

# SCHOOL CATALOGUE 2024



CHICAGO

---

MAKEUP  
SCHOOL

# HELLO

Chicago Makeup School is a professional makeup artistry institution offering a customized makeup program for those aspiring to be a career artist or working artists wanting to fine tune their craft.

We offer support and meticulous industry education designed by seasoned working artists covering all aspects of the craft from brush to business all under one roof of creativity and community.



## **Chicago Makeup School**

333 Oakley Blvd, #208

Chicago, IL 60612

224-587-5422

info@chicagomakeupschool.com



T, W, Thur

10am - 10pm

M, F

9am - 4pm



Approved by  
the Division of  
Private Business  
and Vocational  
Schools of the  
Illinois Board of  
Higher Education

# from brush to business

Chicago Makeup School aims to provide a comprehensive education that not only focuses on technical skills, but also equips students with what is necessary to thrive in this occupation. We understand the importance of mastering the art and creativity behind makeup along with having the business and marketing education tools to create a wholesome and successful makeup career.

## **WHAT WE OFFER**

Our curriculum has courses ranging from facial understanding and color theory to industry business practices and client management. In addition to our comprehensive curriculum, we provide hands-on training and a mentorship program from experienced professionals in the field. Furthermore, we offer networking opportunities and connections to industry professionals, allowing our students to build valuable relationships and gain exposure to the makeup industry.

## **WHAT YOU'LL TAKE AWAY**

The Professional Artistry program offers a transformative journey that students will undergo in just 12 weeks and the real-world readiness they will achieve will be backed by ongoing support from the school.

We aim for every student to graduate from our program feeling confident, prepared, and ready to embark on this remarkable and very rewarding profession.



# MEET THE OWNER

*Nini Jenkins*



Nini Jenkins, a seasoned makeup artist, and entrepreneur, calls the vibrant city of Chicago her home. As a proud member of Local IATSE476, Nini has established herself as a respected professional in all facets of the industry. As a makeup educator, Nini's passion for delivering full-circle and quality education inspired her to create and start Chicago Makeup School, an institution and community dedicated to nurturing makeup artists of all levels, providing them with the knowledge, skills, and guidance needed to excel in their craft. With Nini's expertise and passion for the art of makeup, Chicago Makeup School is set to become a premier destination for those seeking to pursue a successful career in the field.

# PROFESSIONAL ARTISTRY PROGRAM

This program is designed for those who want to learn the basics of makeup and pursue makeup artistry as a career. In this program, students will get introduced to makeup history, learn proper sanitation, skin analysis, creating a flawless complexion, eye and eyebrow makeup techniques, male grooming, beauty makeup, tattoo coverage, TV/Film basics, and industry business: how to set up your business, how to assist, create a portfolio and get booked.

The first part of the day will be a lecture and demo followed by hands-on practice.

A hand-picked professional makeup kit, brushes and the mentorship program are included in the full program. A Certificate of Completion will be given to each student at the conclusion of the program.



# **PROFESSIONAL ARTISTY PROGRAM INVESTMENT**

**Length: 12 WEEKS**

**Duration: 3 days a week, Tuesday, Wednesday, Thursday**

**\*Portfolio shoot and final class will take place on the last Thursday of the program**

**Time: 6pm-10pm**

**Total Clock: 144**

## **Tuition**

**Non-refundable registration fee**

**\$800.00**

\*Amount is deducted from tuition

**\$5800 per 12-week program**

**\*Processing Fees applied for online payments**

\*\*Payment plans are available

## **Program Materials Included**

Professional Makeup Kit, Course Handouts, Headshots, Portfolio Shoot and Images, Professional Discounts, Certification of Completion

# PROFESSIONAL ARTISTY PROGRAM

## COURSE SUMMARY

**Length: 12 WEEKS**

**Duration: 3 days a week, Tuesday, Wednesday, Thursday**

**Time: 6pm-10pm**

**Total Clock: 144**

### **1. Fundamentals**

4 weeks, 48 total clock hours

### **2. Areas of Concentration**

5 weeks, 60 total clock hours

- Beauty Makeup – 2 weeks
- Basic Special FX – 1 week
- Makeup for TV/Film – 1 week
- Makeup for Photography – 1 week

### **3. Business & Marketing**

3 weeks, 40 total clock hours

- Basic Business for Freelancers – 2 weeks
- Marketing for Makeup Artists – 1 week

### **Additional Benefits**

- Access to student discounts with multiple companies and brands
- Mentor assignment per program completion
- Alumni resources and support

# PROFESSIONAL ARTISTRY PROGRAM

## CURRICULUM

### 1. FUNDAMENTALS

4 weeks, 3 days/week, Tuesday, Wednesday, Thursday  
6pm - 10pm, 48 total clock hours

#### Week 1

- Introduction and Review of Program
- A Career in Makeup Artistry
- History of Makeup
- Makeup Kit Review: Explanation, Product Review and Expiration • Station Setup
- Sanitation Practices
- Facial Structure
- Understanding of Makeup as it relates to Nationality and Origin

#### Week 2

- Allergies and Sensitivities
- Skin Study and Preparation
- The Complexion: Color Matching, Concealing, Neutralizing and Balancing
- Color Theory
- Sculpting: Blush, Bronze, Highlight and Contour

#### Week 3

- The Art of Eyes
- Brow Shaping
- Lips: Shapes, Exfoliating, Hydrating, Defining, Shading and Texture
- Face Charts: The Purpose, Designing and Creating
- Client Interaction and Professional Constitution

#### Week 4

- Beauty for Mature Skin
- Gender Affirming Makeup
- Male Grooming
- Fundamentals Recap and Assessment



# PROFESSIONAL ARTISTY PROGRAM

## CURRICULUM CONT.

### 2. Areas of Concentration

5 weeks, 3 days/week, Tuesday, Wednesday, Thursday  
6pm-10pm, 60 total clock hours

#### Beauty Makeup (weeks 5 & 6)

- Defining and Executing Natural and Glam Applications
- Bridal/Special Events
- Bridal: Looks and The Business
- Software/Apps: Booking and Scheduling
- Speed Test

#### Basic Special Effects (week 7)

- Knowledge of Basic Special Effects (FX) Makeup
- Cuts and Bruises
- Bullet Wounds
- Frostbite
- Illness
- Old Age
- Burns

#### Makeup for TV & Film (week 8)

- Understanding All Facets: Television, Film, Corporate and Commercials
- Tattoo Coverage
- Overview of Protocols, Crew List, Scripts, Materials Given, Etc. Set Terminology
- Set Expectations
- Breaking Into the Industry

#### Makeup for Photography (week 9)

- Print/Lifestyle
- Editorial/Fashion
- Headshots: Multi-Focuses
- Speed test

# PROFESSIONAL ARTISTY PROGRAM

## CURRICULUM CONT.

### 3. BUSINESS & MARKETING

3 weeks, 3 days/week, Tuesday, Wednesday, Thursday  
6pm – 10pm, 36 total clock hours

#### Basic Business for Freelancers (weeks 10 & 11)

- The Elements of Starting a Freelance Business
- Logos
- Email Template and Signature
- Website
- Setting Rates and Developing Price Sheets
- Contracts
- Tax Preparation
- Insurance: Liability and Health
- Accounting
- How to Get Hired
- Building Clients and Who to Contact
- Networking
- Invoicing

#### Marketing for Makeup Artists (week 12)

- Brand Marketing and Development
- Website and Portfolio
- Content Strategy Development
- Differentiation
- Picking your Platforms
- Social Media Presence and Management

#### Exit Class

- Code of Ethics and Professionalism
- Mentor Program Assessment
- Explanation of Alumni Benefits
- Student Headshots
- Portfolio Shoot
- Presentation of Certificate

# ACADEMIC CALENDAR

## FALL 2024

September 6	Instructor Meetings	
September 10	First Day of Summer Term - Start of Professionals Artistry Program. The Fundamentals	Course: The Fundamentals.6pm-10pm, T,W,Thur, 4 weeks.
October 3	Last Day - The Fundamentals - Written Exam	
October 8	Start Areas of Concentration - Beauty Makeup	Course: Beauty Makeup, 6pm-10pm, T,W,Thur, 2 weeks.
October 22	Start Basic Special FX	Course: Basic Special FX, 6pm-10pm, T,W,Thur, 1 week.
October 28	Start Makeup for Photography	Course: Makeup for Photography, 6pm-10pm, M,T,W 1 week.
October 31	No Classes - Halloween	Offices open October 29-30, November 1. Closed on October 31.
November 5	Start Makeup for TV/Film	Course: Makeup for TV/Film, 6pm-10pm, T,W,Thur, 1 week.
November 7	Last Day Areas of Concentration	Course: Makeup for TV/Film, 6pm-10pm, T,W,Thur, 1 week.
November 12	Business & Marketing - Basic Business for Freelancers	Course: Basic Business for Freelancers.6pm-10pm, T,W,Thur 2 weeks.
November 25-29	No Classes - Thanksgiving	Office Open. Closed on November 28.
December 3	Start Exit Classes - Student Headshots	Exit Classes, 6pm-10pm, T,W,Thur, 1 week. Student Headshots, T
December 4	Portfolio Shoot	6pm-10pm, Thursday Portfolio Shoot
December 5	Last Day of Fall Term	6pm-10pm, Thursday Final Exam - Presentation of Certificate of Completion.
December 9	Student Meetings - Mentorship Program	30 minute scheduled meetings per student. This is optional.



# ADMISSIONS

**Enrollment.** The enrollment process can be accessed under the "Enrollment" tab on the website [www.Chicagomakeupschool.com](http://www.Chicagomakeupschool.com).

## **Requirements.**

- No course prerequisites.
- Students must be 18 years of age or older at the time of enrollment and provide proof of age (Driver's License or State ID). Under 18 years of age is accepted only with parental consent.
- High school reading level is required.
- A criminal background check is not enforced.

**Physical Requirements.** Please refer to page 12 for a full list of physical demands as listed on the Illinois workNet Center's website.

**Registration Fee.** Upon registration, there is a NON-REFUNDABLE REGISTRATION FEE of \$800. This amount is deducted from tuition.

**Contact.** You can contact admissions directly by emailing the Director of Education, [Lauren@chicagomakeupschool.com](mailto:Lauren@chicagomakeupschool.com) or calling 224-587-5422

# ADMISSIONS CONT.

According to the Illinois workNet Center website and the Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security (IDES), physical demands for makeup artists include:

## **Professional makeup artists frequently:**

- Use their hands to handle, control, or feel objects, tools, or controls.
- Stand for long periods of time.
- Repeat the same movements.

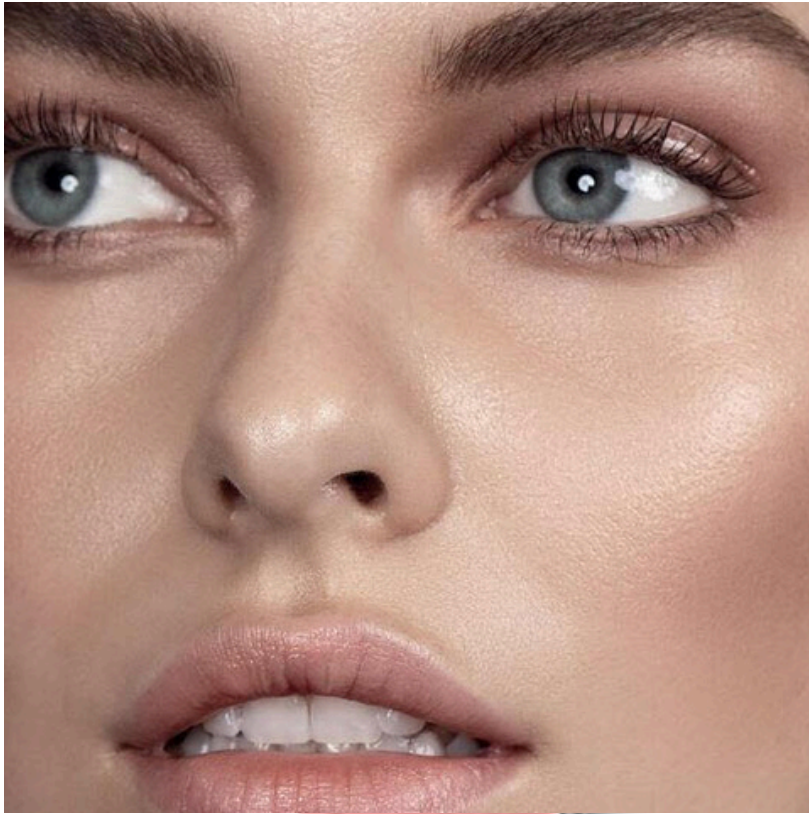
## **It is important for professional makeup artists to be able to:**

- See details of objects that are less than a few feet away.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use one or two hands to grasp, move, or assemble objects.
- Use fingers to grasp, move, or assemble very small objects.
- See differences between colors, shades, and brightness.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- See details of objects that are more than a few feet away.

## **It is not as important, but still necessary, for professional makeup artists to be able to:**

- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Make quick, precise adjustments to machine controls.
- Bend, stretch, twist, or reach out.
- Focus on one source of sound and ignore others.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Be physically active for long periods without getting tired or out of breath.
- Make fast, repeated movements of fingers, hands, and wrists.

“Makeup Artists - Physical Demands.” *Illinois workNet Center*, Illinois workNet Center System, Copyright 2005-2023, <https://www.illinoisworknet.com/>. Source: Illinois Career Information System brought to you by Illinois Department of Employment Security.



## **CANCELLATION, WITHDRAWAL AND REFUND PROCEDURES**

**Tuition Refund Policy.** The \$800 registration fee is nonrefundable as well as the first initial payment if the enrolled 5 business days before the start date of the program. A partial reimbursement (for tuition paid in full) or the termination of a payment plan, as aforementioned, can be made where written notice of cancellation is provided up to 5 business days after enrollment.

**Cancellation Policy.** The student has the right to cancel the enrollment agreement from the time it is signed until midnight of the 5th business day after the student has been admitted. Cancellation must be submitted to the email address on the Enrollment Agreement in writing with verification of transmission orally to the telephone number listed in the Enrollment Agreement.

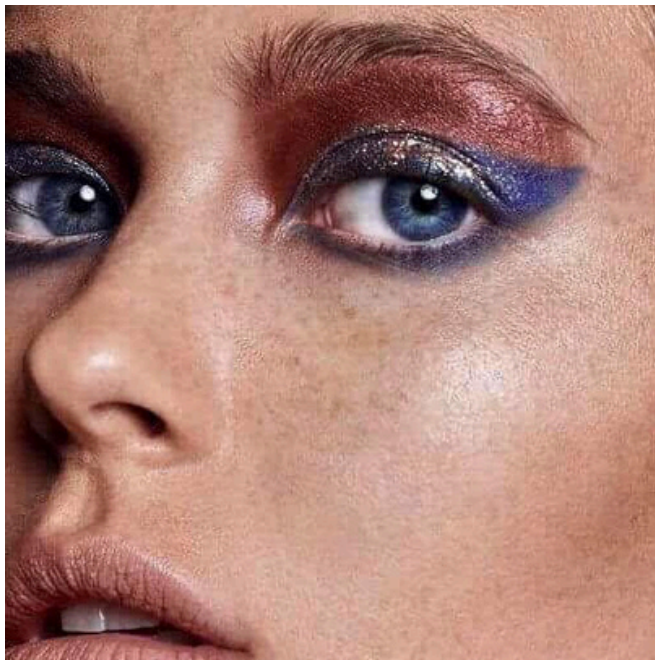
**Withdrawal Procedure.** A student may withdraw by submitting written notice to the email address on the Enrollment Agreement with verification of transmission orally to the telephone number listed in the Enrollment Agreement.

# WITHDRAWAL PROCEDURE CONT.

**Physical or Financial Hardship Policy.** Every institution of higher education approved by the IBHE must have a policy instituting a financial or physical hardship withdrawal process. The process must work to limit debt owed by students who have to withdraw from the institution due to a significant financial or physical hardship and to assist those students if and when they choose to re-enroll. Types of hardship shall include, but are not limited to:

- (1) serious injury or illness;
- (2) chronic illness;
- (3) a medical issue of a family member in which the student has to become a part-time or full-time caretaker of that family member;
- (4) a mental health condition;
- (5) a sudden or consistent lack of transportation issue; and
- (6) a significant cost of living increase.

The aforementioned hardships must be proven by documentation in order for the above policy to be implemented by that specific students.



## NOTICES

**Transfers.** Chicago Makeup School does not guarantee transferability of credit and in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Chicago Makeup School must provide copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Accreditation.** Chicago Makeup School is not accredited by a US Department of Education recognized accrediting body.

**Right of Reschedule.** Chicago Makeup School reserves the right to reschedule a class or course if deemed necessary and with good cause.

**Job Placement.** Though we have a mentorship program and alumni support, Chicago Makeup School does not guarantee job placement for those completing our workshops or program.

**Complaints.** We believe in strong students relationships and that all conflicts can be resolved with us directly. However, If you feel you have made all attempts to settle a conflict with our school and it's not to your liking, COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION:

Illinois Board of Higher Education  
<https://complaints.ibhe.org/>  
1 North Old State Capitol Plaza  
STE 333  
Springfield, IL 62701-1377  
217-782-2551



# RULES OF CONDUCT



Creating a safe and inclusive learning environment is essential for the success and well-being of all students. It allows them to focus on their education and personal growth without fear or distractions. By promoting a culture of respect, empathy, and acceptance, Chicago Makeup School aims to foster a positive and nurturing atmosphere where students can thrive.

Eliminating discrimination, violence, and bullying is crucial in maintaining a safe environment. Students should feel valued and respected regardless of their race, ethnicity, gender, sexual orientation, religion, or any other characteristic. Any form of violence, whether physical or verbal, disrupts the learning process and can have long-lasting negative effects on students' mental and emotional well-being. By setting clear expectations and consequences for such behavior, Chicago Makeup School ensures that students understand the importance of respectful and appropriate communication.

Furthermore, the school recognizes the importance of providing support and opportunities for all students to reach their full potential. This includes offering resources and assistance to students who may face challenges or barriers to their learning by encouraging collaboration, empathy, and understanding among students.

It is important for all students to familiarize themselves with the following rules and standards and to adhere to them at all times. Failure to do so may result in disciplinary action, up to and/or including termination from school.

**1. Respectful Behavior:** Students must treat clients, school staff, and fellow students with respect and courtesy at all times. Any form of harassment, discrimination, or bullying will not be tolerated. Chicago Makeup School defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. Abusive conduct includes, but not limited to, threatening, humiliating, or intimidating behaviors. This type of behavior is a serious offense within our school.

Those who witness these type of behaviors, but do not report it to school faculty or staff will be treated as an offender as well.

**2. Professionalism:** Students are expected to maintain a professional demeanor and appearance while representing the school. This includes appropriate dress, punctuality, and adherence to school policies and procedures.

**3. Academic Integrity:** Cheating, plagiarism, or any form of academic dishonesty is strictly prohibited. Students must complete their own work and give proper credit to sources used in their assignments.

# Rules of Conduct, Continued

**4. Attendance and Punctuality:** Regular attendance and punctuality are essential for success in school. Students must attend all classes and arrive on time. Excessive absences or tardiness may result in disciplinary action. In case of emergency or illness, please call or email the school: 224-587-5422 or info@chicagomakeupschool.com. All instructors expect the students to come 10-15 minutes early to set up the stations and be ready for the class.

**5. Substance Abuse:** The use, possession, or distribution of illegal drugs or alcohol on school premises is strictly prohibited. Students found in violation of this rule may face immediate termination.

**6. Safety and Security:** Students must adhere to all safety and security protocols established by the school. Any actions that jeopardize the well-being of others or the school's property will not be tolerated.

**7. Confidentiality:** Students must respect the privacy and confidentiality of clients and fellow students. Sharing personal or sensitive information without consent is a violation of this rule.

**8. Compliance with Laws and Regulations:** Students must comply with all applicable laws and regulations, both on and off school premises. Any illegal activities may result in immediate termination.

**9. Communication:** Students must communicate openly and honestly with school staff regarding any concerns or issues. Failure to do so may hinder the resolution of problems and may result in disciplinary action.

**10. Respect for School Property:** Students are responsible for the proper use and care of school property. Any intentional damage or theft of school property will result in disciplinary action and may require restitution.

**11. Cell Phone Use:** Cell phones need to be on silent mode during the demo and lecture. No phone calls are allowed during the demo or lecture. Please step out if needed. No loud music during the demo or lecture. No recording of demo or lecture allowed.

**12. Smoking.** No smoking is allowed on the premises.

**13. Dress Code.** Casual and appropriate dress attire. No pajamas. Please treat this as your job.

**14. Food Allergies.** Please let administration and your classmates know if you have a food allergy. In case of an emergency, call 911 immediately.

# INSTITUTIONAL DISCLOSURES REPORTING TABLE

	<b>Program Name</b>	Professional Artistry Program
<b>Disclosure Reporting Category</b>	<b>CIP*</b>	12.0406
	<b>SOC*</b>	39-5091
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		15
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
	a) New starts	0
	b) Re-enrollments	0
	c) Transfers into the program from other programs at the school	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		15
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
	a) Transferred out of the program or course and into another program or course at the school	0
	b) Completed or graduated from a program or course of instruction	7
	c) Withdrew from the school	0
	d) Are still enrolled	8
5) The number of students enrolled in the program or course of instruction who were:		
	a) Placed in their field of study	7
	b) Placed in a related field	0
	c) Placed out of the field	0
	d) Not available for placement due to personal reasons	0
	e) Not employed	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		2
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		20,000-50,000
*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.		

**THANK YOU**



## **CONTACT US**



**PHONE**  
224-587-5422



**WEBSITE**  
[www.chicagomakeupschool.com](http://www.chicagomakeupschool.com)