

CATALOGUE

2021 - 2022

Cosmetic Therapy Training
Center

1918 Bethel Rd
Columbus, OH 43220
614.457.2937

State Registration Number
10-11-1950T

Revised 11/05/2020

Student Catalogue Table of Contents

300 Hour Rule	Page 7-8
Absentee Policy	Page 13
Academic Probation	Page 13
Additional Hours	Page 17
Admissions Requirements	Page 6
Appeals	Page 17
Attendance	Page 13
Call In Policy	Page 14
Class Schedule (2019/2020)	Page 7
Complaint or Grievance Procedure	Page 18
Course Duration	Page 8
CTTC Classes	Page 10
Early Release	Page 15
Enrollment Policy	Page 6
Governing Body and Faculty Members	Page 5
Grading Scale	Page 6
Grading System	Page 5
Graduation, Licensure and Job Placement	Page 17
Graduation Requirements	Page 17
Granting of Credit for Previous Education	Page 13
Health and Vision Certificates	Page 11
Instructional Topics and Hours	Page 9
Instructional Topics and Sequence of Classes	Page 9
Late Arrival	Page 14
Licensing Requirements	Page 17
Major Standard Violation	Page 13
Make Up Work	Page 17
Mission Statement	Page 4
No Call/ No Show Policy	Page 14
Notice of Expected Absence	Page 15
Objectives	Page 8
Philosophy	Page 4
Policies and Standards	Page 11-12
Program Purpose	Page 8
Record Retention Policy	Page 18
Refund Policy	Page 19
Sexual Harassment Policy	Page 19-20
Space, Facility and Equipment	Page 4
Standards	Page 11-12
Standard Violations	Page 12
State of Ohio License Requirements	Page 3
Student Leave of Absence	Page 16-17
Student Re-entry Program	Page 13
Student Responsibilities	Page 14
Suspension	Page 12
Time Record Policies	Page 15
Tuition and Fees	Page 8
Vision Exam	Page 11
Why Choose CTTC	Page 4

COSMETIC THERAPY TRAINING CENTER
STUDENT CATALOGUE

1918 Bethel Rd, Columbus OH 43220

614.457.2937

Course: Cosmetic Therapy and Laser Program – 675 hours

The facility will accommodate up to 10 students

State of Ohio License Requirements

Applicants must be no less than 17 years of age and have completed 12th grade of an accredited senior high school and be computer literate.

Successful completion of the 675 hour program with a score of 78% per examination section permits application to the State Medical Board of Ohio Cosmetic Therapy Examination. Successful completion of the Cosmetic Therapy Examination and approval of your application by the State Medical Board will permit a license to practice Cosmetic Therapy in the State of Ohio.

Volume 5

Published November 5, 2021

*Pre-requisite college courses are not included and must be satisfied to complete the program.

Why Choose CTTC?

The Cosmetic Therapy Training Center provides didactic and clinical classes in electrolysis, laser hair removal, and facial massage. The Cosmetic Therapy Training Center are dedicated to the goal of providing the student with both the behavior skills and technical skills necessary to be a very competent dedicated professional upon graduation of the program.

Mission Statement

Our educational model is a comprehensive state of the art educational experience, designed to prepare you to compete in the exciting world of permanent hair removal along with the new world of laser technology. Our program is designed to prepare you with academic and clinical study to develop the skills necessary to effectively integrate traditional electrology with laser technology to better serve the patients.

Our faculty is Ohio's experts in this exciting area of health care. It is our intention to maintain the approval of this educational program by the Ohio State Medical Board and the State of Ohio Board of Career Colleges and Schools. We look forward to sharing our time and expertise in order to present you with the finest educational model in Ohio.

Space, Facility, and Equipment

The Cosmetic Therapy Training Center provides didactic and clinical classes in electrolysis, laser hair removal, and facial massage. The training center is located in Columbus, Ohio and is convenient to public transportation (bus) and private parking at the training center. The clinical instruction for the electrolysis and facial massage will take place in a clinic area designed with complete station setup including sterilization and sanitation areas. The laser hair removal clinical instruction will take place at About Face Cosmetic Therapy Center which is located one floor above the training center.

A student lounge provides a microwave and refrigerator along with a small break room. Adjacent to the clinical instruction area there is a waiting room where clients can relax prior to treatments. Students will be able to greet clients and schedule appointments in the area as well as learn the basic business concepts as to how to operate a private practice.

All equipment utilized within the training center is the most up to date equipment available. The knowledge and proficiency are obtained with utilization of this equipment, along with hands on operation and practice techniques.

Philosophy

The Cosmetic Therapy Training Center are dedicated to the goal of providing the student with both the behavior skills and technical skills necessary to be a very competent dedicated professional upon graduation of the program. It is our desire for the graduates of the Cosmetic Therapy Training Center to possess more than sufficient education and clinical experience to seek licensure allowing employment in various settings. The graduate can gain membership in national professional organizations and advance within the profession through continued education and employment experience.

Governing Body and List of Faculty Members

> **VICKIE L. MICKEY, CT, CLHRP (President and Primary Instructor)**

Vickie L. Mickey graduated from the Ohio State College of Electrology in 1983 and was licensed by the State Medical Board of Ohio in Cosmetic Therapy in 1984. She attended the Rocky Mountain College of Laser Hair Removal, Lorain Country Community College for laser certification and graduated from Lasertrolysis in 1998 in laser hair removal. Her expertise is based on the many years of practice along with the development of one of the first Cosmetic Therapy Center in Ohio to offer laser hair removal in 1999. Ms. Mickey served as President of the International Guild of Professional Electrologist, President of the Cosmetic Therapy Association of Ohio, and Educational Coordinator for the Cosmetic Therapy Association of Ohio, served on the State Medical Board Ohio Cosmetic Therapy Advisory Committee, speaks for Candela Laser Corporation and written various articles on many aspects of hair removal.

> **DANITA GREEN, LE, CT (Instructor)**

Danita Green graduated from the Cosmetic Therapy Training Center in 2012 and the Spa School in 2001. Danita has 20 years of advanced aesthetics and 8 years of Cosmetic Therapy experience. Danita currently works as an Aesthetician and Cosmetic Therapist.

> **ROCKY NELSON, BS, MBA, MT (Instructor)**

Mr. Nelson received a Bachelor's Degree in Business Administration from Lake Erie Colleges in 1992 and a Master's Degree in Education and Exercise Science from Cleveland State University in 1995. In 2003, he received a Massage Certificate from Lakeland Community College, and is licensed by the State Medical Board of Ohio as a Massage Therapist.

> **DAVID GILG, MBA(Instructor)**

Mr. Gilg is a graduate of The Ohio State University(BS) in Financial Management/Minor in Economics and Trident University International(MBA)Finance. Currently Mr.Gilg is an investment Advisor at Capital City Asset Management Group LLC and a professor in the Business Administration department at Columbus State Community College

GRADING SYSTEM

All classes are graded by the following method:

Written Quizzes = 25% Midterm = 25% Final Exam = 50%

GRADING SCALE

100 – 94	A
93 – 87	B
86 – 81	C
78 – 80	D
77 – 0	F

A – Excellent

B – Very Good

C – Satisfactory

D – Needs Improvement

F – Failing

Admission Requirements

The training center is open to all individuals possessing a sincere desire to be trained in the field of Cosmetic Therapy.

The training center makes every effort, in advance, to determine the prospective student's ability to make satisfactory progress in the field. Therefore, it is necessary for prospective students to be interviewed by the school instructors before acceptance. In the event that an on-site visit is not possible, a telephone interview is acceptable. The training center reserves the right to accept or reject an applicant for enrollment, scholastic records and character references.

All applicants must submit the following:

- A completed and signed Application for Enrollment and Registration form with the \$75.00 refundable application fee payable to the Cosmetic Therapy Training Centers.
- A high school and/or College diploma with transcripts sent to the Cosmetic Therapy Training Center
- The Application form for Cosmetic Therapy.
- A health certificate from a physician showing good health and no communicable diseases, a certificate from a physician stating that you have received (or are receiving) Hepatitis vaccines, Tuberculosis test and current Tetanus vaccine.
- Evidence that a recent eye examination (not older than six (6) months) certifying your vision acuity is within acceptable limits to perform close work.
- A copy of a birth certificate or other legal proof that candidate is 18 years of age or older.

State Medical Board of Ohio Form #1 Certificate of Recommendation for Cosmetic Therapy. (enclosed)
 THE APPLICANT MUST BE PROFICIENT IN TECHNICAL ENGLISH. At this time we do not provide English as a second language.

Enrollment Policy

The training center welcomes applications at any time from interested individuals. Acceptance is based on a first-come first served basis. Interested applicants should complete and return the enclosed Application for Enrollment and Registration form to begin the process and reserve their place in the next class.

CLASS SCHEDULE 2021 / 2022

TENTATIVE START DATES:

- October 1, 2021,
- January 8, 2021
- April 2, 2021
- July 9, 2021

1 to 2 DAYS PER WEEK (see calendar for mandatory dates)

Fridays	8:00am – 6:30pm
---------	-----------------

HOLIDAY SCHEDULE

November 2021/22	26 th & 25 th	Thanksgiving
December 2021/22	24 th , 23 rd , 31 st , 30 th	Christmas/New Year
January 2021/22	1 st	Winter Break

300 Hour Rule – Academic Term Notification

Name: of School: **Cosmetic Therapy Training Center**

Ohio Administrative Code 3332-1-10 requires that any program that exceeds 300 clock hours must be broken into academic terms for the purpose of collecting tuition and issuing refunds. Schools may only collect tuition and financially obligate students for individual academic terms.

You have requested approval for the following program that is more than 300 clock hours in length:

Name of Program: Cosmetic Therapy	
Number of Clock Hours in Program: 675	Number of Required Academic Terms: 3

The program must be broken into academic terms for the purpose of collecting tuition and fees and issuing refunds. Please provide a clock hour and course breakdown of how the program will be broken into academic terms. (Attach separate sheet of paper if necessary)

Infection Control & OSHA Essentials	10 Hours	Term#1
Theory of Clinical Practice	400 Hours	Term # 1 (110hrs), Term # 2 (145hrs), Term # 3 (145hrs)
Professional Ethics	40 Hours	Term#2
Dermatological Pathology	30 Hours	Term # 1
Dermatology for Electrology/Cosmetic Therapy	50 Hours	Term # 3
Electricity & Equipment	35 Hours	Term # 1
Cosmetic Therapy Massage	30 Hours	Term # 1
Laser Hair Removal / Didactic	20 Hours	Term # 2
Laser Hair Removal / Clinical	30 Hours	Term # 3
Business	30 Hours	Term # 3

*Pre-requisite college courses are not included and must be satisfied to complete the program.

COURSE DURATION:

The Cosmetic Therapy Program will normally be completed in 675* hours divided into 3 school terms covering 9 months. Classes are conducted 10 to 20 hours per week. Qualification for graduation requires the total, successful, completion of 645* hours.

PROGRAM PURPOSE:

To develop educationally sound and well-trained professional Cosmetic Therapist who can effectively manage and treat individual patient / client concerns and needs regarding permanent hair removal / permanent hair reduction.

OBJECTIVES:

The objective of this program is to prepare the student for self-employment as a professional Cosmetic Therapist. The graduate will become proficient in the hands-on practice of the art of Cosmetic Therapy.

TUITION AND FEES:

Registration Fee	\$75.00
Student Kit:	\$748.00
Tuition:	\$17,550.00
Total Cost:	\$18,373.00

- A. Payments: CTTC requires first payment of \$6,165.00 (application fee, first term payment, student kit) be submitted on the first of the scheduled classes. This must be paid no later than the first day of class. The balance of the tuition will be due as follows, on the first day of each term.

Payable: 1st term: \$6,573.00 2nd term: \$5,850.00 3rd term: \$5,850.00

- B. Each payment is due on the first (1st) day of each term start. If this payment is still unpaid by the tenth (10th) day of the same month, a thirty five (\$35.00) late fee will be incurred and an additional fifteen (15%) finance charge for each week the payment is late.
- C. If the payment is not made within then (10) days of the original due date, the student will not be permitted to attend class until full payment is made. The student will then be fully responsible for the make-up of any missed assignments or class hours according to the schools policies.
- D. All tuition and fees must be paid in full ten (10) class days prior to graduation.

Tuition and fee changes are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increases.

*Pre-requisite college courses are not included and must be satisfied to complete the program.

INSTRUCTIONAL TOPICS AND SEQUENCE OF CLASSES:

Pre-requisite college courses count as 120 clock hours towards Cosmetic Therapy license.

Term 1	<u>Didactic</u>	<u>Clinical</u>
Theory of Clinical Practice	110 hours	NONE
Infection Control and OSHA Essentials	2 hours	8 hours
Electricity and Equipment	30 hours	5 hours
Dermatological Pathology	30 hours	NONE
Cosmetic Therapy Massage	30 hours	30 hours
Term 2		
Professional Ethics	35 hours	5 hours
Theory of Clinical Practice	NONE	145 hours
Laser Hair Removal	20 hours	NONE
Term 3		
Dermatology for Electrology/Cosmetic Therapy	45 hours	5 hours
Theory of Clinical Practice	NONE	145 hours
Laser Hair Removal	NONE	30 hours
Business	30 hours	

INSTRUCTIONAL TOPICS AND HOURS:

PREREQUISITES OF ENROLLEMENT

Human Anatomy and Physiology 1 – This course gives a general overview of normal human anatomy and physiology. Topics include the cell, tissues, and the musculoskeletal, nervous, cardiovascular, genitourinary, digestive, respiratory, and endocrine systems. (90 clock hours) This course can be taken at Lorain County Community College at ed2go.com

*Pre-requisite college courses are not included and must be satisfied to complete the program.

CTTC CLASSES

Cosmetic Massage – The Cosmetic Therapist is required to be able to perform a massage to the face, scalp, neck and shoulders. This program will teach massage procedures, application of the procedure, and the when and where to apply the massage procedure. (30 clock hours)

Dermatology for Electrologist/ Cosmetic Therapist – Electrologists must be able to identify basic disease of the skin, know when to treat, when to refer to a dermatologist and have the necessary skill set to understand the response of the skin to a treatment. Identifying basic skin diseases are part of the State Medical Board of Ohio examination thus this class will teach the student that skill. (50 clock hours)

Dermatological Pathology – Dermatological Pathology is the study of the disease of the skin and the process of the disease. Basic pathology of the skin will enable the electrologist to better understand the disease process. (30 clock hours)

Electricity and Equipment – Permanent hair removal is the process of termination of the blood supply to the dermal papilla via different types of electricity. The delivery can be administered with different modalities which the student must understand to perform the process of hair removal. (35 clock hours)

Infection Control & OSHA Essentials – The relationship between microorganisms and their relationship to disease causation, transmission and prevention are paramount to the hair removal specialist for the person's health and safety as well as the health and safety of the client. The Center for Disease Control has issued guidelines that all allied health care specialists must utilize to prevent infections. This program covers all necessary standards to meet OSHA standards. (10 clock hours)

Laser Hair Removal Didactic – This program instructs the student on the basic science of the interaction of the laser light and the skin for hair removal. Included within this program is the physician instruction in drug interaction, the process of physician oversight to delegation of the light based therapy. (20 clock hours)

Laser Hair Removal Clinical – This enables the student to develop the necessary skill set to remove hair with a laser. This class is required by the State Medical Board for the delegation of light based therapy for laser hair removal. (30 clock hours)

Professional Ethics – The complexities of professional boundaries for allied health care workers are explored within this program. Additionally, ethics required by the State Medical Board of Ohio will be discussed along with this program. (40 clock hours)

Theory of Clinical Practice – The basic science of hair growth, causes of growth and permanent removal with various modalities will aid the student of electrolysis to learn the basic skills necessary to apply the modalities to remove hair permanently. (400 clock hours)

Business -Most Cosmetic Therapists have a goal to own their own business. This class will permit your ideas and passion to prepare for your business success. Uncover valuable tools to establish and grow your own business. (30 clock hours)

*Pre-requisite college courses are not included and must be satisfied to complete the program

Policies and Standards

To help you achieve excellence in cosmetic therapy we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

Health and Vision Certificates

All students must submit a recent health and physical certificate prior to the onset of classes, including a tuberculosis test. Additionally, students must receive an initial dose of Hepatitis B Vaccine 10 days prior to initial assignment. The Hepatitis B Vaccine can be administered by a physician or health department personnel.

Vision Exam

All students must submit a recent examination certificate prior to onset of classes. The examination should include the correct magnification for up close work.

Standards

Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
 - A. The uniform, black scrubs, is to be buttoned, clean and neat and worn during all classroom and clinic-floor hours. It should not be torn, stained or altered. If it does not meet these standards, the student has must replace it immediately at the student's expense.
 - B. Footwear must be closed-toe and professional in appearance and worn at all times with socks or nylons which cover the ankles, in accordance with individual program guidelines. Solid black scrub bottoms and top are required to be worn by each student. Apparel considered unprofessional includes sweatpants, stirrups, revealing clothing, hats and headphones. Black headwraps may be worn.

- C. CTTC reserves the right to maintain a professional standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
 - D. Students who, in the reasonable determination of CTTC, are not dressed professionally will be dismissed for the day.
 - E. Students with a religious affiliation requiring specific wardrobe should bring this to the school's attention prior to enrollment.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
- A. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day.
 - B. Food, candy and gum are allowed in the classroom area only. Beverages can be consumed in the classroom and classroom areas only.
 - C. Because CTTC is a smoke-free facility, smoking is not allowed on school property, or while wearing the CTTC uniform, any CTTC logo apparel, or with a 2-block radius of either CTTC campus.
 - D. Cell phones must be turned off and must be kept in assigned locker at all times. Cell phones may only be used on campus if permission is given by your instructor for use in educational purposes.
 - E. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
 - F. To benefit from the training and technical experience CTTC offers, students must be mentally alert and have a sober state of mind. We strongly support the National drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using nonprescription controlled substances or intoxicants will be terminated.
 - G. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor within the education situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
 - H. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their items must be replaced by the student within 24-hours.
 - I. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination and require monetary restitution

Standard Violations

Violations include assigned area violations, property misuses, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the President of CTTC as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

Anytime during the student's program the violation of a standard may result in disciplinary actions, and repeated violations may result in suspension from the school or termination.

Suspension

Students who are suspended by the President of CTTC have up to three school days to provide the President of CTTC documentation that the stipulations have been met. Once the President of CTTC has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are subject to the refund policy. If a student on suspension fails to respond in three school days, the student is automatically terminated.

Major Standard Violations

Major standards include using controlled substances/alcohol, defacing or destroying property, possession of concealed weapons, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and/or federal laws. At anytime during a student's program, the violation of a major standard will result in termination, subject to appeal.

Attendance

Daily attendance is critical, to complete program clock hour requirements. CTTC is a clock hour institution, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival and out at the end of the day. Students must clock out each time they leave the building, and clock back in when they return. CTTC can only issue credit for hours that are properly documented. CTTC will honor documented daily time earned. It is the student's responsibility to clock in and out.

Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with CTTC dress code and prepared to begin training for the day. Each day, full time students are provided with a one-hour lunch break. Lunch times will vary by day and will depend on classroom and clinic schedules. Eating lunch in the classroom after a student's allotted meal period has passed is not permitted.

Absentee Policy

The Cosmetic Therapy Training Center allows each student one (1) day per registration period for any absence, illness and/or family emergency with proper notification in advance. There are three (3) registration periods per term. The student must notify the school if he/she is going to be absent prior to the class date. For illness or family emergencies, the student must call (614) 581-3121 prior to the start of the class. If it is not an illness or emergency situation, then the student must notify in writing prior to the class date. For any illness affecting the student, the student must present a medical verification in writing within seven (7) days after the missed "class(es)", "class session(s)", or any curriculum requirement(s). The student who gives proper notification will be granted permission from the training center director to make up time for the missed "class(es)", "class session(s)", or any curriculum requirement(s) according to the availability of class space. The student and the training center director may also schedule a date and time convenient for both to make up the missed "class(es)", "class session(s)", or any curriculum requirement(s). If the student misses any "class(es)", "class session(s)", or any curriculum requirement(s) without any prior notification or if the student misses more than one (1) "class(es)", "class session(s)", or any curriculum requirement(s) per registration period, then he/she will be expelled from the program. The only exceptions will be documented medically family emergencies or an approved leave of absence (ALOA).

Academic Probation

All students are required to maintain an average of 78% per class, in the event of academic achievement below the standard of 78%; the student can seek tutoring from individual instructors at their own expense. If the student is given written notice of less than the class standard and does not seek assistances to bring the grade level up they will have to repeat the below standard class fee of \$60.00, per hour. The student further acknowledges that below standard level will result in a failure to graduate.

Students that are on academic probation more than twice in the school term may be asked to withdraw from the program with or without reimbursement for classes completed. Refer to the CTTC Refund Policy.

Again, all students are required to attend all classes unless prior arrangement have been made for medical leave or for family leave as stated in the class room schedule. Failure to attend academic classes will also result in termination of the student due to attendance probation.

Student Re-entry Program

Students that have been dismissed from the Cosmetic Therapy Training Program due to academic progress or attendance may request in writing a letter to the school director for an interview for reentry. The student may also be required to meet personally with the academic instructor for an interview to be placed back in the program. After the re-entry interview has been completed the Cosmetic Therapy Training Center will advise the student in writing to the results of the re-entry interview and the conditions of re-entry in to the Cosmetic Therapy Training Center.

Granting of Credit for Previous Education

Students that have completed prior education in Electrology must submit the certification of education to the President of CTTC for predetermination of educational credit. When prior education has been approved by the State Medical Board of Ohio the student must provide approval to the school president for the class credit. Financial credit for such approval of prior Electrology education will be determined by the director of the Cosmetic Therapy Training Center.

College credit for Business, Anatomy and Physiology, will be accepted with prior approval of the director of the Cosmetic Therapy Training Center.

Student Responsibilities

CTTC is dedicated to providing hands-on professional training in the field of cosmetic therapy. Part of CTTC's responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior, and attitude.

To do this, CTTC must witness student responsibility during training. A responsible student, like a valued employee, is at work, ready to begin at the assigned time. They have planned ahead for child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

In order to ensure students obtain the skills necessary for professional success, CTTC expects students to maintain a cumulative attendance percentage of not less than 78%. This means that a student is physically present and actively engaged in training for not less than 90% of their scheduled attendance. Failure to maintain a 78% cumulative attendance percentage may result in the student being subject to professionalism counseling with representatives of the CTTC's professional development team. If an extended leave is necessary, please see the Leave of Absence section of this catalog.

In order to ensure that the provided education and training is properly maintained, it is the student's responsibility to make up any missed work and assignments during an absence. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent phase in their program.

Call In Policy

Full time students are required to call in an absence or late arrival 30 minutes prior to their scheduled start time:
The student call in number 614.581.3121

Please be considerate of your guests, instructors and fellow students by calling the student call-in number if you are going to be late.

No Call/ No Show Policy

If a student fails to call in a late arrival to the attendance line by the required time, they will be considered a no call/ no show for the day.

If a student fails to call in an absence or late arrival to the attendance line by the required time, they will be cited for Standard Violation.

Late Arrival

Failure to clock in by school start times and/or lunch end times is a Standard Violation.

In order to receive clock hours for the day a student may not clock in more than 5 minutes after their scheduled start time.

All students arriving late must follow the procedure listed below immediately upon arrival:

- Clock in
- Report directly to instructor

Early Releases

Students are not permitted to arrive late and leave early on the same day.

Students requesting an early release must:

- Report directly to the Student's assigned instructor for the day
- Sign-out on the daily sign-in sheet and identify the early leave time and the bank hours to be changed due to the early leave
- Clock-out for the day

Notice of Expected Absence

Students who are planning to be absent need to:

Obtain and complete a Notice of Expected Absence Form, which must be signed by the student's instructor.

Once your Notice of Expected Absence form has been approved and submitted. You will not be required to call the attendance line on the dates that have been approved. However, if you have not completed a Notice of Expected Absence form or you are tardy or unable to come into school you will be required to call the student attendance line. If you do not call in your absence or tardiness you will be subject to the Call-in Policy.

Time Record Policies

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. CTTC will honor documented daily time worked.

1. Always clock in/out on the time clock at the beginning and end of each day, and at the beginning and end of each lunch break.
2. Complete sign-in sheets on a daily basis (ask for assistance as needed).

Student Leave of Absence

Students may request a leave of absence due to family issues and medical leave if a letter has been submitted to the school director. All leave of absence must have a letter of requirement from a physician to be granted the leave of absence.

This Policy applies for all student requests for a leave of absence from CTTC.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the CTTC to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

- All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.

1. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to CTTC, the student would not have been able to request the LOA in advance.

2. CTTC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance if the CTTC documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by CTTC to be the first date the student was unable to attend CTTC because of the accident

Leave of Absence Request Process:

1. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence.

2. The Request for Leave of Absence form must be submitted, prior to the Leave of absence start date.

A. All Leave requests should be accompanied by documentation supporting the necessity for the LOA.

Documentation must be provided within 14 days following the request.

B. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.

Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.

3. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.

4. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date.

Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.

5. CTTC reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.

- As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from LOA.

- All LOA requests are subject to approval by the President of CTTC. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.

- CTTC will grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented. The LOA must be a minimum of 4 calendar days and not to exceed 9 class days. The LOA together with any additional leaves of absence must not exceed a total of 9 days in any 12-month period.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- CTTC shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of CTTC.
- In the event that a student does not return or call for his/her leave of absence within three days of his/her expected return, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

Appeals

Students may appeal the satisfactory progress determination by filing a written appeal to the President of CTTC within three business days of the determination. The appeal should include the reason(s) why the student believes the decision would be reversed and provide any supporting documentation. Reasons CTTC may grant a student appeal include events such as the death of a relative, an injury or illness of the student, or other allowable special circumstances. Supporting documentation should include why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. An appeal hearing will take place within five days of the receipt of the written appeal. The President of CTTC will make a decision within three business days of the hearing. The decision will be final and will be communicated to the student in writing, with a copy placed in the student's academic file. If a student prevails on appeal, the student will be considered to be making satisfactory progress and Financial Aid will continue.

Graduation Requirements

To receive a certificate of completion from CTTC you must:

- A. Successfully complete the hours required for course curriculum
- B. Achieve satisfactory attendance records
- C. Achieve satisfactory academic grades for exams and work as described in the Catalogue
- D. Complete the payment of all tuition and other fees and charges

Additional Hours

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the President of CTTC, at an hourly rate of \$60.00 to be paid by the student in advance.

Make up Work

Students requiring to make up hours or tests must do so before the end of their present class term, Failure to comply will result in receiving a "0" for that assignment.

Licensing Requirements

To receive a license in the state of Ohio

1. Complete the hours in the course of instruction
2. Maintain a minimum of 78% grade average
3. Paid tuition fees in full ten (10) days prior to graduation
4. Submit all required State Medical Board of Ohio, Cosmetic Therapy Exam Application
5. Successfully complete the skill certification examination

Graduation, Licensure and Job Placement

CTTC provides the highest Cosmetic Therapy Training available. Our curriculum includes extensive preparation designed specifically to prepare you for success with the State Medical Board of Ohio licensing exam. Our highly trained educational team and administrative support staff are dedicated to providing you with the skills necessary to be successful in the classroom and as you begin your career.

Record Retention Policy

CTTC maintains records of the name, address, and telephone number of each student who is enrolled in an educational program at CTTC. CTTC maintains permanent records of the following for each student granted a diploma:

- The date on which the diploma was granted.
- The program and hours upon which the diploma was based.
- The grades earned by the student in each program

CTTC permanently maintains all student transcripts. Student transcripts shall show:

1. The educational program that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
2. The final grades or evaluations given to the student;
3. Credit for program hours earned at other institutions; and
4. Certificate awarded the student, if applicable.

CTTC maintains, for a period of not less than five years, at its location, 1918 Bethel Rd., Columbus, Ohio 43220, complete and accurate records of all of the following information:

1. The educational programs offered by CTTC curriculum for each.
2. The names and addresses of the members of the current faculty and records of the educational qualifications of each member of the current faculty.
3. Any other records required to be maintained by federal, state or accrediting authority.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the President of CTTC. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone (614) 466-2752; toll free 877-275-4219

Refund Policy

- A. An enrollment agreement may be cancelled within five (5) calendar days after the date of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. Pursuant to Ohio Administrative Rule 3332-1-10.
- B. If the student terminates training after attending class, but within the first two (2) weeks, (ten percent (10%) of the program), the school will retain twenty-five percent (25%) of the program price, plus \$100.00 and the \$800.00 student kit if the equipment has been used.
- C. If the student terminates training after two (2) weeks (twenty percent (20%) of the program), the school will retain fifty percent (50%) of the program price, plus \$100.00 and the \$800.00 student kit if the equipment has been used.
- D. If the student terminates training after six (6) weeks (thirty percent (30%) of the program, but before eight (8) weeks of the scheduled program, the school will retain seventy-five percent (75%) of the program price plus \$100.00 and the \$800.00 student kit if the equipment has been used..
- E. If the student terminates training for any reason after eight (8) weeks of the scheduled program, there will be no refunds. If the student is on a tuition payment plan and withdraws from the program after eight (8) weeks, he/she will be held accountable for the full balance owed and will be expected to pay the balance in full within ten (10) days of termination. **The equipment and lab fee is only refundable if the student has never used the lab or the equipment has not been opened or used.**

In the event of any litigation is needed to enforce this agreement; the student will reimburse the school for any and all fees incurred to collect the amount due, including reasonable Attorney Fees and any and all court costs.

Sexual Harassment Policy

- A. Introduction. CTTC is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the CTTC should be aware that CTTC is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws.
- B. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create and intimidating, hostile or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the CTTC community, including faculty, staff, students, and non-employees participants in the CTTC community, such as vendors, contractors, and visitors.

C. Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by CTTC or a government agency with respect to such complaints. CTTC will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

D. Complaint Procedure

Any member of CTTC may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to Vickie L. Mickey, President of CTTC, 1918 Bethel Rd., Columbus, Ohio 43220, vickie@aboutface-ctc.com, 614.457.0448.

E. Response to Sexual Harassment Allegations

CTTC takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If any investigation is warranted, CTTC shall maintain confidentiality for all parties to the extent permitted by the law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation. When filing a complaint, the complainant shall be notified of the time frames during which the school will conduct an investigation and when he or she can expect to receive a written notice of the outcome of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence.

F. False Reports

CTTC recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack or corroborating evidence or “proof” should not discourage individuals for reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

G. Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr>.