

# SCHOOL CATALOG 2026

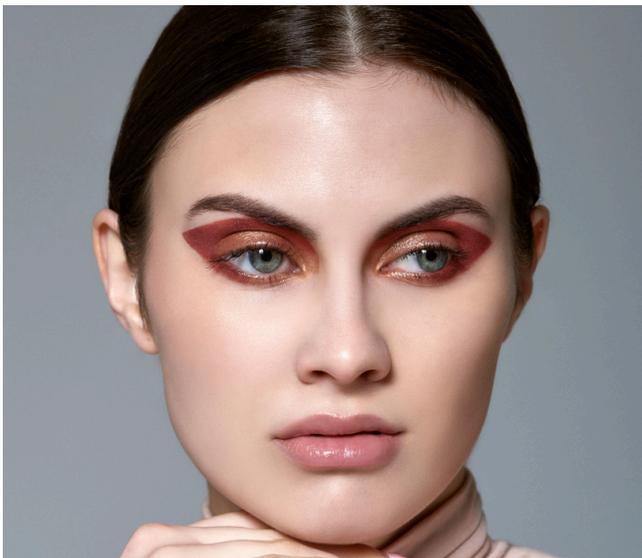


CHICAGO  
—  
MAKEUP  
SCHOOL

# THE ONLY MAKEUP SCHOOL IN CHICAGO

Chicago Makeup School is a professional makeup artistry school founded by and staffed with working makeup artists. We offer focused training for those beginning a career in makeup artistry, as well as for working artists looking to refine their skills.

Our program is dedicated exclusively to makeup artistry and related professional practices. This is not a licensure program and does not include cosmetology or esthetics training.



## Chicago Makeup School

1770 W Berteau Ave  
STE 502  
Chicago, IL 60613  
224-587-5422



T, W, Thur  
9am - 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: DAY 10am-2pm, NIGHT 6pm-10pm**

**Total Clock: 144**

## **Tuition**

**Non-refundable registration fee**

**\$800.00**

**\*Amount is deducted from tuition**

**\$6000 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 and Stage – 1 week
- Makeup for TV/Film – 1 week
- Makeup for Photography – 1 week

## **3. Business & Marketing and Exit Classes**

3 weeks, 36 total clock hours

- Basic Business for Freelancers – 1 week
- Marketing for Makeup Artists – 1 week
- Exit Classes - 1 week

## **Additional Benefits**

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

# PROFESSIONAL ARTISTY 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
- Lashes
- Lips: Shapes, Exfoliating, Hydrating, Defining, Shading and Texture
- Gender Affirming Makeup

#### Week 4

- Beauty for Mature Skin
- Male Grooming
- Fundamentals Recap and Written Test
- Hands-on practice

# 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
- The Business of Bridal
- Hands-on Bridal Makeup and Mock Trial
- Face Charts: The Purpose, Designing and Creating
- Editorial
- Fashion and Runway
- Red Carpet

#### Basic Special Effects and Stage (week 7)

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

#### 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
- Camera Ready Live - makeup for daytime TV and News

#### Makeup for Photography (week 9)

- Print/Lifestyle
- Headshots: Multi-Focuses
- Basic Hair
- Period Makeup
- 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)

- The Elements of Starting a Freelance Business
- Logos
- Email Template and Signature
- Website
- Setting Rates and Developing Price Sheets
- Invoicing
- Contracts
- Tax Preparation
- Insurance: Liability and Health
- Financial Planning
- Business Building

#### Marketing for Makeup Artists (week 11)

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

#### Exit Class (week 12)

- Code of Ethics and Professionalism
- Student Headshots
- Portfolio Shoot
- Getting Hired - Guest Speaker
- Presentation of Certificate
- Mentor Program Assessment

# Academic Calendar

## Summer 2026

May 29	Instructor Meetings	
June 2	First Day of Winter Term - Start of Professional Artistry Program. The Fundamentals	Course: The Fundamentals. 10am-2pm/6-10pm, T,W,Thur, 4 weeks.
June 25	Last Day - The Fundamentals - Written Exam	
June 30	Start Areas of Concentration - Beauty Makeup	Course: Beauty Makeup, 10am-2pm/6-10pm, T,W,Thur, 1 week.
July 7	Start Runway/High Fashion	Course: High Fashion, 10am-2pm/6-10pm, T,W,Thur, 1 week.
July 14	Start Basic Special FX / Stage	Course: Basic Special FX/Stage, 10am-2pm/6-10pm, T,W,Thur, 1 week.
July 21	Start Makeup for TV/Film	Course: Makeup for TV/Film, 10am-2pm/6-10pm, T,W,Thur, 1 week.
July 28	Start Contextual Applications	Course: Contextual Applications 10am-2pm/6-10pm, T,W,Thur, 1 week.
July 30	Last Day Areas of Concentration	
August 4	Start Business & Marketing - Basic Business for Freelancers	Course: Basic Business, 10am-2pm/6-10pm, T,W,Thur, 1 week.
August 11	Start Marketing for Makeup Artists	Course: Marketing for Makeup Artists. 10am-2pm/6-10pm, T,W, Thur, 1 week.
August 18	Start Exit Classes - Student Headshots	Final Week. 10am-2pm/6-10pm, T,W, Thur, 1 week.
August 19	Portfolio Shoot	Shoot: 10am-2pm/6-10pm 1 day
August 20	Awarding of Certificates of Completion	Last Day
August 21	Mentorship Program Begins	



# 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.

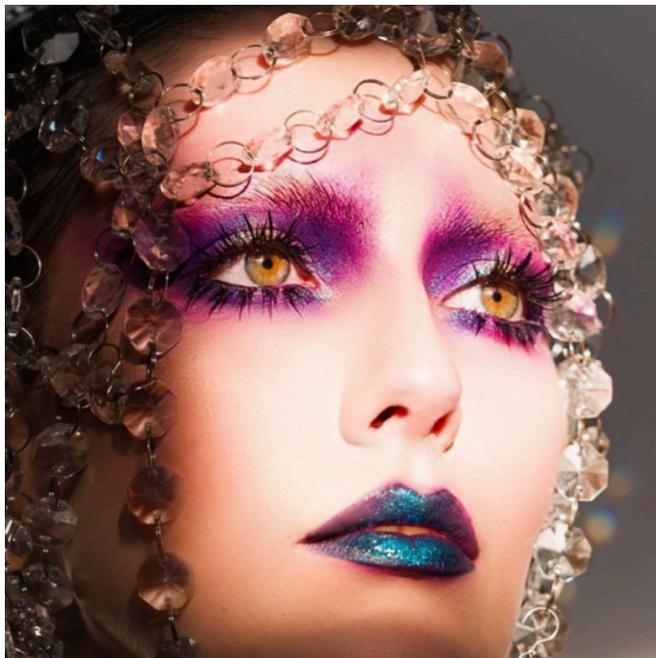
**Withdrawal Procedure.** A student may withdraw by submitting written notice to the email address on the Enrollment Agreement with verification of transmission orally to the telephone number listed in the Enrollment Agreement.

# 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 for that particular student.



## 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

# STANDARDS

## 1. Be Respectful

Treat clients, classmates, and instructors with kindness. Bullying, harassment, or discrimination is not allowed. Speak up if you see something concerning.

## 2. Stay Professional

Be on time, dress appropriately (no pajamas!), and follow school policies. Treat class like your job.

## 3. Do Your Own Work

Complete assignments honestly and give credit when using sources.

## 4. Attendance Matters

Arrive on time and plan to be 10–15 minutes early to set up. Call or email if you're sick or have an emergency: 224-587-5422 | [info@chicagomakeupschool.com](mailto:info@chicagomakeupschool.com)

## 5. No Drugs or Alcohol

Illegal substances or alcohol on campus are strictly prohibited.

## 6. Safety First

Follow safety rules and help keep the school a safe space for everyone.

## 7. Keep It Private

Respect the confidentiality of clients, classmates, and staff.

## 8. Follow the Law

Obey all local, state, and federal laws. Illegal activity may result in dismissal.

## 9. Communicate

Let instructors know if you have concerns so issues can be resolved quickly.

## 10. Respect School Property

Take care of equipment and supplies. Damaging or taking property may lead to disciplinary action.

## 11. Phones & Music

Phones on silent during demos and lectures. Step outside for calls. No loud music or recording allowed.

## 12. No Smoking

Smoking is not allowed on school grounds.

## 13. Dress for Success

Casual, appropriate attire is required. Treat class like a professional workspace.

## 14. Food Allergies

Notify staff and classmates of any allergies. In an emergency, call 911.

# INSTITUTIONAL DISCLOSURES

## REPORTING TABLE

JULY 1, 2024 - JUNE 30, 2025

	<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.		16
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).		16
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	9
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.		0
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)