Esthetician Course Catalog

North Idaho College Workforce Training Center
525 W. Clearwater Loop
Post Falls, ID 83854
(208) 769-3333
www.nic.edu/wft

Table of Contents

Welcome 1
Admission Policy 1
Non-Discrimination Statement 1
Request for Confidentiality 1
Tuition and Student Costs 2
Financial Aid and Scholarships 2
Refund Policy 2
Esthetician Curriculum 2-3
School Calendar 4
Attendance Policy 4
Grading System 4
Dress Code and Hygiene 4
Student Conduct 4
WELCOME
Welcome to North Idaho College Workforce Training Center. Whether you want to advance your professional career or enrich your personal life, we can help you achieve your goals. The Esthetician program is designed to qualify and prepare students for the State Licensing Examination.

The esthetician career path offers many opportunities to those who love working with people and are willing to devote the time and energy necessary for success. A quality technician in the beauty industry is always in demand – financial security can be yours in good times or bad. The licensed esthetician may choose from a variety of jobs, including Skin Care Specialist, Spa Professional, body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, or Makeup Artist.

Training is the important first step to an enjoyable, successful career in Esthetics. An education in the professional beauty industry can be a pathway to a secure income and a solid future.

ADMISSION POLICY
Applicants must be at least 16 ½ years of age and have successfully completed at least two years of high school (tenth grade). Students may enroll online at www.workforcetraining.nic.edu or by phone at (208) 769-3333. Payment is due at the time of enrollment. Enrollment is accepted on a first-come, first-serve basis.

NON-DISCRIMINATION STATEMENT
North Idaho College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to or operation of, its education programs and activities or employment. Americans With Disabilities Act/Section 504 of the Rehabilitation Act of 1973. As an integral part of its mission to provide a fair and caring environment for its students, the Workforce Training Center at North Idaho College commits itself to be in compliance with both the letter and the spirit of any federal or state legislation or directives regarding equitable treatment for those with disabilities. Accommodations for students who have disabilities are available with appropriate documentation at the Workforce Training Center. To ensure their availability some types of requests must be made up to several weeks prior to the start date of a class. In the event that any student believes that any activity, program, or service of the Workforce Training Center does not conform with the letter or intent of the Americans With Disabilities Act, or Section 504 of 1973 Rehabilitation Act, he or she can voice that concern in a mutual effort to reach reasonable accommodation. For more information, please contact the Center for Educational Access, North Idaho College, (208) 665-4520, TTY/TDD (208) 769-7836.

REQUEST FOR CONFIDENTIALITY
The NIC Workforce Training Center designates the following categories of student information as public or “Directory Information.” The following information may be disclosed by the institution for any purpose, at its discretion: student’s name, student’s address or phone number, dates of attendance, e-mail address, course schedule, previous institutions attended. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received in the Workforce Training Center office. The North Idaho College Workforce Training Center assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.
TUITION AND ESTIMATED STUDENT COSTS

Esthetician (600 hours)
Course Fee $3,995
Student Kit, Textbooks $400-$450

Course fee and cost for student kits and textbooks are subject to change.

FINANCIAL AID AND SCHOLARSHIPS

NIC Workforce Training does not currently have payment plans or financial aid for its courses. Each student is responsible for his/her tuition and fees, along with any other charges incurred while attending this school. Various sources of financial or scholarship assistance are sometimes available – please call our office at (208) 769-3333 to inquire.

REFUND POLICY

To withdraw your registration and receive a full refund, you must notify our office at least three full business days before the class starts. Your full tuition can be refunded, transferred to another class, or applied to a voucher for a future class. If notice is received less than three full business days before the start of class, we cannot issue refunds, transfers, or vouchers.

ESTHETICIAN CURRICULUM

The Esthetician course consists of 600 hours of instruction in theory and practical skill development required by the Idaho State Board of Cosmetology, Bureau of Occupational Licenses. Students are expected to complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in student clinic activities. All education and learning environments are conducted in English.

UNITs OF INSTRUCTION AND HOURS:

ORIENTATION – 4 hours
School rules and regulations; history of esthetics, role of the esthetician, qualities of the professional esthetician; Code of ethics; familiarization of school facilities and supplies; career paths for estheticians

SAFETY AND HEALTH – 8 hours
General salon/clinic safety; first aid; hazardous materials communications; local, state, and federal safety codes; salon/clinic rules and regulations

BACTERIOLOGY – 18 hours
Types and classifications; bacterial growth and reproduction; bacterial infections and their prevention; immunity and body defenses; methods of infection control; physical and chemical agents

ANATOMY, PHYSIOLOGY, AND NUTRITION – 25 hours
Cells, tissues, and organs; body systems; importance of water; nutrition for healthy skin and longevity

STRUCTURE AND FUNCTIONS OF THE SKIN – 12 hours
Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; relation to esthetics (nails, sebaceous glands, and sweat glands)

SUPERFLUOUS HAIR – 24 hours
Theoretical overview of permanent methods (electrolysis, thermolysis, blend); temporary methods of hair removal (manual tweezing, depilatory lotions, waxing, strip & non-strip)
CHEMISTRY – 3 hours
Chemistry and matter as related to esthetics; chemical reactions and solutions/elements; compounds and mixtures/biochemistry; the pH scale

CHEMISTRY AS APPLIED TO COSMETICS – 21 hours
Cosmetics; skin care products; massage creams and oils, ampoules, scrubs, new technologies; FDA laws governing cosmetics and cosmetic safety

ELECTRICITY AND MACHINES – 18 hours
Electricity and its effects on the skin; galvanic current for chemical (desincrustation) and ionic iontophoresis; high-frequency current; use of magnifying lamp, Wood’s lamp; use of brushing, spray, suction machines; use of vaporizer, pulverizador, hot towel cabinet; paraffin unit; electric mittens, booties, and face mask

FACIAL TREATMENTS – 225 hours
Client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy and manual lymphatic drainage for the face and neck; product recommendation

BODY PROCEDURES (no machines) – 48 hours
Body exfoliation; back treatments; use of products to enhance skin appearance; training required for advanced body techniques such as aromatherapy, manual lymphatic drainage, water therapies

MAKEUP TECHNIQUES – 84 hours
Color analysis; morphology of the face; product knowledge, chemistry, and related composition; eyebrow contouring; makeup application; corrections and contouring; false eyelashes; eyelash and eyebrow tinting; further training required for advanced techniques

BUSINESS PRACTICES – 50 hours
Business operation; site planning and design; accounting, inventory, and sales tax; payroll regulations; ethics and professional conduct; communication skills; retailing techniques; marketing (advertising, retailing, and promotion); customer relations

IDAHO LAWS AND RULES – 24 hours
Idaho laws and rules governing the practice of esthetics

JOB SKILLS – 36 hours
Resume; interviews; letter writing; licensing regulations; job attitudes; professional organizations; continuing education; industry trade shows, magazines; career opportunities.

600 TOTAL HOURS

Textbooks:
Milady's Standard Esthetics Fundamentals 10th Ed
Joel Gerson - Cengage Learning

Milady's Standard Esthetics Fundamentals Student Workbook
Jeryl Spear - Cengage Learning
SCHOOL CALENDAR
Classes are held daily, Monday through Friday, from 9am to 6pm. Each training day will consist of two hours of classroom instruction and six hours of student clinic. The school closes for the following holidays in 2011-2012: July 4, September 5, November 23-25, December 26-January 2, January 16, February 20, and May 28.

The Esthetician course is offered periodically through the year depending on student enrollment and instructor availability.

ATTENDANCE POLICY
Students must attend 100% of scheduled class and clinic hours to pass the course. Excused absences are allowed for illness and other documented emergencies. Missed academic work and examinations must be made up as determined by the instructor.

GRADING SYSTEM
Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a theory grade average of 75 percent and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:
WRITTEN and PRACTICAL
93–100: A
85–92: B
75–84: C
70–74: D
Below 74: Failing

DRESS CODE AND HYGIENE
Students may wear black or grey slacks/skirts, a professional top of any color, and the apron/smock provided in the student kit. Students should practice personal hygiene and cleanliness, presenting a well-groomed appearance at all times.

STUDENT CONDUCT
NIC Workforce Training Center offers a professional educational atmosphere. Both students and instructors are to conduct themselves in a professional and ethical manner. Students are expected to maintain professional standards and behavior throughout classroom and student clinic activities. Students are expected to respect other students, faculty members, and clinic clients. Students not meeting attendance homework and classroom requirements, attire requirements, or exhibiting unprofessional behavior will be subject to dismissal.