academie Cosmetology and Esthetics, we focus on a comprehensive educational curriculum designed to give students the skills, experience, and confidence to unlock their potential and achieve their goals.





Renaissance Academie Cosmetology & Esthetics (“RACE”) requires each applicant enrolling in any education program to provide the following prior to enrollment (as applicable):

Required Documentation

Proof of Secondary Education (High School Completion)

Provide one of the following (non-exhaustive list):

- High school diploma
- GED certificate
- Official high school transcript showing graduation/completion
- State-issued homeschool completion documentation/certification

Proof of Age / Identity

- Provide a government-issued form of identification, such as:
- Driver’s license or state ID
- Birth certificate
- Other government-issued photo identification

High School Students (Training Agreement)

- High school students may only be enrolled through a Training Agreement established with the applicable high school and/or school district.
- Validation of High School Completion

If RACE has reason to believe a high school diploma (or equivalent) is not valid or was not obtained from an entity that provides secondary school education, RACE will follow an established validation process, which may include:

- Requesting documentation directly from the secondary school confirming validity; and/or
- Requesting documentation from the relevant state department/agency where the school is located to confirm the school is recognized as a provider of secondary education.

Foreign Diploma

If an applicant provides a foreign secondary school credential, the student must obtain:

- An English translation (if needed), and
- A credential evaluation confirming the education is equivalent to a U.S. high school diploma.



This documentation must be completed by a qualified independent credential evaluation service (for example, an evaluator affiliated with a recognized credential-evaluation association).

Non-Discrimination and Non-Recruitment

In compliance with applicable federal, state, and local requirements, RACE does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation, or any other status protected by law in the administration of its educational programs, school-administered activities, publications, or employment practices.

RACE also does not recruit students who are already attending or admitted to another school offering similar programs of study.

Transfer Policy

RACE accepts transfer students and evaluates each applicant's prior training to determine the number of hours (if any) that may be accepted toward graduation. Transfer hours accepted are based on an assessment of the student's documented training and level of competency.

Required Documentation

Students must submit an official transcript from the prior school showing hours completed (and, when available, the program title and dates of attendance).

RACE will review the transcript and determine the remaining contracted hours based on the applicable state-required course hours.

Contracted Hours

Approved transfer hours will be deducted from the state-required program hours.

The remaining hour balance will be the number of hours RACE may contract to provide.

Tuition, Fees, and Required Supplies

Tuition is calculated using the current hourly rate at the time of transfer multiplied by the remaining contracted hours.

Any required tools, kits, books, or equipment not already owned (or not meeting program requirements) may be added to the student's enrollment costs.

Financial Arrangements

Students must finalize financial arrangements (financial aid eligibility, payment plan, or other payment method) and complete all required enrollment paperwork before beginning training.



Re-Entry

Students who withdraw and later re-enroll may be subject to updated tuition rates.

Tuition for re-entry is determined using rates current at the time of re-entry and applies to the remaining balance of training hours needed for completion.

This policy applies to students who re-enroll more than 30 days after the formal withdrawal date, unless mitigating circumstances apply.

2024 STUDENT OUTCOME RATES

PROGRAM	GRADUATION	PLACEMENT	LICENSING
OVERALL INSTITUTIONAL RATES	83.95%	78.04%	90.02%
Cosmetology	69.23%	85.71	88.88%
Cosmetology Distant Education	78.94%	73.08%	96.42%
Master Esthetics Distant Education	90.00%	71.43%	80.00%
Nail Technology Distant Education	97.65%	81.94%	94.81%

****Lash & Brow Technology was not offered during this reporting range.**

Methods of Payment

RACE offers multiple payment options to help students fund tuition and required charges. Availability and eligibility vary by student and funding source. Students must have a payment plan in place before starting training.

Private Lending (Private Education Loans)

Students may choose to apply for private educational loans through a bank, credit union, or other lender. Loan approval, interest rates, repayment terms, and eligibility requirements are determined by the lender. Students using a private education loan may be required to complete a Private Education Loan Applicant Self-Certification form. RACE does not have arrangements with a preferred lender and does not endorse any specific lender.



State Grants and Workforce Funding

RACE may certify enrollment for eligible students who receive funding through the Utah Department of Workforce Services (DWS) programs, as applicable. Funding decisions, approval amounts, and required documentation are determined by DWS.

Vocational Rehabilitation (USOR)

RACE may certify enrollment for eligible students who receive training support through the Utah State Office of Rehabilitation (USOR) – Vocational Rehabilitation. Eligibility, required documentation, and approved costs are determined by USOR.

Personal Payment Plan

Students may pay through a personal payment plan. Students using personal payments will pay their student kit upon enrollment and make monthly tuition payments. Tuition may be divided over the duration of the student's enrollment, but must be paid in full before a formal release of student hours.

Accepted payment types for personal payment plans may include cash, check, and credit/debit card.

Scholarships and Fee Waivers (RACE)

RACE may periodically award a scholarship or fee waiver to a student based on merit and/or need. Awards are limited and subject to availability. Scholarship and fee-waiver decisions are made by two or more faculty members. All decisions are final and may not be appealed.

Industry Scholarship Opportunities (External)

Scholarships are a great way to supplement educational costs. External scholarship availability, deadlines, eligibility rules, and award amounts change frequently. RACE does not administer these awards and does not guarantee approval; students are responsible for submitting applications directly to the sponsoring organization.

Examples of current industry scholarship resources/opportunities include:

Beauty Changes Lives Foundation (multiple scholarships and seasonal application windows)

Great Clips – The Great Scholarship Program (tuition reimbursement scholarships for cosmetology/barber students)

Sport Clips Scholarship (scholarships for barber/cosmetology students; eligibility and cycles vary)

Professional Beauty Association (PBA) Scholarships (scholarship opportunities and partner-funded programs)

Milady RISE Scholarship (awarded through PBA; cycles/requirements vary)

NIC – Aurie J. Gosnell Scholarship (applications typically accepted in the spring)

OPI student scholarships (via Beauty Changes Lives) (nail-technology focused opportunities may be offered in cycles)

My Salon Suite – Suite Relief Scholarship Program (tuition assistance; cycles vary)

Students may also find scholarships through local community organizations and (for high school students) school counseling offices. Any scholarship funds received from outside organizations will be applied to the student's account according to the donor's award requirements.

Federal Student Aid

Federal Student Aid may be available to students who meet all eligibility requirements and are enrolled in an eligible (Title IV) program at RACE. Eligible programs generally must be 600+ clock hours and must meet federal participation requirements.

Federal Student Aid may be available for the following RACE programs:

Cosmetology

Hair Design

Master Esthetics

How to apply: Students must complete the FAFSA each award year to be considered for federal aid. (FAFSA uses the Student Aid Index (SAI)—which replaced the Expected Family Contribution (EFC)—to help determine eligibility.)

Federal Pell Grant

The Federal Pell Grant is typically the first source of federal aid awarded to eligible students and does not have to be repaid unless required by federal regulations (e.g., certain withdrawals/overpayments).

To be considered for a Pell Grant, a student must:

- Complete the FAFSA each award year; and
- Complete any additional required items (which may include verification), if applicable.

Pell Grant amounts are determined annually by the federal government. A student's Pell eligibility and award amount are based on factors that include the student's SAI, the school's Cost of Attendance (COA), and the student's enrollment intensity/status for the applicable payment period.

Continued Pell eligibility requires the student to:

- Maintain Satisfactory Academic Progress (SAP) (see the SAP policy section of this catalog); and
- Continue to meet all other federal eligibility requirements.

Federal Direct Loans

Federal Direct Loans are low-interest loans offered through the William D. Ford Federal Direct Loan Program. Eligible students (and, for Parent PLUS, eligible parents) borrow directly from the U.S. Department of Education, and repayment is managed through an assigned loan servicer.

Direct Loan types include:

- Direct Subsidized Loan (eligible undergraduate students with financial need)
- Direct Unsubsidized Loan (eligible undergraduate students; not need-based)
- Direct PLUS Loan (for parents of dependent undergraduate students—Parent PLUS)



Steps to Receive Direct Loans

To be considered for Direct Loans, a student must:

- Complete the FAFSA each award year (and any required follow-up items, including verification if selected);
- Accept offered loan amounts (Parent PLUS requires a separate parent application/approval); and
- Complete required federal loan requirements, which may include:
 - Master Promissory Note (MPN), if required; and
 - Entrance Counseling, if required.

Enrollment Requirement for Loan Disbursement

To receive Direct Loan disbursements, students must be enrolled at least half-time (for clock-hour programs, generally 20 clock hours per week minimum) and meet all other eligibility requirements.

Canceling or Reducing a Direct Loan

Students (and parents, for Parent PLUS) may request to cancel or reduce all or part of a Direct Loan:

- Before disbursement: Notify the Financial Aid Office before the scheduled disbursement date; and/or
- After disbursement: Loan funds returned within 120 days are generally treated as a cancellation/reduction (rather than a payment). After 120 days, the borrower typically must work directly with the loan servicer to return funds and the return may be processed as a payment.



COSMETOLOGY
COSMETOLOGY DISTANCE EDUCATION
1250 Hours

This program provides training in the theory and practical application of cosmetology, including haircutting, styling, barbering fundamentals, hair coloring, chemical texture services, basic skincare, nail care, makeup, and hair extensions. Instruction is delivered through distance education for designated coursework, with required hands-on training completed according to school policy and applicable licensing requirements.



Tuition \$18,999.00
Text Book & Supplies \$2,498.00
Application Fee \$75.00

Total Investment \$21,572.00
Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

Federal Student Aid available for qualifying students.

PROGRAM LENGTH
Full Time 35 hrs. per week
Minimum Time Frame
36 weeks 1250 Hours

Maximum Time Frames
54 weeks or 1875 Hours

30 hours per week
Minimum Time Frame
42 weeks 1250 Hours

Maximum Time Frame
62.5 weeks or 1875 Hours

Part-Time 20 hrs. per week
Minimum Time Frame
62.5 weeks 1250 Hours

Maximum Time Frame
94 weeks or 1875 Hours



Hair Design

HAIR DESIGN DISTANCE EDUCATION

1000 Hours

This program provides training in the theory and practical application of hair design, including color, haircutting, chemical texture services, and formal styling. Instruction is delivered through distance education for designated coursework, with required hands-on training completed according to school policy and applicable licensing requirements.

Tuition \$15,300.00

Text Book & Supplies \$1,800.00

Application Fee \$75.00

Total Investment \$17,175.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

PROGRAM LENGTH

Full Time 35 hrs. per week

Minimum Time Frame	Maximum Time Frame
28.5 weeks 1000 Hours	43 weeks or 1500 Hours

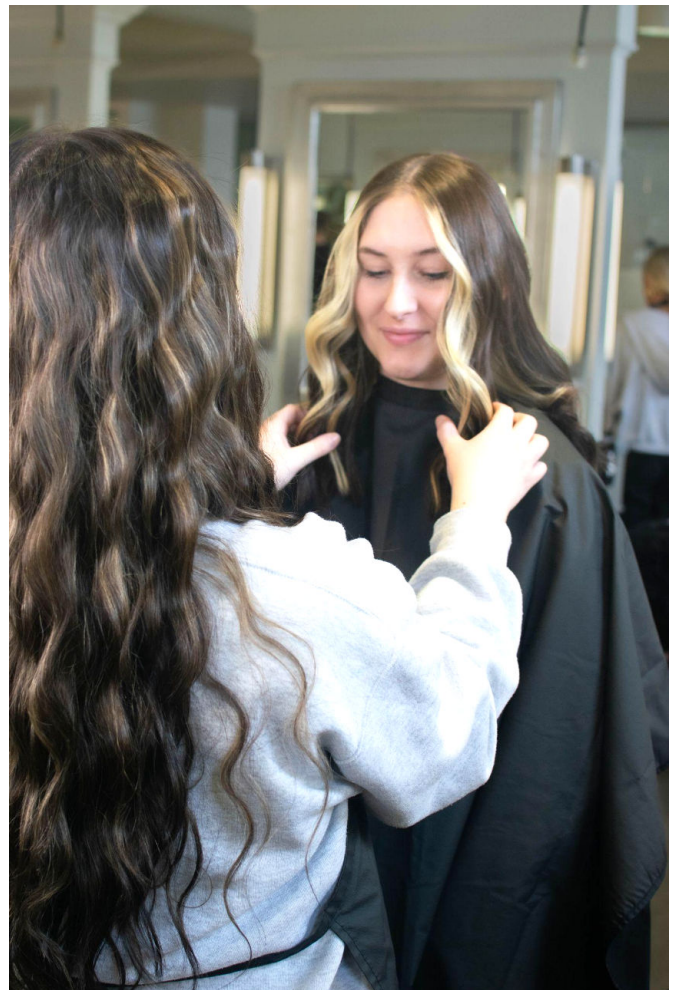
30 hours per week

Minimum Time Frame	Maximum Time Frame
33.5 weeks 1000 Hours	50 weeks or 1500 Hours

Part-Time 20 hrs. per week

Minimum Time Frame	Maximum Time Frame
50 weeks 1000 Hours	75 weeks or 1500 Hours

Federal Student Aid available for qualifying students.





Master Esthetics

MASTER ESTHETICS

MASTER ESTHETICS DISTANCE EDUCATION

1200 Hours

Study advanced esthetics techniques designed to enhance the health and appearance of the skin, including advanced exfoliation methods (such as microdermabrasion) and laser/light-based concepts and procedures as permitted by state scope of practice and school policy.

Tuition \$15,688.00

Text Book and Supplies \$2,880.00

Application Fee \$75.00

Total Investment \$18,643.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

PROGRAM LENGTH

Full Time 35 hrs. per week

Minimum Time Frame

35 weeks 1200 Hours

Maximum Time Frames

52 weeks or 1800 Hours

30 hours per week

Minimum Time Frame Maximum Time Frame

40 weeks 1200 Hours 60 weeks or 1800 Hours

Part-Time 20 hrs. per week

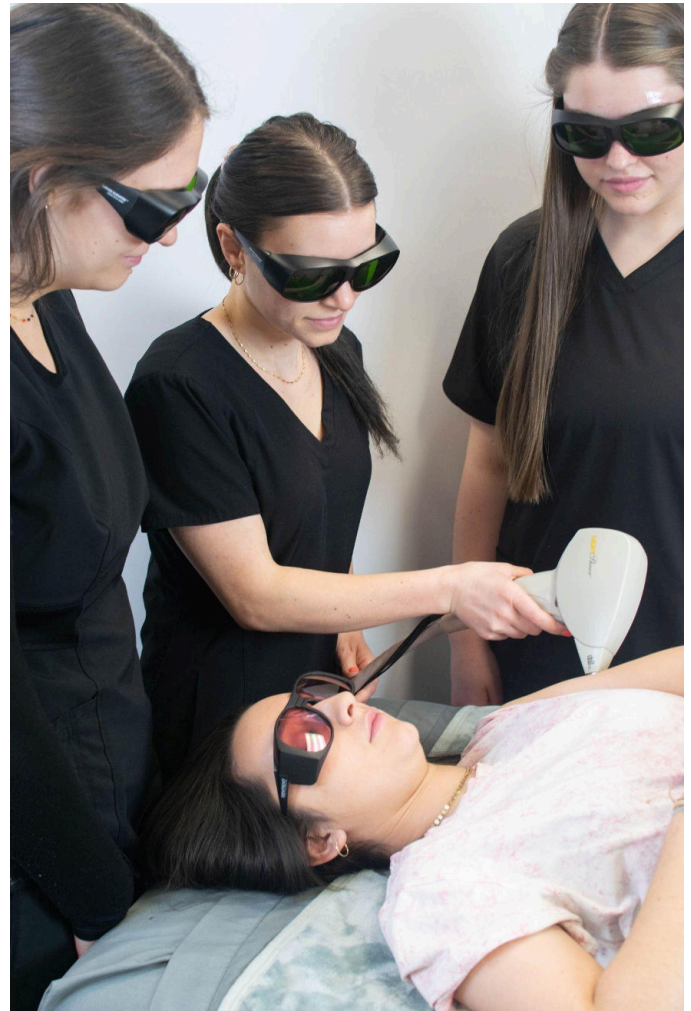
Minimum Time Frame

60 weeks 1200 Hours

Maximum Time Frame

90 weeks or 1800 Hours

Federal Student Aid available for qualifying students.





Lash & Brow Technology

LASH & BROW TECHNOLOGY DISTANCE EDUCATION

270 Hours

Master the craft of lash and brow technology, delving into the intricacies of lash enhancing the natural beauty of eyes and eyebrows. Learn advanced techniques in lash extensions, brow shaping, and tinting to create stunning looks tailored to each client's preferences.

Tuition \$3,995.00

Text Book and Supplies \$1500.00

Application Fee \$75.00

Total Investment \$5,570.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

Personal payment plans are available for students enrolled in this program—please contact us for details.

Part-Time 25 hrs. per week

Minimum Time Frame

11 weeks 270 Hours

Maximum Time Frame

16.5 weeks or 405 Hours

20 hrs. per week

Minimum Time Frame

13.5 weeks 270 Hours

Maximum Time Frame

20.5 weeks or 405 Hours





Nail Technology

NAIL TECHNOLOGY

NAIL TECHNOLOGY DISTANCE EDUCATION

300 Hours

Master the art of manicures and pedicures, including hand, arm, and foot massage techniques. Students also study nail design and artistry, along with essential professional standards for safety, infection control, sterilization, and sanitation.

Tuition \$3,995.00

Text Book and Supplies \$1,850.00

Application Fee \$75.00

Total Investment \$5,920.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

Personal payment plans are available for students enrolled in this program—please contact us for details.



PROGRAM LENGTH

Part-Time 25 hours per week

Minimum Time Frame

12 weeks 300 Hours

Maximum Time Frame

18 weeks or 450 Hours

Part-Time 20 hrs. per week

Minimum Time Frame

15 weeks 600 Hours

Maximum Time Frame

22.5 weeks or 450 Hours

Prerequisites

The following knowledge, skills, and abilities are commonly expected for entry-level employment in the beauty industry. These are general workforce expectations and may vary by employer and job role.

Cosmetology (On-Campus and Distance Education)

Hair Design (Distance Education)

Knowledge

Customer & Personal Service: Understanding how to assess client needs, deliver quality services, and support client satisfaction.

English Language: Understanding basic communication, spelling, grammar, and written instructions.

Chemistry: Understanding basic chemical properties and safe handling related to professional products, including hazard awareness and proper disposal.

Skills

Active Listening: Fully focusing on client needs and instructions.

Service Orientation: Consistently looking for ways to help and support clients.

Critical Thinking: Using logic to choose safe and effective service approaches.

Active Learning: Applying new information to improve services and outcomes.

Judgment & Decision-Making: Choosing appropriate actions based on safety and desired results.

Social Perceptiveness: Recognizing client comfort, preferences, and reactions.

Problem Solving: Identifying concerns and selecting solutions.

Coordination: Adjusting actions in relation to others in a fast-paced setting.

Master Esthetics (On-Campus and Distance Education)

Lash & Brow Technology (Distance Education)

Knowledge

Customer & Personal Service: Assessing client needs, meeting service standards, and supporting satisfaction.

English Language: Understanding written and verbal instructions and basic communication.

Sales & Marketing: Understanding basic retail, product knowledge, promotions, and service recommendations.

Skills

Speaking: Communicating clearly with clients and team members.

Active Listening: Listening carefully and confirming client goals and comfort.

Service Orientation: Actively supporting client needs and experience.

Monitoring: Evaluating your own performance to improve outcomes and safety.

Active Learning: Applying new techniques and information to practice.

Reading Comprehension: Understanding written instructions, policies, and product directions.

Coordination: Working efficiently with proper timing and sequencing.

Critical Thinking: Using reasoning to choose safe, effective techniques.

Social Perceptiveness: Understanding client reactions and adjusting accordingly.



Nail Technology (On-Campus and Distance Education)

Knowledge

Customer & Personal Service: Assessing client needs, meeting service standards, and supporting client satisfaction.

Skills

Active Listening

Service Orientation

Social Perceptiveness

Abilities

Near Vision: Seeing details at close range.

Arm-Hand Steadiness: Keeping the hand and arm steady during services.

Finger Dexterity: Precise finger movements to manipulate small tools and details.

Manual Dexterity: Coordinated hand movement for service efficiency and accuracy.

Oral Expression: Communicating information clearly.

Speech Recognition: Understanding and accurately following spoken directions.

Career Opportunities

Graduates may pursue employment opportunities in a variety of settings depending on the program completed, state licensing requirements, and individual career goals. Examples include:

- Hair Stylist
- Hair Color Specialist
- Permanent Waving / Chemical Texture Specialist
- Esthetician
- Paramedical Esthetics (where permitted)
- Makeup Artist
- Lash Technician
- Manicurist / Nail Technician
- Nail Artist
- Salon/Spa Manager
- Salon/Spa Owner
- Sales Representative / Brand Ambassador
- Consultant / Trainer
- Industry Educator
- School Owner
- State Board Member or Inspector (where eligible and appointed/approved)
- Freelance Artist



COSMETOLOGY PROGRAM OUTLINE (Campus Only)

1250 Hours

Program Description

The Cosmetology Program consists of **1250 clock hours** of instruction and is designed to prepare students to meet the requirements to **sit for applicable state licensure examinations**. The program includes training in a broad range of cosmetology services and professional practices, including (but not limited to) **shampooing and scalp care, hairstyling, precision haircutting and clipper cutting, chemical texture services (permanent waving/relaxing), hair coloring and lightening, hair and scalp treatments, manicuring, basic skincare/facials, and makeup application**, along with additional skills commonly required for entry-level cosmetology practice.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate a professional attitude, personal integrity, self-confidence, and appropriate appearance.
- Practice effective communication and client consultation skills.
- Demonstrate professionalism in employer/employee relationships and an understanding of delivering quality service for value received.
- Perform core cosmetology skills, including **hairstyling, haircutting, clipper cutting, barbering fundamentals (as applicable), chemical texture services, hair coloring/lightening, hair and scalp conditioning/treatments, manicuring, and hair extension fundamentals** (as applicable).
- Apply basic analysis skills to recommend appropriate **makeup, hairstyle, and hair color** based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe decision-making, proper procedures, and professional judgment.
- Demonstrate awareness of current techniques, trends, and professional development practices within cosmetology and related fields.

Instructional Methods

RACE uses a variety of instructional methods to support student learning throughout the program, including:

- **Discussion:** Structured classroom conversations that allow students to evaluate concepts and explore solutions.
- **Question and Answer:** Ongoing comprehension checks that encourage participation and recall.
- **Demonstration:** Instructor-led demonstrations to model correct procedures and techniques.
- **Cooperative Learning:** Guided teamwork and peer learning to strengthen collaboration and mentoring.
- **Brainstorming:** Facilitated idea-building to support creativity and problem-solving.
- **Interactive Lecture:** Organized concept instruction with built-in opportunities for student interaction.
- **Individual Instruction:** One-on-one coaching, commonly used during clinic and practical work.



- **Class Presentations:** Student-led presentations that build confidence and reinforce learning (often used for peer-to-peer teaching).
- **Guest Speakers:** Industry presentations that support professional awareness and networking.
- **Worksheets/Independent Activities:** Individual practice that encourages critical thinking and later discussion.
- **Role-Playing:** Practice for professional communication and handling common client scenarios.

Course Grading and Evaluation Procedures

Academic progress is measured through a combination of **theory (academic) assessments** and **practical skill evaluation**.

Academic Evaluation

- Students complete assigned academic learning, which is evaluated throughout the program and typically assessed **at the end of each unit of study**.

Practical Evaluation

- Practical assignments are evaluated as completed and are counted toward completion **only when rated satisfactory by a qualified instructor**.
- If performance does not meet satisfactory requirements, it will **not** be counted and the student must repeat the performance until standards are met.
- Students complete at least **two comprehensive practical skills evaluations** during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students are responsible to make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a **cumulative 70% (C average)** in academics to meet satisfactory progress standards.



COSMETOLOGY PROGRAM OUTLINE

1250 Campus Hours

On Campus SUBJECT/UNIT

4 Course Orientation and Curriculum Overview

FOUNDATIONS (General Education Units)

8 Life Skills

Professional Image

Professional Ethics

13 Professional Associations
Public Relations

24 **Communicating for Success**

18 **The Healthy Professional**

Infection Control

Bacteriology

Personal, Client & Salon Safety

112 Sanitation, Disinfection & Sterilization Methods & Procedures
First Aid
CPR

25 **Chemistry & Chemical Safety**

Chemistry of Cosmetics

Electricity & Electrical Safety

25 Electrical & Light Therapy
High Frequency, Galvanic & Heat Lamps

Career Planning

15 Developing a Clientele

15 **On the Job**

The Beauty Business

Advertising

17 Legal & Malpractice Liability
Regulatory Agencies
Tax Laws

Cosmetology (Fundamental Education Units)

History & Career Opportunities

Cosmetology

10 Esthetics
Nail Technology
Lash & Brow Technology

On Campus SUBJECT/UNIT

Hairstyling

75 Implements & Tools
Thermal Straightening & Styling
Wet Hairstyling

8 **Braiding & Braid Extensions**

25 **Wigs & Hair Additions**

Chemical Texture Services

50 Chemical Hair Relaxing
Implements & Tools
Permanent Waving

Hair Coloring

85 Implements & Tools

Hair Removal

50 Implements & Tools
Tweezing & Waxing

Facials & Skin Care Treatments

Aroma Therapy

Implements & Tools

107 Intro to Chemical Exfoliation & Chemical Reactions

Intro to Medical Devices

Masks & Packs

Massage of the Face & Neck

Makeup

Application

Cosmetic Products

Implement & Tools

45 Lash & Brows
Brow Lamination
Lash Extensions
Lash Lifts
Tinting Lash & Brows

Manicuring

Implement & Tools

35 Massage for Hand & Arms

Natural Manicures

Nail Art

25	General Anatomy & Physiology Human Immune System		
15	Skin Structure & Growth Skin Analysis		
15	Skin Disorders & Diseases		
15	Nail Structure & Growth Nail Analysis		
15	Nail Diseases & Disorders		
40	Hair & Scalp Properties Scalp Analysis		
15	Hair & Scalp Disorders & Diseases		
18	Principles of Hair Design Implements & Tools		
55	Hair Service Preparation Draping & Client Protection Implements & Tools		
150	Haircutting Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting		
		30	Pedicuring Natural Pedicures Massage for Legs & Feet
		15	Nail Extensions & Resin Systems Implement & Tools Nail Tips Nail Wraps
		15	Liquid & Powder Nail Enhancements Acrylic Nails implement & Tools
		15	Light Cured Gels Implement & Tools
			STATE BOARD & EMPLOYMENT PREP
		16	Licensing Rules & Regulations Preparation for state board written and practical examinations
			PREPARING FOR EMPLOYMENT
		30	Professionalism Resume Development Interview Preparation Job Search Skills



COSMETOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

1250 Hours

810 Practical on Campus

440 Remote/Distant Education

Program Description

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Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate a professional attitude, personal integrity, self-confidence, and appropriate appearance.
- Practice effective communication and client consultation skills.
- Demonstrate professionalism in employer/employee relationships and an understanding of delivering quality service for value received.
- Perform core cosmetology skills, including **hairstyling, haircutting, clipper cutting, barbering fundamentals (as applicable), chemical texture services, hair coloring/lightening, hair and scalp conditioning/treatments, manicuring, and hair extension fundamentals** (as applicable).
- Apply basic analysis skills to recommend appropriate **makeup, hairstyle, and hair color** based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe decision-making, proper procedures, and professional judgment.
- Demonstrate awareness of current techniques, trends, and professional development practices within cosmetology and related fields.

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- **Question and Answer:** Ongoing comprehension checks that encourage participation and recall.
- **Demonstration:** Instructor-led demonstrations to model correct procedures and techniques.
- **Cooperative Learning:** Guided teamwork and peer learning to strengthen collaboration and mentoring.
- **Brainstorming:** Facilitated idea-building to support creativity and problem-solving.
- **Interactive Lecture:** Organized concept instruction with built-in opportunities for student interaction.



- **Individual Instruction:** One-on-one coaching, commonly used during clinic and practical work.
- **Class Presentations:** Student-led presentations that build confidence and reinforce learning (often used for peer-to-peer teaching).
- **Guest Speakers:** Industry presentations that support professional awareness and networking.
- **Worksheets/Independent Activities:** Individual practice that encourages critical thinking and later discussion.
- **Role-Playing:** Practice for professional communication and handling common client scenarios.

Course Grading and Evaluation Procedures

Academic progress is measured through a combination of **theory (academic) assessments** and **practical skill evaluation**.

Academic Evaluation

- Students complete assigned academic learning, which is evaluated throughout the program and typically assessed **at the end of each unit of study**.

Practical Evaluation

- Practical assignments are evaluated as completed and are counted toward completion **only when rated satisfactory by a qualified instructor**.
- If performance does not meet satisfactory requirements, it will **not** be counted and the student must repeat the performance until standards are met.
- Students complete at least **two comprehensive practical skills evaluations** during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students are responsible to make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a **cumulative 70% (C average)** in academics to meet satisfactory progress standards.



COSMETOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

On Campus	DISTANT EDUCATION	SUBJECT/UNIT	On Campus	DISTANT EDUCATION	SUBJECT/UNIT
4		Course Orientation and Curriculum Overview			
FOUNDATIONS (General Education Units)			55	20	Hairstyling Implements & Tools Thermal Straightening & Styling Wet Hairstyling
2	6	Life Skills		8	Braiding & Braid Extensions
		Professional Image	17	8	Wigs & Hair Additions
8	5	Professional Ethics Professional Associations Public Relations			Chemical Texture Services Chemical Hair Relaxing Implements & Tools Permanent Waving
18	6	Communicating for Success	30	20	
8	10	The Healthy Professional	60	25	Hair Coloring Implements & Tools
		Infection Control	35	15	Hair Removal Implements & Tools Tweezing & Waxing
		Bacteriology Personal, Client & Salon Safety			
92	20	Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR			Facials & Skin Care Treatments Aroma Therapy Implements & Tools Intro to Chemical Exfoliation & Chemical Reactions Intro to Medical Devices Masks & Packs Massage of the Face & Neck
10	15	Chemistry & Chemical Safety Chemistry of Cosmetics			
		Electricity & Electrical Safety			
10	15	Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps			Makeup Application Cosmetic Products Implement & Tools
5	10	Career Planning Developing a Clientele			Lash & Brows Brow Lamination Lash Extensions Lash Lifts Tinting Lash & Brows
5	10	On the Job	30	15	
		The Beauty Business			
		Advertising			
5	12	Legal & Malpractice Liability Regulatory Agencies Tax Laws			
Cosmetology (Fundamental Education Units)					Manicuring Implement & Tools Massage for Hand & Arms Natural Manicures Nail Art
		History & Career Opportunities	20	15	
		Cosmetology			
2	8	Esthetics Nail Technology Lash & Brow Technology			Pedicuring Natural Pedicures Massage for Legs & Feet

10	15	General Anatomy & Physiology Human Immune System	5	10	Nail Extensions & Resin Systems Implement & Tools Nail Tips Nail Wraps
5	10	Skin Structure & Growth Skin Analysis	5	10	Liquid & Powder Nail Enhancements Acrylic Nails implement & Tools
5	10	Skin Disorders & Diseases	5	10	Light Cured Gels Implement & Tools
5	10	Nail Structure & Growth Nail Analysis	5	10	STATE BOARD & EMPLOYMENT PREP
5	10	Nail Diseases & Disorders	5	10	Licensing Rules & Regulations
30	10	Hair & Scalp Properties Scalp Analysis	14	2	Preparation for state board written and practical examinations
30	10	Hair & Scalp Disorders & Diseases			
10	8	Principles of Hair Design Implements & Tools			
45	10	Hair Service Preparation Draping & Client Protection Implements & Tools	20	10	PREPARING FOR EMPLOYMENT Professionalism Resume Development Interview Preparation Job Search Skills
125	25	Haircutting Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting			



HAIR DESIGN DISTANCE EDUCATION PROGRAM OUTLINE

1000 Hours

650 Practical on Campus

350 Remote/Distant Education

Program Description

The Hair Design Distance Education Program consists of 1000 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program includes training in core hair design theory and practical application, including (but not limited to) shampooing and scalp care, hairstyling, precision haircutting, chemical texture services (permanent waving/relaxing), hair coloring and lightening, scalp and hair treatments, and professional practices essential for entry-level employment as a Hair Designer.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality services for value received.
- Perform foundational hair design skills, including hairstyling, haircutting, clipper cutting (as applicable), chemical texture services, hair coloring/lightening, scalp and hair conditioning/treatments, and hair extension fundamentals (as applicable).
- Apply basic analysis skills to recommend appropriate haircutting, styling, and color approaches based on client needs and desired outcomes.
- Apply theory and technical knowledge to support safe practice, sound judgment, and proper procedures.
- Demonstrate awareness of current techniques, trends, and professional development practices within hair design and related fields.

Instructional Methods

- RACE uses a variety of instructional methods throughout the program. Methods may include:
- On-Campus Practical Instruction
- Discussion: Structured classroom learning to explore concepts and solutions.
- Question and Answer: Comprehension checks that promote participation and recall.
- Demonstration: Instructor-led modeling of correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated creativity and problem-solving.
- Interactive Lecture: Organized concept instruction with engagement checks.
- Individual Instruction: One-on-one coaching, commonly used during clinic/practical work.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.



- Worksheets/Independent Activities: Individual practice to support critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)

Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and allows instructors to track student progress and performance.

CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards
- Written responses (e.g., short answers/essays) as assigned
- Technology Requirements for Distance Education

Students participating in distance education must have access to the technology needed to complete coursework successfully.

Hardware

A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old

Headphones/earbuds for audio and video content

Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.

Software

Google Chrome web browser

Adobe Acrobat Reader

Adobe Digital Editions (if required for digital course materials)

Internet

A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures

Academic progress is measured using both qualitative (grades) and practical skill evaluation standards.

Academic Evaluation

Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation

Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If a performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met.



Students complete at least two (2) comprehensive practical skills evaluations during the program. Practical skills are evaluated according to the school's adopted procedures and criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards..

HAIR DESIGN DISTANCE EDUCATION PROGRAM OUTLINE

On Campus	DISTANT EDUCATION	SUBJECT/UNIT	On Campus	DISTANT EDUCATION	SUBJECT/UNIT
		4 Course Orientation and Curriculum Overview	45	10	Hair Service Preparation Draping & Client Protection Implements & Tools
FOUNDATIONS (General Education Units)					Haircutting Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
2	6	Life Skills			Hairstyling Implements & Tools Thermal Straightening & Styling Wet Hairstyling
		Professional Image	100	25	
8	5	Professional Ethics Professional Associations Public Relations			Braiding & Braid Extensions
18	6	Communicating for Success	55	20	Wigs & Hair Additions
8	10	The Healthy Professional		8	Chemical Texture Services Chemical Hair Relaxing Implements & Tools Permanent Waving
		Infection Control	17	8	Hair Coloring Implements & Tools
		Bacteriology Personal, Client & Salon Safety			Principles of Hair Design Implements & Tools
92	20	Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR	30	20	Hair Service Preparation Draping & Client Protection Implements & Tools
		Chemistry & Chemical Safety	60	25	Haircutting Barbering, Shaving, Mustache & Beard Design Clipper Cutting Scissor Cutting
10	15	Chemistry of Cosmetics	10	8	STATE BOARD & EMPLOYMENT PREP Licensing Rules & Regulations Preparation for state board written and practical examinations
10	15	Electricity & Electrical Safety			PREPARING FOR EMPLOYMENT Professionalism Resume Development Interview Preparation Job Search Skills
5	10	Career Planning Developing a Clientele	45	10	
5	10	On the Job			INSTRUCTOR DISCRETION To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
		The Beauty Business	100	25	
		Advertising			
5	12	Legal & Malpractice Liability Regulatory Agencies Tax Laws			
Cosmetology (Fundamental Education Units)			14	2	
2	8	History & Career Opportunities Hair Design			
10	15	General Anatomy & Physiology Human Immune System	20	10	
30	10	Hair & Scalp Properties Scalp Analysis			
5	10	Hair & Scalp Disorders & Diseases			
10	8	Principles of Hair Design Implements & Tools			



MASTER ESTHETICS PROGRAM OUTLINE (On Campus)

1200 Hours

Program Description

The Master Esthetics Program consists of 1200 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides advanced training in professional skin care and spa services, including (but not limited to) European facials, advanced skin treatments, facial and body waxing, chemical exfoliation/peels, advanced machines/modalities, spa manicures and advanced pedicures (as applicable), and laser/light-based procedures (as permitted by state scope of practice and school policy), along with the professional standards essential for success as a Master Esthetician.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality service for value received.
- Perform advanced esthetics skills, which may include advanced facials, microdermabrasion, advanced body waxing, advanced esthetics machines/modalities, chemical peeling, and laser/light-based procedures (as permitted by state scope of practice and school policy).
- Conduct advanced skin analysis and develop appropriate treatment plans and protocols to support the health and appearance of the skin.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within master esthetics and skin-related fields.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program, which may include:

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.



Course Grading and Evaluation Procedures

Academic progress is measured through theory (academic) evaluation and practical skill evaluation.

Academic Evaluation

Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation

Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met. Students complete at least two (2) comprehensive practical skills evaluations during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.



MASTER ESTHETICS PROGRAM OUTLINE

1200 Campus Hours

On Campus	SUBJECT/UNIT	On Campus	SUBJECT/UNIT
4	Course Orientation and Curriculum Overview	10	The Treatment Room
FOUNDATIONS (General Education Units)			
7	Life Skills	87	Facial & Body Treatments
	Professional Image	26.5	Facial Massage
7	Professional Ethics	13	Facial Devices & Technology
	Professional Associations	38.5	Hair Removal
	Public Relations	14	Makeup Essentials
17	Communicating for Success	55	Lash & Brows
81	The Healthy Professional	15	Manicuring Pedicuring
	Infection Control	24.5	Advanced Topics & Treatments
	Bacteriology		
	Personal, Client & Salon Safety		
165	Sanitation, Disinfection & Sterilization Methods & Procedures		
	First Aid		
	CPR		
13	Chemistry & Chemical Safety		
	Chemistry of Cosmetics		
	Electricity & Electrical Safety		
12	Electrical & Light Therapy		
	High Frequency, Galvanic & Heat Lamps		
12	Career Planning		
	Developing a Clientele		
12	On the Job		
	The Beauty Business		
	Advertising		
12	Legal & Malpractice Liability		
	Regulatory Agencies		
	Tax Laws		

BASIC ESTHETICS (Education Units)

7.5	History & Career Opportunities Esthetics
14	General Anatomy & Physiology Human Immune System
14	Physiology & Histology of the Skin
15	Disorders & Diseases of the Skin
39	Skin Analysis

ADVANCED ESTHETICS (Education Units)

6	Changes in Esthetics	7	The Esthetician's Role in Pre-and Post-Medical Treatments
10	Advanced Histology of the Cell and the Skin	15	Financial Business Skills
6	Hormones	15	Marketing
10	Anatomy and Physiology: Muscles and Nerves	10	State Board Exam Prep
9	Anatomy and Physiology: The Cardiovascular and Lymphatic Systems	8	State Board Practical Exam Prep
9	Chemistry and Biochemistry		
35	Laser, Light Energy, and Radiofrequency Therapy		
7	Wellness Management		
9	Advanced Skin Disorders: Skin in Distress		
15.5	Skin Typing and Aging Analysis		
41.5	Skin Care Products: Chemistry, Ingredients, and Selection		
7.5	Botanicals and Aromatherapy		
9	Ingredients and Products for Skin Issues		
10	Pharmacology for Estheticians		
71	Advanced Facial Techniques		
16	Advanced Skin Care Massage		
25.5	Advanced Facial Devices		
16.5	Advanced Hair Removal		
8.5	Advanced Makeup		
9.5	Spa Treatments		
9.5	Complementary Wellness Therapies		
9	Ayurveda and Treatments		
9	Working in a Medical Setting		
9	Medical Terminology		
8	Medical Intervention		
9	Plastic Surgery Procedures		



MASTER ESTHETICS DISTANT EDUCATION

1200 Hours

780 Practical on Campus

420 Remote/Distant Education

Program Description

The Master Esthetics Distance Education Program consists of 1200 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides advanced training in professional skin care and spa services, including (but not limited to) European facials, advanced skin treatments, facial and body waxing, chemical exfoliation/peels, advanced machines/modalities, spa manicures and advanced pedicures (as applicable), and laser/light-based procedures (as permitted by state scope of practice and school policy), along with the professional standards essential for success as a Master Esthetician.

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality service for value received.
- Perform advanced esthetics skills, which may include advanced facials, microdermabrasion, advanced body waxing, advanced esthetics machines/modalities, chemical peeling, and laser/light-based procedures (as permitted by state scope of practice and school policy).
- Conduct advanced skin analysis and develop appropriate treatment plans and protocols to support the health and appearance of the skin.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within master esthetics and skin-related fields.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program, which may include:

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.
- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.



- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)

Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and enables instructors to monitor student progress and performance.

CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Short-answer/essay prompts and fill-in-the-blank activities
- Educational videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards

Technology Requirements for Distance Education

Students participating in distance education must have access to the technology needed to complete coursework successfully.

Hardware

A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old
Headphones/earbuds for audio and video content

Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.

Software

Google Chrome web browser
Adobe Acrobat Reader
Adobe Digital Editions (if required for digital course materials)

Internet

A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures

Academic progress is measured through theory (academic) evaluation and practical skill evaluation.

Academic Evaluation

Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.



Practical Evaluation

Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met. Students complete at least two (2) comprehensive practical skills evaluations during the program.

Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.



MASTER ESTHETICS PROGRAM OUTLINE

1200 Hours

On Campus	Distance Education	SUBJECT/UNIT	On Campus	Distance Education	SUBJECT/UNIT
4		Course Orientation and Curriculum Overview	2	8	The Treatment Room
FOUNDATIONS (General Education Units)			80	7	Facial & Body Treatments
2	5	Life Skills	20	6.5	Facial Massage
		Professional Image	4	9	Facial Devices & Technology
2	5	Professional Ethics Professional Associations Public Relations	30	8.5	Hair Removal
12	5	Communicating for Success	2	12	Makeup Essentials
75	6	The Healthy Professional	50	5	Lash & Brows
		Infection Control	15		Manicuring Pedicuring
		Bacteriology Personal, Client & Salon Safety	15	9.5	Advanced Topics & Treatments
75	90	Sanitation, Disinfection & Sterilization Methods & Procedures First Aid CPR			
6	7	Chemistry & Chemical Safety Chemistry of Cosmetics			
6	6	Electricity & Electrical Safety Electrical & Light Therapy High Frequency, Galvanic & Heat Lamps			
6	6	Career Planning Developing a Clientele			
6	6	On the Job			
		The Beauty Business			
6	6	Advertising Legal & Malpractice Liability Regulatory Agencies Tax Laws			

BASIC ESTHETICS (Education Units)

2	5.5	History & Career Opportunities Esthetics
4	10	General Anatomy & Physiology Human Immune System
4	10	Physiology & Histology of the Skin
4	11	Disorders & Diseases of the Skin
30	9	Skin Analysis



ADVANCED ESTHETICS (Education Units)

On Campus	Distance Education	SUBJECT/UNIT	On Campus	Distance Education	SUBJECT/UNIT
	6	Changes in Esthetics	2	5	The Esthetician's Role in Pre-and Post-Medical Treatments
2	8	Advanced Histology of the Cell and the Skin	10	5	Financial Business Skills
2	6	Hormones	10	5	Marketing
4	6	Anatomy and Physiology: Muscles and Nerves		10	State Board Exam Prep
4	5	Anatomy and Physiology: The Cardiovascular and Lymphatic Systems	8		State Board Practical Exam Prep
4	5	Chemistry and Biochemistry			
30	5	Laser, Light Energy, and Radiofrequency Therapy			
2	5	Wellness Management			
4	5	Advanced Skin Disorders: Skin in Distress			
10	5.5	Skin Typing and Aging Analysis			
35	6.5	Skin Care Products: Chemistry, Ingredients, and Selection			
2	5.5	Botanicals and Aromatherapy			
4	5	Ingredients and Products for Skin Issues			
4	6	Pharmacology for Estheticians			
65	6	Advanced Facial Techniques			
10	6	Advanced Skin Care Massage			
18	7.5	Advanced Facial Devices			
10	6.5	Advanced Hair Removal			
2	6.5	Advanced Makeup			
4	5.5	Spa Treatments			
4	5.5	Complementary Wellness Therapies			
4	5	Ayurveda and Treatments			
4	5	Working in a Medical Setting			
4	5	Medical Terminology			
2	6	Medical Intervention			
2	7	Plastic Surgery Procedures			



LASH & BROW TECHNOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

270 Hours

162 Practical on Campus

108 Remote/Distant Education

Program Description

The Lash & Brow Technology Distance Education Program consists of 270 clock hours of instruction and is designed to prepare students to meet the requirements to sit for applicable state licensure examinations. The program provides training in lash and brow services, including (but not limited to):

- Classic lash extensions
- Volume lash extensions
- Lash lifts and tints
- Eyebrow shaping
- Brow lamination and tinting

Program Objectives

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate professionalism, personal integrity, self-confidence, and a positive attitude.
- Practice effective communication and client consultation skills.
- Understand employer–employee relationships and the importance of delivering quality services for value received.
- Perform entry-level lash and brow services, including classic and volume lash extensions, lash lifts and tints, brow shaping, brow lamination, and brow tinting, using proper sanitation, safety, and infection control procedures.
- Conduct client assessment and consultation to determine appropriate lash and brow service selection, mapping/design, product choice, and aftercare recommendations.
- Apply theory and technical knowledge to support safe practice, sound judgment, and correct procedures.
- Demonstrate awareness of current techniques, professional products, and career-development practices within the lash and brow industry.

Instructional Methods

RACE uses a variety of instructional methods throughout the educational program.

- Discussion: Organized classroom exploration of concepts and problem-solving.
- Question and Answer: Comprehension checks that encourage participation and recall.
- Demonstration: Instructor-led demonstrations modeling correct procedures and techniques.
- Cooperative Learning: Guided teamwork and peer mentoring.
- Brainstorming: Facilitated idea generation to support creativity and solutions.
- Interactive Lecture: Structured concept instruction with engagement opportunities.
- Individual Instruction: One-on-one coaching, commonly used during practical/clinic training.



- Class Presentations: Student presentations that build confidence and reinforce learning.
- Guest Speakers: Industry education and networking opportunities.
- Worksheets/Independent Activities: Individual practice supporting critical thinking.
- Role-Playing: Practice professional communication and common client scenarios.

Distance Education (Remote Learning)

Distance education students complete assigned theory and related learning through the Milady CIMA online learning platform. CIMA provides interactive, on-demand content and enables instructors to monitor student progress and performance.

CIMA learning activities may include:

- Digital textbook access for reading, note-taking, and research
- Reading assignments and focus questions
- Short-answer/essay prompts and fill-in-the-blank activities
- Educational videos and step-by-step protocols
- Knowledge checks, quizzes, and unit exams
- Study slides and flashcards

Technology Requirements for Distance Education

Hardware

A desktop/laptop computer or mobile device (smartphone/tablet) less than five (5) years old

Headphones/earbuds for audio and video content

Note: Chromebooks are not recommended and may not be compatible with all third-party education platforms.

Software

Google Chrome web browser

Adobe Acrobat Reader

Adobe Digital Editions (if required for digital course materials)

Internet

A stable internet connection is required. A minimum speed of 56K or greater is recommended.

Course Grading and Evaluation Procedures

Academic progress is measured through theory (academic) evaluation and practical skill evaluation.

Academic Evaluation

Students complete assigned academic learning and theory requirements. Academic learning is evaluated throughout the program and typically assessed after each unit of study.

Practical Evaluation

Practical assignments are evaluated as completed and are counted toward completion only when rated satisfactory by a qualified instructor. If performance does not meet satisfactory requirements, it will not be counted and must be repeated until standards are met.



Students complete at least two (2) comprehensive practical skills evaluations during the program. Practical skills are evaluated according to the school's adopted procedures and practical evaluation criteria. Students must make up missed or failed tests and incomplete assignments in accordance with school policy.

Grading Scale

90%–100% = A (Excellent)

80%–89% = B (Good)

70%–79% = C (Satisfactory)

60%–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Students must maintain a cumulative 70% (C average) in academics to meet satisfactory progress standards.



LASH & BROW TECHNOLOGY DISTANCE EDUCATION PROGRAM OUTLINE

270 Hour Program

On Campus	DISTANCE EDUCATION	SUBJECT/UNIT	On Campus	DISTANCE EDUCATION	SUBJECT/UNIT
4		Course Orientation and Curriculum Overview			
FOUNDATIONS (General Education Units)					
3	6	Eyelash Extension History and Careers Eyelash and brow industry Scope of practice for lash and brow technicians	42	15	Eyelash Extension Applications Client consultations Length and thickness selection Lash mapping Contraindications for lash application Applying temporary clutter or strip lashes Classic lash application Volume lash application Lash fill procedure Lash extension removal procedures Aftercare for lash extensions
4	12	Eye and Eyelash Anatomy and Physiology Understanding the eye, eyelash and brow anatomy and physiology Understand the structure of the eye Identify eyes and eyelid shapes Identify complimentary brow shapes Identify eyespacing Recognize the growth stages of brow and lash hair	35	9	Eyelash and Eyebrow Chemical Services Lash and brow chemical service options Contraindications to chemical services for lash and brows Chemical treatment aftercare Lash lift procedure Brow lamination procedure Lash tint procedure Brow tint procedure
4	9	Disorders, Diseases and Allergies of the Eye Area Importance of understanding disorders, diseases and allergies of the eye area Recognize diseases and disorders of the eye, eyelid, eyelash, and eyebrows Identify allergies and sensitivities related to the eyelash extensions	25	9	Brow Shaping and Arching Brow Mapping Waxing of the Eyebrows Hair removal through use of tweezers Facial Waxing
30	20	Client Safety and Infection Control Client Safety and Infection Control Effective disinfection of tools and work surfaces Exposure protocols to protect yourself and clients	3	8	Building and Eyelash and Brow Business How to build an eyelash business Professional image Business Ethics Production selections and retail sells Service pricing Marketing your business Social media best practices
4	10	Tools, Product and Ingredients Eyelash tools, products and ingredients Eyelash adhesive ingredients: Proper use and storage Implements, tools and equipment for lash and brow services Types of lash extensions Professional products used during an eyelash or eyebrow service	6	7	STATE BOARD & EMPLOYMENT PREP Licensing Rules & Regulations Preparation for state board written and practical examinations
			2	3	
					PREPARING FOR EMPLOYMENT



NAIL TECHNOLOGY PROGRAM OUTLINE

300 Hours

PROGRAM DESCRIPTION

The Nail Technology program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students potential and aids them in achieving their goals
- To increase the students understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development with the field of nail technology.

INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

- **Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required

to present. Builds confidence in students presenting and camaraderie with basic and advanced students.

- **Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

COURSE GRADING AND EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor, If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.



NAIL TECHNOLOGY PROGRAM OUTLINE

On Campus SUBJECT/UNIT

4 Course Orientation and Curriculum Overview

Nail Technology (General Education Units)

104 Artificial and Natural Nail Care

Natural Manicures/Pedicures

Care of the natural nail

Gel and Acrylic Sculptured Nail Enhancements

Massage

45 Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control

Safety and sanitation procedures to prevent injury and possible spread of disease

Sanitation, sterilization, and decontamination

Universal precautions and responsibilities of a salon professional

First Aid

40 Business of the Spa and Salon

Professional Image

Professional Ethics

Legal practices including: Malpractice liability, regulatory agencies and tax laws

Types of Ownership and Salon/Spa Operation

Business Records and Accounting

Selling Products and Services

Career Planning

Effective Communication

On Campus SUBJECT/UNIT

9 Introduction to Nail Technology

Course and Curriculum Overview

History of Nails

35 Nail Theory

Diseases and Disorders of the Nails and Skin

Implements, Tools and Equipment for Nail Technology

45 Science of Nails

Anatomy and Physiology of the Skin and Nail

Chemistry

Cosmetic Chemistry, Product Selection and Ingredients of Nail Products

Basics of Electricity

10 State Esthetic Examination Preparation and Review

Preparing for and passing Utah state board exams

8 Instructor Discretion

To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.



NAIL TECHNOLOGY DISTANT EDUCATION

300 Hours

180 Practical on Campus

120 Remote/Distant Education

PROGRAM DESCRIPTION

The Nail Technology Distant Education program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students potential and aids them in achieving their goals
- To increase the students understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development with the field of nail technology.

INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

PRACTICAL ON CAMPUS

- **Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.

- **Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

REMOTE/DISTANT EDUCATION

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

REMOTE LEARNING IT REQUIREMENTS

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

HARDWARE

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms. Headphones/earbuds for listening to audio or videos presented in the course.

SOFTWARE

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions

INTERNET

A stable internet connection of 56K or greater is recommended.

COURSE GRADING AND EVALUATION PROCEDURES



The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor, If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.



NAIL TECHNOLOGY DISTANT EDUCATION

On Campus	DISTANT EDUCATION	SUBJECT/UNIT	On Campus	DISTANT EDUCATION	SUBJECT/UNIT
	4	Course Orientation and Curriculum Overview			
Nail Technology (General Education Units)					
70	34	Artificial and Natural Nail Care Natural Manicures/Pedicures Care of the natural nail Gel and Acrylic Sculptured Nail Enhancements Massage	5	4	Introduction to Nail Technology Course and Curriculum Overview History of Nails
20	25	Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control Safety and sanitation procedures to prevent injury and possible spread of disease Sanitation, sterilization, and decontamination Universal precautions and responsibilities of a salon professional First Aid	20	15	Nail Theory Diseases and Disorders of the Nails and Skin Implements, Tools and Equipment for Nail Technology
20	20	Business of the Spa and Salon Professional Image Professional Ethics Legal practices including: Malpractice liability, regulatory agencies and tax laws Types of Ownership and Salon/Spa Operation Business Records and Accounting Selling Products and Services Career Planning Effective Communication	25	20	Science of Nails Anatomy and Physiology of the Skin and Nail Chemistry Cosmetic Chemistry, Product Selection and Ingredients of Nail Products Basics of Electricity State Esthetic Examination Preparation and Review Preparing for and passing Utah state board exams
			6	2	Instructor Discretion To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.



GRADUATION REQUIREMENTS

- In conjunction with the completion of all curriculum requirements, the student must pass a comprehensive written academic and practical final exam to include any applicable competencies required by the State licensure agency.
- Obtain all course clock hours. (Or contracted hours to equal, in combination with other school hours, applicable hours within the program of study.
- Fulfill all financial obligations to RACE, or have an approved payment plan in place.
- A student who meets all graduation requirements will receive a personalized certificate of Graduation.
- For those graduating from a program that incorporates Distance Education as a method of delivery: All transcripts or documents (official or unofficial) listing academic attainment received will identify the distance education component.

STATE TESTING

Each student is given materials and literature to aid in preparation for required Utah State Board examinations; however, RACE cannot guarantee the passing of the exam.

To receive a Utah state license, all students must pass the required state board exams.

RACE will aid the student in scheduling their applicable test dates. All fees related to state board testing and licensing are the students' direct responsibility.

STATE LICENSING

COSMETOLOGY & COSMETOLOGY DISTANT EDUCATION

Submit an "Official Verification Form" provided by RACE to confirm 1250 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC)

Cosmetology Theory and Practical Examinations

Complete and submit an online application for licensure

ASSOCIATED FEES

\$96.00 This fee is for each examination, whether written or practical

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$60.00 State licensing fee

HAIR DESIGN DISTANT EDUCATION

Submit an "Official Verification Form" provided by RACE to confirm 1000 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC)

Hair Design Theory and Practical Examinations

Complete and submit an online application for licensure

ASSOCIATED FEES

\$96.00 This fee is for each examination, whether written or practical

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$60.00 State licensing fee



MASTER ESTHETICS & MASTER ESTHETICS DISTANT EDUCATION Submit an “Official Verification Form” provided by RACE to confirm 1200 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Master Esthetics Theory and Practical Examinations

Complete and submit an online application for licensure

ASSOCIATED FEES

\$96.00 State written exam. \$98.00 State practical exam.

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$85.00 State licensing fee for Master Esthetics.

Lash & Brow Technology

Submit an “Official Verification Form” provided by RACE to confirm 270 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Eyelash and Brow Technology Theory and Practical Examinations

Complete and submit an online application for licensure

ASSOCIATED FEES

\$96.00 This fee is for each examination, whether written or practical

\$50.00 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$60.00 state licensing fee

NAIL TECHNOLOGY & NAIL TECHNOLOGY DISTANCE EDUCATION

Submit an “Official Verification Form” provided by RACE to confirm 300 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Nail Technology Theory and Practical Examinations

Complete and submit an online application for licensure

ASSOCIATED FEES

\$96.00 This fee is for each examination, whether written or practical

\$50 kit fee: refundable if the kit is returned with all supplies and in good condition.

\$60.00 State licensing fee for licensing.

STUDENT JOB PLACEMENT

RACE will assist students with future employment by providing networking opportunities for students with prominent salons and spas in the local area. RACE will provide students with a list of salons and spas seeking employment upon request. When notified, RACE will communicate notices of all job opportunities seeking qualified cosmetologists, estheticians, or nail technicians. RACE is not responsible or liable in any way to provide or guarantee student employment.

Campus

FACILITY

Our 12,800 square foot facility features four practical classrooms, a student study center, a breakroom, a skin spa, and a beautiful salon-inspired clinic floor.

CLINIC FLOOR

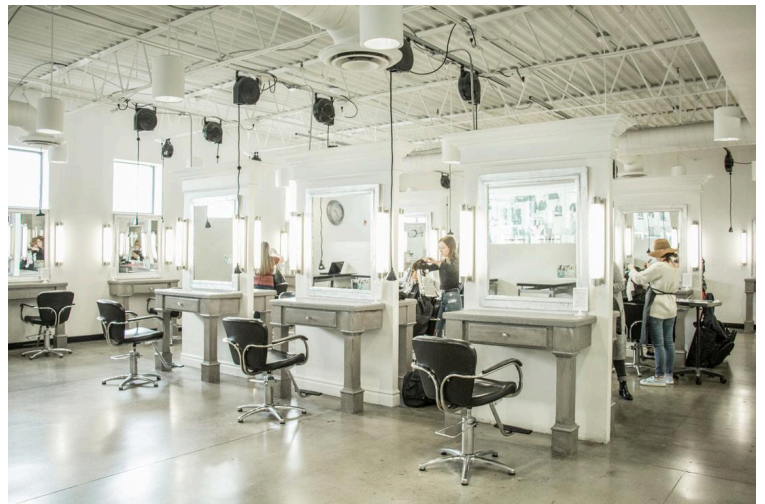
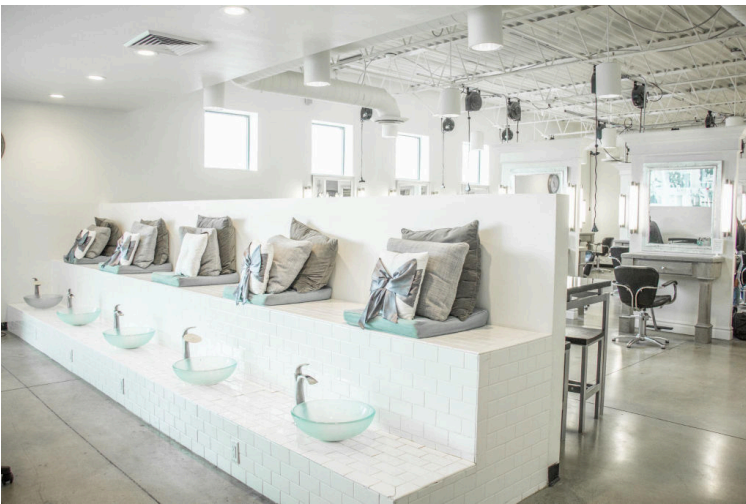
The clinic floor provides 20 working stations. Each station is complete with its own pull-down electrical unit and sleek leather hydraulic styling chair. As a student stylist, you will have the opportunity to perform a variety of guest services under the supervision of your education staff.

TREATMENT ROOMS

The clinic spa consists of 6 private fully-equipped spa rooms, a body treatment room for back treatments and full-body wraps as well as a room dedicated to laser hair removal.

CLASSROOMS

6 learning classrooms are equipped with state-of-the-art audio and visual equipment to enhance the learner's overall experience. Flat screens are available in each classroom for educational DVDs, slides, and interactive PowerPoint presentations.



Academic Calendar

<p>COSMETOLOGY, MASTER ESTHETICS</p> <p>Winter Monday, January 12, 2026</p> <p>Spring Monday, March 9, 2026 Monday, April 20, 2026</p> <p>Summer Monday, June 8, 2026 Monday, August 17, 2026</p> <p>Fall Monday, September 28, 2026 Monday, November 9, 2026</p>	<p>HAIR DESIGN</p> <p>Winter Monday, January 26, 2026</p> <p>Spring Monday, March 23, 2026 Monday, May 4, 2026</p> <p>Summer Monday, June 22, 2026 Monday, August 31, 2026</p> <p>Fall Monday, October 12, 2026 Monday, November 30, 2026</p>
<p>NAIL TECHNOLOGY (Day: 9:00-1:00 & Night: 4:00-8:00) LASH & BROWS (Night: 4:00-9:00)</p> <p>Winter Tuesday, January 13, 2026</p> <p>Spring Tuesday, March 10, 2026 Tuesday, April 21, 2026</p> <p>Summer Tuesday, June 9, 2026 Tuesday, August 18, 2026</p> <p>Fall Tuesday, September 29, 2026 Tuesday, November 10, 2026</p>	<p>2026 HOLIDAYS & SCHOOL CLOSURES</p> <p>Monday 2/16 President's Days Saturday 4/4-Monday 4/6 Easter Monday 5/25 Memorial Day</p> <p>Saturday, July 4th Independence Day</p> <p>Friday, July 24th Pioneer Day Monday 9/7 Labor Day Thursday, 11/25-11/29 Thanksgiving</p> <p>Thursday, 12/21-1/3 Christmas Eve, New Years</p>



Administration & Staff



ADMINISTRATION

- Jay Taylor Owner
- Therese Taylor CEO/Owner
- Mandy Humphrey School Director
- Erika Blanchard Admissions Coordinator
- Therese Lauritzen Federal Student Aid Coordinator
- Emily Shurtleff Student Accounts & Campus Admissions

Operational Administration

- Ali Hair Clinic Coordinator

EDUCATIONAL ADMINISTRATION

- Hailey Howton Student Engagement Coordinator
- Liesje Summers Campus Adviser
- Sonya Berry Nail Technology Campus Adviser & GE Coordinator
- Natalie Seiler Student Hour Engagement
- Janelle Groneman Nail Technology Admissions, Advisement & Student Hour Engagement

EDUCATIONAL LEADERSHIP

- Kimmi Budding Cosmetology & Hair Design GE Coordinator
- Tawny Cieslak Esthetics GE Coordinator

Academic Progress

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

OVERVIEW

This Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at RACE. Students receive a copy of this policy prior to enrollment and are evaluated at established intervals to ensure they are progressing toward program completion. This policy is designed to comply with NACCAS requirements and applicable federal (Title IV) regulations.

SAP measures progress using:

Quantitative standards (attendance/pace), and
Qualitative standards (academic grades),
both evaluated on a cumulative basis.

Students will be notified in writing when an evaluation result impacts eligibility for Title IV funding.

EVALUATION PERIODS (BY PROGRAM)

Student progress is evaluated at the end of each established evaluation period based on the student's actual hours attended.

Cosmetology (1250 hours): 450 hours and 900 hours
Hair Design (1000 hours): 450 hours and 900 hours
Master Esthetics (1200 hours): 450 hours and 900 hours
Lash & Brow Technology (270 hours): 135 hours
Nail Technology (300 hours): 150 hours

Transfer Students

Transfer students are evaluated at the earlier of (1) the midpoint of the contracted hours, or (2) the next scheduled evaluation period. The evaluation schedule ensures students have at least one evaluation by midpoint in the program.

QUANTITATIVE STANDARD (ATTENDANCE / PACE)

Students must maintain a minimum cumulative attendance/pace of 67% to be considered making satisfactory progress.

$\text{Cumulative Attendance/Pace \%} = (\text{Total Hours Attended}) \div (\text{Total Hours Scheduled/Contracted})$

At each evaluation point, RACE confirms the student's cumulative rate is at least 67%, indicating the student can complete the program within the maximum time frame if the same attendance rate continues.



MAXIMUM TIME FRAME

The maximum time frame for completion is 150% of the published program length (clock hours), expressed in calendar time based on the student's contracted schedule.

Maximum Allowable Hours (150%)

Cosmetology (1250 hours): 1875 hours

Hair Design (1000 hours): 1500 hours

Master Esthetics (1200 hours): 1800 hours

Lash & Brow Technology (270 hours): 405 hours

Nail Technology (300 hours): 450 hours

Students who exceed the maximum time frame may be terminated from enrollment. A student may apply to re-enroll on a cash-pay basis only, subject to school approval and any applicable policies.

QUALITATIVE STANDARD (ACADEMIC)

Students must maintain a cumulative academic average of 70% (C) or higher.

Grading Scale:

90–100% = A (Excellent)

80–89% = B (Good)

70–79% = C (Satisfactory)

60–69% = D (Unsatisfactory)

Below 60% = F (Failing)

Academic learning is evaluated throughout the program. Practical work is counted toward completion only when rated "satisfactory" by a qualified instructor. Students must complete at least two comprehensive practical skills evaluations during the program. Upon completion of all curriculum requirements, students must pass a comprehensive written academic final and a practical final, including any competencies required by the state licensing agency prior to graduation.

SAP STATUS AND NOTIFICATION

Students meeting minimum requirements for both quantitative and qualitative standards at the evaluation point are considered making SAP until the next scheduled evaluation. Students are provided a copy of their SAP evaluation results.

WARNING (TITLE IV)

A student who fails to meet SAP standards may be placed on Warning for the next evaluation period and may remain eligible for Title IV funds during the Warning period. The student will receive written notice describing requirements to regain SAP by the next evaluation.

PROBATION AND APPEAL (TITLE IV)

If a student does not meet SAP standards after a Warning period, the student may be ineligible for Title IV funds. If the school permits appeals, the student may submit a written appeal based on mitigating



circumstances and documentation. If an appeal is approved, the student may be placed on Probation for one evaluation period and may be required to follow an Academic Plan.

RE-ESTABLISHMENT OF SAP

A student may re-establish SAP (and Title IV eligibility, if applicable) by meeting minimum attendance/pace and academic standards by the end of the Warning or Probation period (as applicable). If Title IV eligibility is lost, it may also be regained by meeting SAP standards at a future evaluation point in accordance with this policy.

INTERRUPTIONS / LEAVE OF ABSENCE (LOA) / WITHDRAWALS

If enrollment is temporarily interrupted due to an approved Leave of Absence, the student returns in the same SAP status held prior to the LOA. Days elapsed during an LOA extend the student's contract period and maximum time frame by the same number of days taken and are not included in the cumulative attendance/pace calculation. Students who withdraw and later re-enroll return to the SAP status held at the time of withdrawal.

NONCREDIT / REMEDIAL COURSES / REPETITIONS

Noncredit and remedial courses do not apply at this institution. Repetitions do not apply as separate coursework; however, unsatisfactory practical performances must be repeated until satisfactory for completion credit.

TRANSFER CREDITS

Accepted transfer hours are counted as both attempted and earned hours for purposes of SAP and are included when determining the student's remaining allowable hours within the maximum time frame.

Student Access & Privacy

Student Access to Education Records (FERPA)

Renaissance Academie Cosmetology & Esthetics ("RACE") complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that protects the privacy of student education records for schools that receive funds under applicable U.S. Department of Education programs.

FERPA Rights

FERPA gives parents certain rights regarding their child's education records. These rights transfer to the student when the student turns 18 or attends a postsecondary institution at any age. The student then becomes an "eligible student."



Eligible students have the right to:

Inspect and review their education records maintained by RACE.

- Request an amendment to records they believe are inaccurate, misleading, or otherwise in violation of privacy rights.
- Consent to disclosures of personally identifiable information from education records, except where FERPA permits disclosure without consent.
- File a complaint with the U.S. Department of Education regarding an alleged FERPA violation.

How to Request Access to Records

Students (and parents/guardians when permitted under FERPA—see “Parent/Guardian Access” below) may request access to education records by submitting a written request to RACE identifying the record(s) requested.

RACE will provide access to inspect and review requested records within a reasonable period of time, but not more than 45 days from receipt of the written request.

If an eligible student (or authorized parent/guardian) is unable to review records on campus due to distance, RACE may provide copies of records, as permitted by FERPA and school policy.

Request to Correct (Amend) Records

Eligible students (and parents/guardians of non-eligible students) may request that RACE correct records believed to be inaccurate or misleading. If RACE decides not to amend the record, the requester may request a formal hearing. If, after the hearing, RACE still declines to amend the record, the requester may submit a written statement to be maintained with the record explaining their view of the contested information.

Parent/Guardian Access (Postsecondary Students)

Because RACE is a postsecondary institution, FERPA rights generally belong to the eligible student. However, FERPA permits RACE to disclose education records to parents/guardians without the student’s consent if the student is a dependent for federal tax purposes (IRS dependency rules).

RACE may request documentation of dependency (for example, a copy of the applicable portion of a parent/guardian tax return or other acceptable documentation) before releasing records.

Disclosures Without Consent (FERPA Exceptions)

FERPA permits RACE to disclose education records without written consent under certain conditions, including disclosures to:

- School officials with a legitimate educational interest
- Officials of another school where the student seeks or intends to enroll
- Authorized representatives for audit or evaluation of education programs
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies on behalf of RACE
- Accrediting organizations
- Appropriate parties to comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state law
- Record of Disclosures



RACE maintains a record of requests for access and disclosures of personally identifiable information from education records as required by FERPA.

Directory Information and Opt-Out

RACE may designate certain information as “directory information” and may disclose it without consent unless the eligible student (or parent/guardian, when applicable) submits a written request to opt out within the timeframe provided by the school.

RACE’s directory information may include items such as: student name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. RACE provides notice of directory information and allows students 30 days from their start date to submit a written request that RACE not disclose directory information.

Filing a FERPA Complaint

A complaint may be filed with:

U.S. Department of Education, Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520
Email: FERPA.Complaints@ed.gov

Student Privacy and Information Protection Notice

RACE is committed to protecting the privacy and security of students’ personal information. This notice explains how we collect, use, store, and share student information, and the rights students have under FERPA and other applicable laws.

1. Information We May Collect

- RACE may collect information such as:
- Full name, contact information, and date of birth
- Social Security number or other government-issued identification (when required)
- Academic records (grades, attendance, progress reports)
- Financial aid records and payment information
- Health-related information only when needed for enrollment requirements, clinic safety, or accommodations (as applicable)

2. How We Use Student Information

- RACE uses student information to:
- Support education and training
- Administer financial aid, scholarships, and billing
- Maintain accurate academic and attendance records



- Comply with federal and state requirements, accreditation standards, and licensing-related requirements
- Support safety in school and clinic settings

3. How We Protect Student Information

RACE uses reasonable administrative, technical, and physical safeguards to protect student information, which may include:

- Secure digital systems and password protection
- Limited access to records by authorized staff with a legitimate educational interest
- Staff training on privacy and data protection
- Physical safeguards for paper records

4. When We May Share Student Information

RACE does not sell student information. We may share information only when:

- Required or permitted by law, accreditation standards, or licensing-related requirements
- Necessary to work with trusted service providers (for example, financial aid processing or required reporting)
- The student provides written consent (when required)
- A health or safety concern requires appropriate disclosure as permitted by law

5. Student Rights

Students have the right to:

- Review their education records
- Request corrections to inaccurate information
- Limit disclosure of directory information (by submitting an opt-out request)
- File a complaint with the U.S. Department of Education if they believe FERPA rights have been violated
- To request access to records or ask questions, please contact the School Director.

6. Data Breach Notification

If RACE experiences a data breach involving student personal information, affected individuals will be notified as required by applicable federal and state laws. RACE will provide information about what occurred, what steps have been taken, and resources to help protect against misuse.

Questions or Concerns

Privacy & Information Security Contact:

Mandy Humphrey

mandy@race.edu

Grievance Policy

In accordance with RACE's mission, the school will make every reasonable effort to resolve student complaints promptly, fairly, and in good faith. Complaint procedures are reviewed during new student orientation to ensure students understand how to submit a concern at any time.

RACE maintains documentation of complaints and their final resolution in school files to help identify the frequency, nature, and patterns of complaints and to support continuous improvement.

Non-Retaliation

RACE prohibits retaliation against any student who submits a complaint or participates in a complaint review process.

Steps to File a Complaint

Step 1: Submit the Complaint in Writing

The student must submit the complaint in writing on the school's designated complaint form within 60 days of the event or action that is the subject of the complaint.

The completed complaint form must be submitted to the School Director.

Step 2: School Review and Written Response

School management will review the complaint and provide a written response within 30 days of receiving the complaint.

The initial response may or may not include final resolution. If additional investigation is needed, the student will be notified of the steps being taken and/or the expected next actions.

Step 3: Investigation (If Needed)

Depending on the nature of the complaint, RACE may conduct interviews with relevant staff and/or students and review related documentation to reach a resolution.

Step 4: Informal Hearing (If Necessary)

In cases involving significant conflict or unresolved issues, RACE may conduct an informal hearing.

A hearing committee may be appointed consisting of:

One member selected by the school who has had no involvement in the dispute (may be a corporate officer);

One member who is not related to the student filing the complaint (may be a student); and

One member who is not employed by the school and is not related to the school owners.

The hearing will occur within 90 days of committee appointment.

The hearing will be informal. The student will present their concerns, followed by the school's response.

Committee members may ask questions of all involved parties.



Within 15 days of the hearing, the committee will prepare a written report summarizing relevant testimony and providing a recommended resolution.

School management/corporate management will review the report and may accept, reject, or modify the recommendations.

Step 5: External Referral (When Applicable)

If the complaint is not within the school's authority to resolve, or if another agency has jurisdiction, the school may refer the complaint to the appropriate outside agency (as applicable).

Escalation Outside the School (After Internal Process)

Students must exhaust RACE's internal complaint process before submitting a complaint to the school's accrediting agency. NACCAS requires that student complainants show the school's internal process has been followed before NACCAS will review the complaint.

Accrediting Agency Contact (NACCAS)

If a student believes the matter remains unresolved after completing the school's internal process, the student may contact:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA 22314

Phone: (703) 600-7600

Utah Complaint Contacts (Consumer/Regulatory)

Federal consumer-information rules also require schools to provide contact information for filing complaints with the accreditor and appropriate state entities.

Common Utah contacts include:

Utah Division of Consumer Protection (DCP) – (postsecondary school/consumer complaints)

Website: dcp.utah.gov (complaints portal available)

Utah Division of Professional Licensing (DOPL) – (occupational/professional licensing-related concerns)

Website: commerce.utah.gov/dopl/file-a-complaint/

Phone: (801) 530-6628 | Email: dopl@utah.gov

Withdrawal & Refund

Withdrawal & Refund Policy

For applicants who cancel enrollment, or students who withdraw or are terminated from enrollment, RACE will apply a fair and equitable settlement. This policy applies to all terminations for any reason, by either party, including student decision, course/program cancellation, or school closure. Any monies due to the applicant/student will be refunded within 45 days of the official cancellation or withdrawal date.

1. Official Cancellation / Withdrawal Date

An official cancellation or withdrawal occurs on the earliest of the following:

- Applicant is not accepted by the school → the applicant is entitled to a refund of all monies paid.
- Student cancel in writing within three (3) business days of signing the enrollment agreement → all monies collected are refunded, whether or not the student started classes.
- Student cancels after three (3) business days of signing the enrollment agreement but before starting classes → refund of all monies paid less the \$75 application fee.
- Student provides written notice of withdrawal to the institution.
- Student on an approved Leave of Absence (LOA) notifies the school they will not return → withdrawal date is the earlier of the LOA expiration date or the date the student notifies the school they will not return.
- Student is terminated/expelled by the school. (RACE also identifies unofficial withdrawals by monitoring attendance and determining when a student has ceased attendance.)
- Written notice date: For items (2)–(5), the cancellation/withdrawal date is determined by the postmark on the written notification or the date the notification is hand-delivered to school administration.

2. Refunds Prior to Starting Classes

- Not accepted: 100% refund of monies paid.
- Cancel within 3 business days of signing: 100% refund of monies paid.
- Cancel after 3 business days but before start date: 100% refund of monies paid minus \$75 application fee.

3. Refunds After Starting Classes (Tuition Adjustment Schedule)

For students who start classes and then withdraw/terminate before completion (after three business days of signing), RACE applies the following minimum tuition adjustment schedule. This schedule is based on scheduled hours.



Percentage of enrollment (scheduled hours completed ÷ total scheduled program hours) → Tuition RACE may retain

% of scheduled hours	Tuition retained
0.01% – 4.9%	20%
5% – 9.9%	30%
10% – 14.9%	40%
15% – 24.9%	45%
25% – 49.9%	70%
50% or more	100%

This schedule aligns with the NACCAS minimum tuition adjustment guidelines commonly used in accredited institution catalogs.

Refund calculation basis: Refunds are calculated using the student’s last date of attendance (LDA). For unofficial withdrawals, refunds are issued within 45 days of the school’s determination that the student withdrew (whether official or unofficial).

Mitigating circumstances: In cases of disabling illness or injury, death in the student’s immediate family, or other documented mitigating circumstances, RACE may make a reasonable and fair refund settlement.

4. Fees, Charges, and School Property

A \$125 cancellation/termination fee is assessed for students who withdraw or are terminated after starting training. (This is within common NACCAS guidance for administrative fees not to exceed \$150.)

This refund policy applies to tuition and fees identified in the enrollment agreement and catalog.

Miscellaneous charges (for example: additional supplies, books, products, or unreturned school property) are calculated separately at the time of withdrawal and may reduce any refund due or create a balance owed.

5. Course Cancellation / School Closure / Teach-Out

- If the school is permanently closed after instruction has begun: RACE will provide a pro-rata refund or offer completion through a prearranged Teach-Out Agreement with another institution.
- If a course/program is canceled after enrollment but before instruction begins: RACE will provide a full refund of all monies paid or offer completion at a later time.
- If a course/program is canceled after instruction begins: RACE will provide a pro-rata refund for students transferring based on hours accepted by the receiving school, or provide completion of the course, or participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

6. Financial Obligations and Collections

- Student hours, supplies, and/or equipment will not be released until the student satisfies all financial obligations to RACE or has an approved payment arrangement in place. When a student graduates, withdraws, or is terminated, any remaining balance becomes due immediately.



- Past-due balances may accrue interest at 1.5% per month and may be referred to collections. The student may be responsible for reasonable collection costs and attorney fees as permitted by law.
- If promissory notes or contracts are sold or assigned to a third party, the third party must comply with the school's cancellation and settlement policy.

7. Return of Title IV Funds (Federal Financial Aid Recipients)

If a Title IV (federal aid) recipient withdraws prior to completing the payment period/period of enrollment, RACE will complete the Return of Title IV Funds (R2T4) calculation as required by federal regulation.

Unearned Title IV funds the school is responsible to return are returned within 45 days of the date the school determined the student withdrew.

Order of return (federal requirement):

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Direct PLUS (received on behalf of the student)
4. Then remaining unearned grant funds are returned in the order required by regulation (e.g., Pell, etc.).

After all required Title IV returns are made, this institutional refund policy is applied to determine the amount earned by the school and any remaining balance owed by the student (or any refund due).

8. Additional Fees

Programs are scheduled for completion within an established contract period. If a student does not graduate within the contract period (including any published grace period), additional training may be billed at \$10 per hour, subject to the school's maximum time frame policies.

Students may also be assessed a \$50 fee for each scheduled mandatory clinic shift that is not completed and not made up prior to graduation, as applicable.

9. Termination Policy

RACE may terminate a student's enrollment for reasons including (but not limited to):

Immoral, illegal, or improper conduct;

- Non-compliance with educational requirements, student guidelines, school policies, or the enrollment agreement.
- If termination occurs after training begins, the student may be assessed the \$125 termination fee described above.

10. Policy Updates and Refund Appeals

These policies are subject to change as permitted by law and accreditation standards. A student may appeal a refund calculation by submitting all relevant facts and documentation in writing within 10 days of termination to Academie Administration. A final determination will be made within 30 days. All decisions are final.

Leave of Absence

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is not in attendance but is expected to return. An LOA is not required for institutionally scheduled breaks (such as scheduled school closures/holidays); however, a scheduled break may occur during an LOA and will be counted as LOA time.

For Title IV (Federal Student Aid) recipients, an LOA must meet specific conditions under federal regulations to be treated as a temporary interruption. If an LOA does not meet the requirements of 34 CFR 668.22(d), the student is considered to have ceased attendance/withdrawn, and the school must complete required withdrawal and closeout procedures.

Reasons an LOA May Be Requested

- Extenuating circumstances may require a temporary leave from enrollment. Examples may include:
- Debilitating medical condition
- Death, severe injury, or critical illness of an immediate family member (including spouse/child)
- Military obligations (e.g., reserve activation)
- Divorce or marital estrangement

Students may be asked to provide supporting documentation related to the LOA request.

- How to Request an LOA
- To request an LOA, students must:
- Submit a written request in advance using the school's approved LOA request form; and
- Include the reason for the LOA (as applicable), any supporting documentation, and the student's signature.
- Unforeseen circumstances: If a student is unable to request an LOA in advance due to unforeseen circumstances, RACE may grant the LOA if:
- The school documents the reason for approving the LOA without advance notice in the student's file;
- The student completes the LOA request form as soon as reasonably possible (with documentation, if applicable); and

The LOA start date is the first date the student was unable to attend.

LOA requests are reviewed by RACE administration. LOAs may be approved when there is an adequate reason and it is reasonable to expect the student will return at the end of the approved LOA period.

LOA Limits and Charges



- An LOA is approved for a specific period of time.
- The total number of LOA days, when combined with all other approved LOAs, may not exceed 180 days in any 12-month period. The 12-month period begins on the first day of the student's initial LOA.
- Students on an approved LOA will not be assessed additional institutional charges solely as a result of taking an LOA.
- Effect on Enrollment Status, Contract Time, and SAP
- A student granted an LOA that meets the requirements of this policy is not considered withdrawn, and no institutional refund calculation is required at the time the LOA begins.
- The approved LOA period is excluded from the student's maximum time frame for completion. The student's enrollment contract/graduation date will be extended by the same number of calendar days as the approved LOA.
- A dated addendum reflecting the updated graduation date will be generated and must be signed by both the student and the school.
- The student returns in the same Satisfactory Academic Progress (SAP) status held prior to the LOA.

Financial Aid Considerations (Title IV)

A student may not receive additional Title IV disbursements while on an LOA. The student must return and meet applicable requirements before further aid can be disbursed.

If a student fails to return from an LOA, it may affect federal loan status, including the possible use or expiration of a loan grace period. Students should contact the Financial Aid Office before requesting an LOA to understand potential impacts.

Failure to Return / Unapproved LOA

If a student takes an unapproved LOA or does not return by the expiration date of an approved LOA, the student will be treated as withdrawn. If the student does not resume attendance at or before the end of an LOA that meets federal requirements, the school must treat the student as a withdrawal consistent with federal rules. For refund/withdrawal purposes in a failure-to-return situation, the student's withdrawal date is generally the student's last date of attendance (typically the date the LOA began).

If you paste your LOA request form (or list the fields on it), I can align this wording exactly to the form (submission method, who receives it, documentation language, and signature requirements) so everything matches cleanly for catalog review.

General Information

Attendance Policy

Communicating Attendance

If a student will be **tardy** and unable to clock in at their scheduled start time, the student must notify the Front Desk **no later than 9:00 AM** (unless an extenuating circumstance occurs). Attendance communication must be sent directly to the Front Desk through the front.desk Teams chat.

Attendance communication should include:

- Student name and program
- The reason for the tardy/absence (as applicable)
- **Estimated time of arrival**

Students are expected to arrive by the time provided. If a student does not arrive as communicated, the student's clock may be closed for the day in accordance with school policy.

Departing Campus

Students who need to leave **before the end of their scheduled hours** must:

1. Obtain approval from their direct leader; and
2. Notify the Front Desk **prior to clocking out and departing campus**.

Make-Up Work and Make-Up Hours

Make-up academic work: Students may submit missed work or assignments after established due dates; however, late work may be capped at a maximum earned credit of **80%**.

Make-up attendance hours: Students may make up missed hours by attending outside their regularly scheduled hours, when permitted. All make-up attendance must be **approved in advance through the Front Desk**.

Dress Code

Dress Code Standards: Cosmetology, Hair Design, Lash & Brow Technology, Nail Technology

(Applies to on-campus attendance and any required in-person or live instructional sessions for distance education programs.)



Standard: Business Professional

When dressing for school, students should wear clothing appropriate for a professional business environment. Clothing that reveals excessive cleavage, chest, stomach, underarms, underwear, or is otherwise not appropriate for a professional setting is not permitted.

Requirements

1. Arrive with hair and makeup in place and ready for the day (as applicable to program standards).
2. Denim/jeans may be worn if they are in good condition and free of excessive holes or distressing.
3. Leggings or tight-fitting pants must be worn with appropriate coverage (e.g., longer top/tunic).
4. Skirts and dresses must be no more than three (3) finger-widths above the knee.
5. Shirts must have straps at least one (1) inch wide.
6. Clothing with words, terms, or images that may be offensive to students, staff, or guests is not permitted.
7. **Not permitted:** shorts, loungewear, athletic wear, sweatpants/sweatshirts, gym shorts, beanies, or ball caps.

Dress Code Standards: Master Esthetics

(Applies to on-campus attendance and any required in-person or live instructional sessions for distance education programs.)

Standard: Medical Professional

Requirements

1. Arrive with hair and makeup in place and ready for the day (as applicable to program standards).
2. Pants must be **black**, provide full coverage, and have no sheer cutouts.
3. A **black medical scrub top** is required (style may be chosen by the student).
4. Closed-toed, clean, professional shoes are required.
5. **Not permitted:** loungewear, shorts, skirts, beanies, ball caps, or slide sandals.

RACE Campus Code of Conduct

The Student Code of Conduct outlines behavioral expectations and supports an environment conducive to learning, safety, professionalism, and student success. Students are responsible for the consequences of their actions. Failure to meet these expectations may result in loss of privileges, fees/penalties, corrective action, or disciplinary action up to and including termination, consistent with school policy.



Core Expectations

Be Accountable

- Take responsibility for decisions, actions, and responsibilities. Accountability builds trust and supports a strong learning community.

Be Considerate

- Be mindful of how your actions impact clients, classmates, staff, and the campus environment.

Be Inclusive

- RACE is committed to a welcoming and supportive environment. We respect and value individuals of all backgrounds and identities. This includes, but is not limited to: sexual orientation, gender identity/expression, race, ethnicity, culture, national origin, socioeconomic class, education level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be Respectful

- Disagreement is not an excuse for disrespect. Respect includes appropriate language, tone, privacy, physical space, property, and differing viewpoints.

Choose Words Carefully

- Always communicate professionally. Harassment, exclusionary behavior, and personal attacks are not acceptable.

Community Standards

- **No cross-talking:** Do not engage in negative conversations about others (students, staff, or guests) when they are not present. If you have a concern, address it directly with the appropriate person or leader.
- **No rallying:** Do not recruit others into conflict or create "us vs. them" dynamics. Bring concerns to the appropriate source for resolution.

Behavior Not Tolerated

The following behaviors are prohibited and may result in disciplinary action:

- Threats of violence or intimidation
- Insubordination
- Discriminatory jokes or language
- Sharing sexually explicit or violent material (in person or electronically)
- Personal insults (including racist or sexist terms)



- Unwelcome sexual attention
- Encouraging or advocating for prohibited behavior

Notice of Non-Discrimination, Sexual Harassment Policies, and Grievance Procedures

Policy Statement

Renaissance Academie Cosmetology & Esthetics (“RACE”) is committed to maintaining an environment for students, faculty, administrators, staff, and visitors that is free from discrimination and harassment, including sexual harassment. RACE prohibits retaliation against any individual who reports concerns, participates in an investigation, or otherwise engages in a protected grievance process.

RACE does not discriminate on the basis of sex in its education programs or activities, including admissions. RACE also prohibits discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. Questions about these policies may be directed to the Title IX Coordinator.

Title IX Coordinator / Non-Discrimination Contact

Mandy Humphrey, Director / Title IX Coordinator

1460 N Moonriver Dr., Provo, UT 84604

Phone: (801) 373-2887

Email: mandy@race.edu

Office for Civil Rights (OCR)

Inquiries or complaints regarding Title IX or other federal civil rights laws may also be directed to the U.S. Department of Education, Office for Civil Rights:

OCR – Denver Office (serving Utah)

Cesar E. Chavez Memorial Building

1244 Speer Blvd., Suite 310

Denver, CO 80204-3582

Phone: (303) 844-5695 | Fax: (303) 844-4303

Email: OCR.Denver@ed.gov

Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to RACE’s Title IX Coordinator or a designated school official. Designated officials include the CEO, Education Director, Admissions Director, and Federal Aid Director.

When RACE has actual knowledge of alleged sexual harassment in an education program or activity, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures,



consider the complainant's wishes, explain how to request supportive measures (with or without filing a formal complaint), and explain the process for filing a formal complaint.

Formal complaints: A formal complaint must be in writing, signed by the complainant or the Title IX Coordinator, allege sexual harassment against a respondent, and request an investigation. A formal complaint form may be obtained from the Title IX Coordinator, although a specific form is not required if the written complaint contains the required elements.

RACE will respond to and resolve formal complaints using the procedures described in the school's Sexual Harassment Policies & Grievance Procedures. Depending on the circumstances and as permitted by policy/law, the resolution process may include investigation, an opportunity for informal resolution when appropriate, a determination process, and appeal rights as outlined in the policy.

State Licensure Reciprocity Disclosure

RACE provides programs designed to meet the **minimum curriculum requirements for professional licensure in the State of Utah**. For licensure requirements outside Utah, RACE has **not made a determination** regarding whether its programs meet other states' educational and licensure requirements. Students who plan to seek licensure in another state are strongly encouraged to contact the licensing agency in that state to confirm requirements before enrolling.

RACE does not provide training or supervised activities out of state. All programs offered by RACE are intended to lead to professional licensure in Utah. RACE makes licensure information available to students and applicants and provides required disclosures consistent with applicable federal rules for professional licensure disclosures.

For questions about Utah licensing requirements, students may contact:

Utah Division of Professional Licensing (DOPL) – Cosmetology

Phone: (801) 530-6628 | Email: dopl@utah.gov

Transferability disclosure: RACE does not guarantee that hours/credits earned will transfer to another institution. (See the school's Transfer Policy.)