

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute

110/112 Rainbow Drive, Cabot, AR 72023

2023/2024 CATALOG

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ACCREDITED
POST-SECONDARY
EDUCATION

110/112 RAINBOW DRIVE, CABOT, AR 72023

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Mission

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute is committed to providing the highest education for training in the Body Art fields, including Permanent Cosmetics, Tattooing, and Piercing. We offer a comprehensive hybrid program with no prerequisite required. Our goal is to help each of our students succeed and prepare our graduates for employment.

Vision

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute strives to fully educate in the art of permanent cosmetics, tattooing and body piercing and build your confidence; to ingrain the talent and professional skills that you will need in order to perform permanent cosmetics, tattooing and body piercing on your own.

Core Values

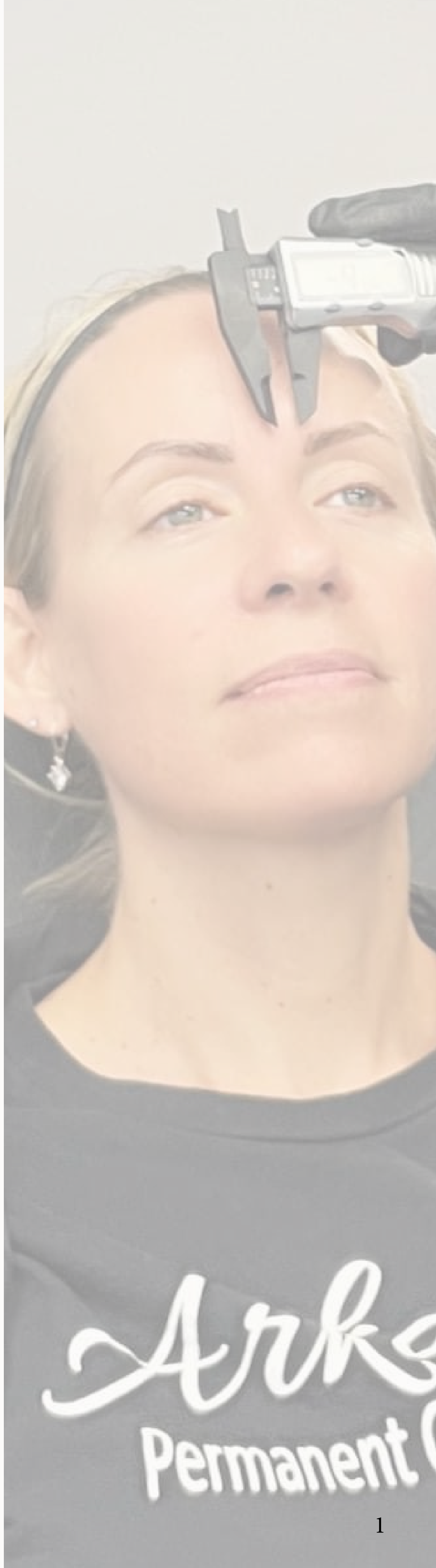
Create Opportunities

Teach with Integrity

Provide Quality Education Display

Professionalism

Build Relationships





Facilities and Equipment

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute offer 3,800 square feet of an educational facility with the most modern machines and equipment. We have 5 procedure chairs in the main lab, 2 additional chairs in our private suites, 5 tattoo stations, and one piercing chair. We also have a classroom with 12 spots for our Permanent Cosmetics students and a drawing room with 8 desks for our Tattoo/Piercing students. This is all located at 110/112 Rainbow Drive Cabot, AR 72023.

Institution Hours

Monday - Friday:

8:00am - 5:00pm

Saturdays:

8:00am - 5:00pm

IMPORTANT INFORMATION FOR ALL COURSES

How to Apply - Learn about curriculum, books, kits, apparel code, and financial assistance. Sign enrollment agreement and pay registration fee. Email a copy of high school diploma to Corporate@apciedu.com

Educational Requirements - A student must have a high school diploma or G.E.D. certificate. Students are admitted on the basis of educational background, aptitude and commitment. This Institution does not admit ability-to-benefit students.

Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

Non-discrimination - This Institution does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, age, race, color, religion, financial status, ethnic origin, or handicap as required by Section 504, 34 Code of Federal Regulations in admitting students.

Admissions Requirements - The following are required for admission to all programs at this Institution

1. Enrollment application completed by potential student
2. Copy of student's high school diploma or equivalent (G.E.D.; a state-issued credential for secondary school completion (home-school certificate); high school or college transcript with the graduation date).
3. Copy of the student's driver's license or photo I.D.
4. Sign completed enrollment agreement
5. Required registration fee
6. State permit form
7. State permit fee

Students must be at least 18 years old.

Transfers - A transfer student may be accepted after careful evaluation of the student's academic records. Transfer students pay full tuition. Transfer students must begin at the beginning of the curriculum. All transfer hours accepted are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs. We do not guarantee the transferability of our credits to any other institution.

Terms of Re-entry - A student who must withdraw temporarily may re-enter The Institution under the following conditions:

- 1) The student had satisfactory progress academically and in attendance when the temporary withdrawal began;
- 2) The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
- 3) The student or the student's family member required medical attention that required the student to temporarily withdraw. Under any one or combination of these conditions the student may be re-admitted without prejudice.

Objective –

1. To familiarize/instruct students in the proper and current methods in the study of permanent cosmetics, tattooing and body piercing.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive graduates to be successful in the field of permanent cosmetics, tattooing and body piercing.
4. To assist the student in suitable job placement.

Hours - The Institution is open Monday through Saturday 8am - 5pm. Hours of attendance depend on the program in which the student is enrolled.

Permanent Cosmetic- Full time students are required to complete a minimum of 8 chapters on Thinkific a month and attend a minimum of 35 hours a month for hands-on hours. *Part Time students* are required to complete a minimum of 4 chapters on Thinkific a month and attend a minimum of 18 hours a month for hands-on hours.

Tattoo students are required to complete a minimum of 4 chapters on Thinkific a month and attend a minimum of 8 hours weekly for hands-on hours.

Piercing students are required to complete a minimum of 2 chapters on Thinkific a month and attend a minimum of 8 hours weekly for hands-on hours. Friday evenings from 5 pm to close are mandatory.

Class Starting Dates - See Permanent Cosmetic Class Start dates (Page 16). Call the Institution for Tattooing and Piercing information (501.218.4204).

Orientation - All courses have a complete orientation before the first day of class.

Class Size - The Institution limits the class size for all courses.

Books and Kits – Student books and kit items are a required purchase by the student from the Institution. The cost for the student books and kit are listed on catalog page 24-26. The Institution reserves the right to change books and kit costs without prior notice as needed. Students provide their own paper supplies.

Holidays - The Institution is closed for the following holidays: Memorial Day, Independence Day, Thanksgiving Day, Black Friday and Christmas Day.

Housing - Contact the admissions staff for assistance in locating housing. We do not have housing on campus.

Extra Education - Extra educational events may be available for students at The Institution.

ACADEMIC INFORMATION

Graduation Requirements - A grade average of 85% is required for graduation from any program at The Institution. Both theory and practical work are considered important. All work must be completed to graduate.

Graduation - Graduates earn a diploma. The following are required for graduation from all programs:

- 1) completion of state required number of hours
- 2) completion of all assignments and tests
- 3) completion of project sheets
- 4) an 85% attendance and 85% grade average
- 5) payment of all tuition, fees and over-contract charges per the terms of the enrollment agreement.
- 6) Completion of an exit interview with both Admissions and Financial Aid.

CAREER PLANNING

Career Opportunities

There are many opportunities open to licensed permanent cosmetics artists, tattoo artists and piercers. The Institution prepares all graduates for the licensing exam and entry-level positions in private studios, spa salons, tattoo shops and destination spas. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in cosmetology schools. Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

Physical Demands

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must.

Placement - The Institution maintains contacts in the salon/med-spa/tattoo/piercing profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Institution cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

Employers may ask us about your, attitude and attendance. Employers may check your social media before they hire you. The content on your social media may affect your ability to be hired by some employers.

Outcome Rates 2021

Completion Rate	Licensure Pass Rate	Placement Rate
64%	100%	74%

Reciprocity - Licensed permanent cosmetics artists, tattoo artists, and piercers from Arkansas may apply for licenses in their field of expertise in other states and must comply with each state’s laws and rules to become licensed there. Contact the specific State for more information.

Licensing Requirements - To become licensed in **Permanent Cosmetics** in Arkansas, students must complete 400 hours of approved training, graduate from an approved school, and pass the written and practical state exams.

To become licensed in **Tattooing** in Arkansas, a student must complete 400 hours of approved training, graduate from an approved school, and pass written and practical state exams.

To become licensed in **Piercing** in Arkansas, a student must complete 400 hours of approved training, graduate from an approved school, and pass the written and practical state exams.

INSTITUTION POLICIES

Purpose of these Policies

These policies are important to your success at The Institution and are a condition of your enrollment. They have been created in order for the school to comply with: State Law and expectations of our Accrediting Agency, feedback from our advisory board, and to promote the standards and culture of Arkansas Permanent Cosmetics Institution.

PROHIBITED CONDUCT

Good conduct is expected of all students. Any violation of the school’s rules of conduct and policies can result in dismissal from class. The following are examples of unacceptable behavior:

- Insubordination
- Intoxication
- Cheating, copying or offering, or receiving unauthorized assistance in examinations, quizzes, homework, or projects
- Stealing
- Disruption of classes

- Lack of cooperation
- Disrespecting Instructor, Students, or Administrator
- Use, possession, or sale of drugs/alcohol
- Inflammatory statements, obscenities, malicious remarks, or threats to clients, instructors, staff members, visitors, or other students
- Interference with any instructor or administrator in connection with carrying out duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects while on campus
- Activities that involve holding, pushing, tackling, wrestling, or any other type of
- Giving anyone, including another student, online login information to Thinkific.

DRESS CODE

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute students must wear black scrubs (or black scrub pants with their APCI & ATPI shirt) during procedures. Students are permitted to wear their APCI & ATPI student shirts during class with black scrub pants. Students must wear closed toed shoes. Students must maintain a clean and hygienic appearance in accordance with ADH guidelines.

CLIENT PHOTOS

For liability purposes, before and after photos should be taken of each client when a procedure is being done. Before posting any before and after photos of a client on any social media platform, the student should check the media waiver that the client signed and make sure the client has agreed for their photos to be shared. APCI & ATPI students are permitted to use their phones to take before and after pictures. Before and after photos taken of the client should be uploaded to the client's appointment profile on Vagaro. Please ask a staff member if you have issues uploading the photos.

ELECTRONIC DEVICES

During practical hours, the student should only use their phone as a timer for numbing during a procedure if a timer is not available. Keep your phone on vibrate while working in the lab or classroom. If you receive a call, please leave the room quietly so other students are not disturbed or distracted from their work. Cell phones must be left in your locker during your State Licensure Exam with the Arkansas Department of Health. If disruptions from devices become a distraction, the instructor is authorized to require the student to remove the device from class or lab.

TEXTBOOK / SUPPLIES / EQUIPMENT

Students will be issued a student kit as well as their textbooks at their orientation date. This kit is to be used at home and on campus. Supplies not included in the kit that is needed to complete the students' education will be available at APCI & ATPI. Students should not take home supplies that were not included in the kit. Equipment, such as machines, should not be taken home unless a lease is signed or if the student has purchased their own machine. The checklist book given to students at orientation is to stay on campus. The other books issued can be taken home and brought to campus as needed.

FOOD AND DRINKS

Food and drink are not allowed in the lab at any time. This is mandated by the Arkansas Department of Health.

LOCKERS

There are lockers in the break room on the APCI side of the school for students to store their personal items and kits. We do not assign lockers, so students can just look for one not in use. Students are NOT allowed to take home any permanent cosmetics, tattooing, or piercing equipment such as needles, pigment, machines, manual tools, or blades. Any practice equipment can be stored in lockers. Locks must be supplied by the student and should always be locked. Lockers are the property of Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute and are subject to search at any time without prior consent. Maintenance of the locker is the responsibility of the student. On completion or interruption of training, all personal belongings must be removed. If the contents are not removed, APCI & ATPI will attempt to contact the student to remove their property. If unsuccessful, APCI & ATPI will remove the contents of the locker within five (5) class days. Items remaining in the locker will become the property of APCI & ATPI.

CLOCKING OF HOURS FOR ATTENDANCE

Students will be required to clock in and clock out when on campus. When viewing classes off-campus, APCI & ATPI staff will update student hours online through administrative means. Students will sign off on their hours periodically throughout the program. Most APCI & ATPI students end up with more than the hours required by the Arkansas Department of Health, but a student must end their course with at least 400 hours for permanent cosmetics or 375 hours for piercing or tattooing in order to graduate, take the State Exam and get an Arkansas Body Art License.

DRUG-FREE

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute are committed to fostering a drug-free environment for their students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other “illegal” or controlled substances or use or have drug paraphernalia on the APCI & ATPI premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter medications are also prohibited.

SMOKING

In order to be respectful of everyone’s right to a smoke-free environment, the use of tobacco products is prohibited in all APCI & ATPI buildings and within 30 feet of all building entrances. The use of tobacco products is only permitted in designated smoking areas on the APCI & ATPI campus. The policy is intended to allow everyone the opportunity to enter all APCI & ATPI facilities without encountering a smoke-filled environment.

Grades

All training must be completed with an 80% average. Any student who does not earn this average will be assigned remedial work. Students must abide by the academic honor code.

CLASS-CUTS

If a student leaves before their scheduled time, the student must make up the hours within 90 days.

MAKE-UP WORK

If a student misses one or more required days in a week/month or any of the online coursework, the student must make them up the following week/month in addition to the already required attendance. Those who are on an approved LOA are excluded from this until the end of the LOA.

INTERRUPTIONS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

If a student has been terminated or withdrawn due to unsatisfactory grades or progress, they may re-enroll if determined eligible but will be responsible for any fees not paid from previous enrollment. They will also be liable for any increase in fees or tuition. Students who have been terminated or withdrawn due to unsatisfactory grades or progress must pay a \$250 re-enrollment fee at the time of the new Enrollment Agreement completion.

ATTENDANCE/ABSENCES

Each Instructor will maintain a complete record of attendance for the entire length of each course. Attendance on campus is vital during our hands-on and practical training hours. Students are required to attend the following at a minimum:

- Permanent Cosmetics:
 - o Full Time:
 - Bookwork: 8 Chapters Monthly Until Complete
 - Hands-On Hours: 35 Hours Monthly Minimum
 - o Part-Time:
 - Bookwork: 4 Chapters Monthly Until Complete
 - Hands-On Hours: 18 Hours Monthly Minimum
- Tattooing: 8 hours of weekly attendance on campus and four online chapters completed monthly. These are minimum requirements.
- Piercing: 8 hours weekly attendance on campus. Friday evenings from 5 pm to close are mandatory. 2 online chapters are required to be completed monthly. These are minimum requirements.

*****On orientation day, students shall pick the days that they will attend for their minimum required hours in advance for the full length of the program*****

A student can cancel no more than two scheduled procedures in succession that APCI & ATPI has scheduled for the student. Upon first student cancellation of a procedure, the student will be given a verbal warning. Upon the second student's cancellation of a procedure, the student's calendar will be turned off until the student has brought in the next procedure themselves. At this point, the student is responsible for scheduling a conference with the instructor to discuss the situation. The instructor has the prerogative to make decisions based on individual cases and needs. If a student no-call no shows to a procedure, the calendar will be closed until the student completes two procedures on clients that they brought in themselves. **If canceling a procedure, students must give APCI & ATPI a 24-hour notice.**

TARDINESS

Students who have appointments must arrive at least 30 minutes early to do their tray setup. Once a student is tardy more than 15 minutes on two separate occasions, an absence is accrued.

The first time an educator will talk to the student about their commitment.

Documentation of the discussion will be put in the student's file.

The second occurrence, the student will be written up with documentation put in the student's file.

The third occurrence, the student will be written up and notified that further occurrences might result in suspension or expulsion from the program.

Severe Weather Conditions Policy

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute closes when the Executive Director feels the weather conditions are unsafe for students/ staff to travel to or from school. Employees can use annual and/or personal leave without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at APCI & ATPI. To be in good academic standing, and to be considered making SAP, all students must earn a minimum cumulative grade of 80% in all coursework and attendance.

Evaluation Periods for Permanent Cosmetics

- 200 hours
- 400 hours - total program clock hours

Evaluation Periods for Tattooing

- 200 hours
- 400 hours - total program clock hours

Evaluation Periods for Piercing

- 200 hours
- 400 hours - total program clock hours

Evaluations periods are based on actual hours completed

The maximum time frame to complete the programs is 18 months. Penalties could incur after contract date. Students who do not complete the program within 18 months will be terminated and may re-enroll on a cash-pay basis.

Extension of contract period and maximum time frame, for students who have an approved leave of absence(LOA), will be extended by the same number of days taken in the LOA. (see LOA policy on page 13-14 and Interruptions policy on page 9 for details)

Course incomplete, repetitions and no-credit remedial courses are not offered at this institution, therefore they have no effect upon the school's SAP standards.

*Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods will be based on the actual contracted hours at this institution. Evaluations determine if the student has met the minimum requirements for satisfactory academic progress. Students will be notified if they are not meeting the minimum requirements for satisfactory academic progress. Students satisfactory academic progress evaluation results will be kept in the students file and students can access their results upon request.

PROGRESS POLICY FOR VA STUDENTS

Evaluation of progress of VA students will be conducted by the school’s evaluation policy schedule. Students with a minimum of 70 % academic average and 75% attendance will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on probation for 30 days. At the end of the probationary period, the student’s progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation. If you fail to maintain satisfactory progress you may no longer be eligible for benefits.

ACADEMIC PROGRESS

Grades are given for bookwork theory and practical work, projects and lab performance. The grading criteria utilized is a reasonable system used to evaluate students against a norm. The following percentage system for letter grade assignment will be utilized for reporting grades:

GRADE	GPA	GPA
A=Excellent	4.0 (90-100%)	I=Incomplete 0.0
B=Good	3.0 (80-89%)	W=Withdrew 0.0
F=Failed	0.0 (70-79%)	

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. Students may appeal for reasons such as death of a relative, injury/ illness of the student, or other extenuating circumstances. The student must submit a written appeal on the school’s form to the school administration within 5 days of the determination, with supporting documentation regarding why the student failed to make SAP and what has changed in the student’s situation that will allow the achievement of SAP at the next evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final and documentation will be placed in the student’s file. Students who prevail upon appeal will have eligibility for any on hold benefits to be reinstated and be placed on a Probation Status.

ACADEMIC PROBATION AND SUSPENSION

All students attending Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute are expected to make satisfactory academic progress (SAP) in all attempted courses. To be in good academic standing, all students must earn a minimum cumulative grade of 80% in all coursework. Students who fail to meet these standards will be on academic probation for one month. If these students do not achieve the minimum cumulative grade of 80% at the end of the probationary period, they will be suspended until the end of the following month. Readmission is not automatic; each case will be judged on a case-by-case basis.

The school may allow for the status of probation for students who are not considered meeting the minimum standards for satisfactory progress if: The Institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period and the student prevails upon appeal of a negative progress determination prior to being placed on probation. The school will also determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period, and will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the time frame established for the individual student.

Students may reestablish SAP by making up missed assignments and increasing grade average to 80% or better and/or increasing cumulative attendance to 80%. Transfer students on academic suspension at another institution are not eligible to enroll at Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute until the suspension period is completed.

RE-ENTERING STUDENT

Acceptance to APCI & ATPI is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation, and any diagnostic or skills testing as required. The student will be notified in writing if reinstated in the program. Re-entering students will enter in the same progress status as when they left. The student will be required to purchase any textbooks, supplemental material, or supplies required. Discipline issues will require the student to wait for one full course before reinstatement is granted. Possible counseling may be required based on individual circumstances.

STUDENT MODEL REQUIREMENTS

Permanent Cosmetics

Students are required to complete 9 models composed of 3 brow procedures, 3 eyeliner procedures, and 3 lip procedures with the guidance of an APCI instructor. Students must bring their first 3 models before their online booking is turned on for outside clients (preferably one of each type of procedure.) Students must schedule their appointments in advance, and APCI & ATPI will take a deposit of \$50 from the client to cover the cost of supplies for the initial procedure. The client will owe \$50 plus tax on the day of the procedure, and this price does not include their touch-up. If you ever advance to a Senior Student, the price doubles to \$200 plus tax.

Students will have the opportunity to provide permanent cosmetics services to family or friends during the practical portion of their education. All our student models must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately. Students will not be allowed in the lab any sooner than two months of being in the program, regardless of completion of bookwork/hours accumulated so far.

Students shall arrive 30 minutes early for preparation and tray set up.

Students cannot perform winged eyeliner services.

Powder brows are required before students can do hairstrokes. Skins must also be approved by an instructor. The exception to this is if the student has taken our advanced hairstroke class, the student has done three powder brows, and skin work is approved by the lab director.

The student's appearance and demeanor should always remain professional. Gossiping with other students while assisting a client is unprofessional and unacceptable.

All services are assigned and observed by an approved instructor. Students are not permitted to instruct other students unless previously authorized by an APCI & ATPI staff member. Only approved products are permitted to be used in the lab during the practical portion of their education.

Tattooing

Students are required to do a minimum of 26 procedures with the guidance of an ATPI instructor. Students are expected to bring their free tattoo models. Once the student begins charging for their services, students will be allowed to accept walk-ins (with instructor approval.) Students must schedule their appointments in advance and notify their instructor. Once the student begins charging for their tattoos, a deposit will be required from each client to hold their spot. The client will pay the remaining balance upon the completion of the work.

Once students can begin charging for their work, the following will apply to each student:

- If the tuition has been paid-in-full, the student will receive 50% of their commission on a weekly basis.
- If there is still a balance on the tuition, a 40% commission will be applied to the tuition balance. Once the balance is paid off, the commission paid to the student increases to 50%. Tips will be paid on a weekly basis regardless of the balance owed on tuition.

All our student models must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately.

Students shall arrive at least 30 minutes early for preparation and tray set up.

The student's appearance and demeanor should always remain professional.

All services are assigned and observed by an approved instructor. Students are not permitted to instruct other students unless previously authorized by an ATPI instructor.

Only approved products are permitted to be used in the lab during the practical portion of their education.

TRANSFER STUDENT POLICY

Transfer students are accepted after careful evaluation and review. All transfer students are required to schedule an appointment with the Program Director. Both written and skills testing is mandatory prior to acceptance into the program. Before testing, the student must provide APCI & ATPI with an official transcript of hours from another permanent cosmetics, tattooing, or piercing institution. Transfer students must also request a transfer from the Arkansas Department of Health on many occasions. APCI & ATPI will work with the Arkansas Department of Health to conclude on transferring students on a situational basis.

LEAVE OF ABSENCE POLICY

1. A student may request a leave of absence and must follow the policy in requesting the leave. To request a leave of absence, please reach out to an administrator to fill out the form.
2. A leave of absence is granted with the reasonable understanding that the student will return from the leave of absence. Leave can be taken for illness, medical issues, death of an immediate family member, maternity leave, paternity leave and military deployment. Marriage, divorce, vacations, and work requirements are not approved reasons for a leave of absence. A school administrator must approve any extenuating circumstances.
3. The approved leave of absence will extend the student's contract period (per the Arkansas Department of Health, there is an allotted 24-month period that the program must be completed) and maximum time frame by the same number of days taken in the leave and the institution will not assess the student any additional institutional charges as a result of the leave of absence. Changes to the enrollment agreement will be initialed by all parties, OR an addendum to the enrollment agreement must be signed by all parties.
4. TFC payments will continue even while a student is on an LOA.

5. A student who is granted an LOA is not considered to have withdrawn and no refund calculation will be required at that time. A leave of absence will not be granted within the first 60 days of enrollment unless there is a death in the immediate family or a major medical problem.
6. The LOA must be requested in advance unless unforeseen circumstances prevent the student from doing so. The leave must:
 - a. Be in writing
 - b. Must include the student's reason for the LOA; and
 - c. Must include the student's signature.
7. A LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - a. The institution documents the reason for the decision.
 - b. The institution collects the request from the student at a later date; and
 - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
8. More than one leave of absence is allowed, and the total of all leave of absence will not exceed more than 180 days in any 12-month period.
9. Students will be withdrawn if an unapproved LOA is taken OR if the student does not return by the expiration of an approved LOA. The student's withdrawal date, for the purpose of calculating a refund, will be student's last date of attendance.
10. Student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period will be by either-
 - a. Changes to the enrollment agreement will be initialed by all parties; or
 - b. An addendum to the enrollment agreement must be signed by all parties.

STUDENT GRIEVANCE

Grievance procedures are established on the student's behalf to allow an individual student an opportunity to be heard in alleged grievances involving unlawful discrimination, selective program admission, or other alleged violations of policies or law. All student grievances will be handled through regular administrative and organizational channels or per other formal policies of APCI & ATPI if appropriate. In order to resolve a student grievance, the following procedures should be followed:

1. The student should first discuss their grievance with an instructor, administrator, or other individual directly and immediately involved in the grievance,
2. If, after consulting with the individual involved, the student feels that the grievance is still unresolved, they may discuss it with the immediate supervisor of the individual involved in the complaint,
3. If the grievance is still unresolved, the student can seek counsel with the superintendent. The superintendent will then create a report detailing the grievance itself, the steps the student has taken to resolve the issue, and the status of both parties related to the grievance. The superintendent can then act and document their action to resolve the grievance.

If the student has tried to resolve the issues through the Institution’s complaint process and is unsuccessful, the student may contact the Arkansas State Board at 4815 W Markham Street Slot 8, Little Rock, AR 72205. Phone: 501-682-2168 The student is required to try to resolve the problem through The Institution’s complaint procedure, prior to filing a complaint with The Institution’s accrediting agency . To file a complaint with the accrediting agent visit www.cognia.org and select contact us and fill out the contact form.

Advisory Committee

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute has an Advisory Committee that understands the need for comprehensive permanent cosmetics education in the state of Arkansas. The committee insures that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry. Other functions included but not limited to;

- Evaluating the goals and objectives of the program curriculum
- Establishing workplace competencies for the program occupation (s)
- Suggesting program revision as needed, evaluating the adequacy of facilities and equipment
- Advising APCI personnel on the selection and acquisition of new equipment
- Identifying local business/ leaders who will provide students with external learning experiences, employment and placement opportunities
- Assisting in professional development of the faculty
- Assisting in promoting and publicizing to the community and to the business and industry
- Representing the needs of students

Scholarship and Fee Waivers

Institution Scholarships and Fee Waivers are not treated as a payment, it will be a discount of the tuition or fee in the student ledger, whichever applies. All institution scholarships or fee waivers are applied at the end of training. Contact the admissions office for more information.

Administrative Staff and Faculty

Administrators-Darren & Christine Taylor	Admin Assistants- Lauren Lee & Tiffany Johnson
Vice President- Cole Taylor	Admissions Director- Sidney Robbins

REGULATORY INFORMATION

Owners - Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute, is owned by Darren and Christine Taylor

Licensure- The Institution is licensed by the Arkansas Department of Health, Cosmetology Section, 4815 West Markham, Slot 8 Little Rock, AR 72205. Phone: (501)682-2168; fax (501)682-5640.

Arkansas Department of Health Body Art Law- vActive Linkv

https://www.healthy.arkansas.gov/images/uploads/pdf/Cosmetology_and_Body_Law_2021.pdf

Accrediting Agency-The Institution is accredited by Cognia 9115 Westside Parkway Alpharetta, GA 30009

ACADEMIC CALENDAR

2023	
Permanent Cosmetics New Student Orientation	January 14
Permanent Cosmetics New Student Orientation	January 23
Permanent Cosmetics New Student Orientation	February 4
Permanent Cosmetics New Student Orientation	February 13
Microblading Class with Jessica Williams	February 26
Permanent Cosmetics New Student Orientation	March 4
Permanent Cosmetics New Student Orientation	March 13
Scalp Micropigmentation Class with John Olsen	March 13-14
3-D Nipple & Areola Class with Alicia Polk	March 24-25
Advanced Hairstroke with Susy Ismail	April 7-8
Permanent Cosmetics New Student Orientation	April 8
Permanent Cosmetics New Student Orientation	April 17
Permanent Cosmetics New Student Orientation	May 6
Permanent Cosmetics New Student Orientation	May 15
School Closed: Memorial Day	May 29
Permanent Cosmetics New Student Orientation	June 10
Permanent Cosmetics New Student Orientation	June 26
School Closed: Independence Day	July 4
Permanent Cosmetics New Student Orientation	July 15
Permanent Cosmetics New Student Orientation	July 24
Permanent Cosmetics New Student Orientation	August 12
Permanent Cosmetics New Student Orientation	August 21
Permanent Cosmetics New Student Orientation	September 16
Permanent Cosmetics New Student Orientation	September 25
Permanent Cosmetics New Student Orientation	October 7
Permanent Cosmetics New Student Orientation	October 23
Permanent Cosmetics New Student Orientation	November 4
Permanent Cosmetics New Student Orientation	November 13
School Closed: Thanksgiving	November 23
School Closed: Black Friday	November 24
Permanent Cosmetics New Student Orientation	December 2
Permanent Cosmetics New Student Orientation	December 11
School Closed: Christmas Day	December 25

New Tattooing & Piercing Students do not have set start dates

Permanent Cosmetics

APPLICATION FEE: \$100
TUITION: \$8,500

Theory and fundamental assignments(200hours)*

**Distance Learning available
(Students receiving VA funding are required to complete all training, including the fundamentals, in person.)*

*Hands on training and procedures ** (200 hours)*

***must be completed on campus*

About Our Program

Eyebrows

Learn the art of brow mapping and how to create a natural looking brow customized to fit each client's face.

Eyeliner

Learn how to enhance the client's eyes using correct pressure and techniques.

Lips

Learn how to even out the client's natural lips and create a more defined lip using pigments that compliment their skin tone.

Focus

- Needle Selection
- Color Theory
- Pigment Selection
- Needle Depth and Pressure

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class/lab area work, and a variety of projects specific to different units of instruction.

Methods: Instruction in permanent cosmetics at The Institution uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, and observation are some of the teaching techniques used. Audio-visual aids include whiteboards, videos, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Levels of Achievement: An 80% grade average (70% for VA students) in written and practical work is required for graduation.

Calculation of grade for Permanent Cosmetics Program

➤ Orientation	8 hours
Theory	
➤ Permanent Cosmetics Explained	5 hours
➤ Professionalism	5 hours
➤ Sanitation	7 hours
➤ Medical Conditions	6 hours
➤ Anatomy and Physiology	5 hours
➤ Consultations and Client Registration	5 hours
➤ Photography	5 hours
➤ Brow Mapping and Symmetry	10 hours
➤ Machines and Needles	10 hours
➤ Color Theory	10 hours
➤ Undertones and Fitz Skin Types	5 hours
➤ Pigment Selection Guide	5 hours
➤ Nature of Pigments	5 hours
➤ Pain and Anesthetic	5 hours
➤ Eyebrow Procedures	8 hours
➤ Intro to Microblading	6 hours
➤ Eyeliner Procedures	8 hours
➤ Lip Procedures	8 hours
➤ Color and Shape Corrections	8 hours
➤ Aftercare and Continued Care	5 hours
➤ Paramedical Procedures	5 hours
➤ Client Management	5 hours
➤ Marketing Yourself	5 hours
➤ Finding a Job	5 hours
• Resume Development	
• Interview Preparation	
• Job Search	
➤ Insurance and NPI	5 hours
➤ Brow Mappings	26 hours
➤ Color Wheel Project	8 hours
➤ Arkansas Rules and Regulations	<u>2 hours</u>
Total Theory Hours	200 hours
Hands-On	
➤ PPE, Sanitation Assignment & Handwashing	30 hours
➤ Checklist Book Completion	90 hours
➤ Practice Skins	30 hours
➤ Procedures	<u>50 hours</u>
Total Hands-On Hours	200 hours
Total Clock Hours for Program	400 hours

Standard Tattooing

APPLICATION FEE: \$100
TUITION: \$9,500

Theory and fundamental assignments*(200 hours)

**Distance Learning available
(Students receiving VA funding are required to complete all training, including the fundamentals, in person.)*

Hands on training and procedures ** (200 hours)

***must be completed on campus*

About Our Program

Mainstream tattooing uses a wide variety of needles including liners, shaders and mags, to insert ink permanently into the skin. The ink is applied with the intention of creating long lasting art with the use of vibrant colors, black, white and grey ink. In this course, everything from technical line work to art that covers an entire limb will be covered. In this course, you will learn tattooing skills of a tattoo artist such as needle depth, needle theory, tattoo and body placement, drawing skills, and how to execute a full scale tattoo from tray setup to tear down. By the end of this course, you will know the difference between a technical line artist, a tattoo artist, and a permanent makeup artist. This course will teach you about tattoo 101, tattoo cover ups, fixing existing tattoos, needle theory and how to interact with clients.

- Safe, welcoming, and hygienic tattoo facility
- Committed to helping you find the right career path
- Flexible schedules and teaching methods
- Hands-on experience

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class/lab area work, and a variety of projects specific to different units of instruction.

Methods: Instruction in tattooing at The Institution uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, and observation are some of the teaching techniques used. Audio-visual aids include whiteboards, videos, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Levels of Achievement: An 80% grade average (70% for VA students) in written and practical work is required for graduation.

Calculation of grade for Tattooing Program

➤ Orientation 8 hours

Theory

➤ Tattoo History 10 hours

➤ Arkansas Rules and Regulations 2 hours

➤ Bloodborne Pathogens 6 hours

➤ Hygiene and Self Care 6 hours

➤ Aseptic Technique for Stencil Placement 8 hours

➤ Sanitation 8 hours

➤ Tray Setup 5 hours

➤ Workstation Clean Up 5 hours

➤ Safety 8 hours

➤ Skin Layers, Depth of Tattoos and Anatomy 10 hours

➤ Professionalism 6 hours

➤ How to Price Tattoos 6 hours

➤ Client Handling 6 hours

➤ Making a Drawing 10 hours

➤ Inspiration and Tattoo Styles 10 hours

➤ Color Theory and Skin Tones 14 hours

➤ Tattoo Cover Up 8 hours

➤ Making a Stencil 8 hours

➤ Tattoo Ink 8 hours

➤ Needle Theory 8 hours

➤ Tattoo Machines 8 hours

➤ Tattooing Techniques and Tricks 8 hours

➤ Aftercare Instructions 5 hours

➤ Photos 6 hours

➤ Confidence in Tattooing 7 hours

➤ Promoting the Artist 6 hours

 • Resume Development

 • Interview Preparation

 • Job Search Skills

Total Theory Hours 200 hours

Hands-On

➤ PPE, Sanitation Assignment & Handwashing 30 hours

➤ Practice Skins 50 hours

➤ Procreate Use and Drawing 20 hours

➤ Procedures 100 hours

Total Hands-On Points 200 hours

Total Clock Hours for Program 400 hours

Piercing

APPLICATION FEE: \$100
TUITION: \$9,500

Theory and fundamental assignments*(200 hours)

**Distance Learning available
(Students receiving VA funding are required to complete all training, including the fundamentals, in person.)*

Hands on training and procedures ** (200 hours)

***must be completed on campus*

About Our Program

We offer a comprehensive body piercing education program that covers everything from the basics of anatomy to the latest techniques and safety standards. Our instructors are experienced professionals who are passionate about body piercing and committed to providing a safe and welcoming learning environment.

The program is designed to give students the skills and knowledge they need to pursue a career in body piercing, and it includes both classroom instruction and hands-on training. Upon completion of the program, students will be prepared to take the state-mandated safety certification exam. We are confident that our program will provide students with the foundation they need to succeed in this exciting field.

- Safe, welcoming, and hygienic body piercing facility
- Committed to helping you find the right career path
- Flexible schedules and teaching methods
- Hands-on experience

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class/lab area work, and a variety of projects specific to different units of instruction.

Methods: Instruction in piercing at The Institution uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, and observation are some of the teaching techniques used. Audio-visual aids include whiteboards, videos, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Levels of Achievement: An 80% grade average (70% for VA students) in written and practical work is required for graduation.

Calculation of grade for Piercing Program

➤ Orientation	8 hours
Theory	
➤ Piercing History	12 hours
➤ Anatomy	12 hours
➤ Risks	10 hours
➤ Important Tools	8 hours
➤ Customer Interaction and Paperwork	8 hours
➤ Sanitation and Pre-Procedure Practices	12 hours
➤ Ear Piercings Part 1	10 hours
➤ Ear Piercings Part 2	10 hours
➤ Face Piercings	15 hours
➤ Mouth Piercings Part 1	12 hours
➤ Mouth Piercings Part 2	12 hours
➤ Torso Piercings	12 hours
➤ Genital Piercings	15 hours
➤ Aftercare	10 hours
➤ Healing and Signs of Infection	12 hours
➤ Upkeep and Stretching	10 hours
➤ Putting It Into Practice	10 hours
• Professionalism	
• Resume Development	
• Interview Preparation	
• Job Search Skills	
➤ Arkansas Rules and Regulations Total	<u>2 hours</u>
Theory Hours	200 hours
Hands-On	
➤ PPE, Sanitation Assignment & Handwashing	30 hours
➤ Practice Skins	50 hours
➤ Autoclaving	20 hours
➤ Procedures	<u>100 hours</u>
Total Hands-On Points	200 hours
Total Clock Hours for Program	400 hours

Financial Options

At APCI, we want to make sure everyone has the option to attend our classes. We strive to make our tuition affordable and payments flexible.

- Pay in full- cash, check, credit, debit, cashier's check, or money order (made payable to Arkansas Permanent Cosmetics Institute)
- 15 Week Agreement- Pay 50% initial payment to begin classes and remaining 50% at week 15 of classes.
(Payment contract required. Failure to make week 15 payment will result in being suspended from campus and online classes until payment is made)
- Financing through Tuition Financing Company (TFC)- 99% of our students are eligible for financing. (Down payment minimum is 10% of tuition, down payment amount can vary based on credit score.)
- VA Benefits (for qualifying students)
- Arkansas Rehabilitation Scholarship (for qualifying students)
- Single Parent Scholarship (for qualifying students)

Tuition Details

Permanent Cosmetics Course

TUITION COST: \$8,600
APPLICATION FEE: \$100 (NON-REFUNDABLE)

TUITION INCLUDES THE FOLLOWING:

Tuition	\$6,500
Books/Kit/Supplies*	\$1,500
Technology Fees*	\$500
Application Fee (non-refundable)	<u>\$100</u>
Total Cost	\$8,600

*Fee is estimated and based on current cost and is subject to change. Books/Supplies & Technology fees are non-refundable, even if the student cancels within 72 hours.

Tuition Details

Tattoo Course

TUITION COST: \$9,600

APPLICATION FEE: \$100 (NON-REFUNDABLE)

TUITION INCLUDES THE FOLLOWING:

Tuition	\$7,000
Books/Kit/Supplies*	\$2,000
Technology Fees*	\$500
Application Fee (non-refundable)	<u>\$100</u>
Total Cost	\$9,600

*Fee is estimated and based on current cost and is subject to change. Books/Supplies & Technology fees are non-refundable, even if the student cancels within 72 hours.

Tuition Details

Piercing Course

TUITION COST: \$8,600

APPLICATION FEE: \$100 (NON-REFUNDABLE)

TUITION INCLUDES THE FOLLOWING:

Tuition	\$6,500
Books/Kit/Supplies*	\$1,500
Technology Fees*	\$500
Application Fee (non-refundable)	<u>\$100</u>
Total Cost	\$8,600

*Fee is estimated and based on current cost and is subject to change. Books/Supplies & Technology fees are non-refundable, even if the student cancels within 72 hours.

REFUND OR WITHDRAWL/DROP POLICY

Students must notify the institution if withdrawing from APCI & ATPI and must cancel within 72 hours of signing the enrollment contract (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) to receive a full tuition refund. After 72 hours, no refund is given on the Application fee (\$100),Books/Supplies (\$1,500-pmu and piercing- \$2,000 tattoo) or Technology Fee (\$500). A refund shall only be given on the Books/Supplies within 72 hours of canceling if everything is in new condition.

A full refund of all tuition and fees ,except application fee (\$100),is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the course of instruction is discontinued by the school, before instruction has begun

If the school cancels a program or closes permanently, after instruction has begun, the institution will provide a pro rata refund.

Any Monies due to the applicant or student will be refunded within forty-five (45) calendar days of official cancellation or withdrawal.

After two years of enrollment (if the program has not been completed), the student is automatically dropped from the program. If the student wishes to complete the program, previous hours completed are not transferable.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

The following shows the refund amounts to be given based on the hours obtained by the student:

Hours Completed	Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.

REFUND OR WITHDRAWL/DROP POLICY FOR VA STUDENTS

VA Students must notify the institution if withdrawing from APCI & ATPI and must cancel within 72 hours of signing the enrollment contract (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) to receive a full tuition refund. After 72 hours, no refund is given on the Application fee (\$100),Books/Supplies (\$1,500-pmu and piercing- \$2,000 tattoo) or Technology Fee (\$500). A refund shall only be given on the Books/Supplies within 72 hours of canceling if everything is in new condition.

A full refund of all tuition and fees, except application fee (\$100) is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the course of instruction is discontinued by the school, before instruction has begun

If the school cancels a program or closes permanently, after instruction has begun, the institution will provide a pro rata refund.

Any Monies due to the applicant or student will be refunded within forty-five (45) calendar days of official cancellation or withdrawal.

After two years of enrollment (if the program has not been completed), the student is automatically dropped from the program. If the student wishes to complete the program, previous hours completed are not transferable. In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90%Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class/lab area work, and a variety of projects specific to different units of instruction.

For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.

Verification of Student Identity Policy Statement

The purpose of this policy is to ensure that Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute operates in compliance with the verification of student identity in distance learning (Online Bookwork).All programs offered through distance learning methods must verify that the student who registers for a distance learning coursework is the same student who participates in and completes the coursework. One or more of the following methods must be used:

- A secure login and pass code;
- New or emerging technologies and practices that are effective in verifying the student

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, students must be notified of these charges in writing at the time of registration or enrollment. Users must not attempt to disguise their identity, the identity of their account or the machine that they are using. Use of technology to conceal one’s identity, such as masking an IP address or using VPN technology for anonymity, is forbidden.

RESPONSIBILITIES

All users of the institutions learning management systems shall maintain the security of usernames, passwords and any other access credentials that they are assigned. Access credentials must not be shared or given to anyone other than the user to whom they were assigned, for any reason. Users shall be responsible for any and all uses of their account. Users shall be responsible for changing passwords periodically to maintain security. Students must provide complete and true information about themselves in any identity verification process, in accordance with the Student Honor Code and System.

Rights and Privacy - It is the policy of The Institution to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Written permission is required for each and every request prior to the release of information. Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974

Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute
The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent, to the following parties

- School employees who have a need-to-know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations doing certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If you wish to see your records, you should contact the school for the procedure to follow. Any questions or concerns under this act should be directed to: Family Policy Compliance Office, Dept. of Ed., 400 Maryland Avenue, SW, Room 3017, Washington, D.C. 20202-4605 or you may call (202) 401-2057.

Policy for Safeguarding Customer Information

Non-public personal information is information which is not publicly available on:

- 1) your name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll at Arkansas Permanent Cosmetics Institute and Arkansas Tattooing & Piercing Institute
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) Information obtained from a website.

The Institution is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The Institution guarantee’s the right of each student to gain access to their individual file through the financial aid office. The school Director and or owner/ administration shall be responsible to coordinate the school’s information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Distance Learning (Fundamentals/Bookwork) Policy

The institutional Fundamentals bookwork is done via an online platform known as Thinkific. Students have the option to do their Fundamentals bookwork on campus or not on campus. (NOTE: Students receiving VA funding are required to complete all training, including the fundamentals, in person.)

Distance Learning will NOT be utilized as a delivery method of hands on and lab/clinical instruction.

Students will be given direct instruction on bookwork and assignments.

Instructors will be assessing and providing feedback on student's bookwork.
Instructors will provide information and respond to questions about the content of the bookwork.

Instructors will provide the opportunity for substantive interactions with the students on a scheduled basis.

Instructors will monitor the student's academic engagement.

An Instructor will do an assessment of student performance on-campus no less than once a month.

Students will be given a written exam, and must pass, after they have finished their bookwork and hands on work before entering the lab.

Our Distance Learning is different than most Distance Learning programs. As ours is only the bookwork portion of the education and not the full program. Students who only do the bookwork portion and not the rest of the program WILL NOT graduate and WILL NOT be given a license to practice, as you must be **on campus** for some lecture time , ALL hands on work and a minimum of 9 client procedures to graduate.