

BE BROWED ETCETERA

Permanent Makeup Academy

Approved by the Ohio Board of Career Colleges & Schools

Registration #2273

COURSE CATALOG

POWDER OMBRE & COMBO BROWS

(Certificate Program)

January 2024 Edition

1188 Bell Rd, Ste 101

Chagrin Falls, OH 44022

(216) 200-8071

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Message from the Director

Welcome to Be Browed Etcetera Permanent Makeup Academy and congratulations on your decision to join us in the amazing world of permanent cosmetics! BBE Academy is passionate and dedicated in the field of permanent cosmetics to provide quality PMU education with higher standards. We intend to educate and nurture skilled, confident, and capable permanent cosmetic technicians. This work requires an immense responsibility that is also very rewarding. The BBE difference falls hugely on making a difference on the integrity of education standards within the PMU industry by helping to ensure the public receives competent technicians for cosmetic work.

You will find a safe, friendly, professional learning environment that is student focused with individual attention given to every student, as well as advanced level student interaction for guidance and additional support until you are confident in your skills.

You will need to show up every day with dedication, both in and out of the classroom. We make this same promise of dedication to you and are committed to your success.

Welcome to BBE Academy!

Best,

Brensha "Shay" Searcy, BSc, DiAAM

School Director

Administrative Staff, Faculty, Facilities

Brensha Searcy, B.Sc., DiAAM

Director/AAM Board Certified Trainer

The school is designed for the training of students for the study of permanent cosmetics, with a focus on brow tattooing techniques – Powder Ombre and Combination Brows. Our current space is 600 sq. ft and is equipped to provide students with classroom & hands-on training. There is a maximum of 3 students per class in our current setting.

BBE Academy is located at 1188 Bell Rd #101, Chagrin Falls, OH 44022. There is plenty of parking at the front and back of the building.

In our classroom, we use a variety of tools such as latex, silicone & mannequin heads for students to train with that simulate working on skin. Students will be shown how to properly execute tattooing techniques & understand depth, pressure, & will be educated on BBP requirements.

Professional Memberships & Associations

BBE Academy is a member of the following organizations:

American Academy of Micropigmentation (AAM)

Admission Requirements

Students must present a valid photo identification, be over the age of 18 and have a valid bloodborne pathogens (BBP) and First Aid/CPR certificate. All applications for class will be reviewed by the director for approval. No one will be denied admittance base on age, sex, race, or religion. We are an equal opportunity school with a diverse student base.

Class Schedule

In-Class Course (3 Days)

Thursday-Saturday 11:45am to 6:00pm

Direct Hands-On Procedures (Apprenticeship Component) – 20 Hours to be completed within 8 weeks from last day of class (all models will be scheduled by appointment only).

February 8-10, 2024

February 22-24, 2024

March 7-9, 2024

March 21-23, 2024

April 4-6, 2024

Process And Grading

Students will be evaluated daily to ensure that the work is being understood and completed. Students are expected to complete homework assignments for review.

Satisfactory Progress Policy – A variety of methods including observation, hands-on client work and class participation are used to determine student progress. A minimum grade of 90% on the practical exam (model day) and the successful completion of model work is required to successfully complete the program. Missed or unsatisfactory performance on the final exam and hands-on client model work must be made up within 14 days. Students making unsatisfactory progress are given options to improve skills. These options include attendance at additional classes, shadowing opportunities, tutorials, and supervision.

Course Repetitions – A student must repeat the program if the student fails to meet the requirements. Full fees must be paid for the program.

Enrollment Procedures

Before attending class, each student must complete an application form and a student enrollment form. Space is limited, a registration fee must be paid to book your seat for class. Balance must be paid 2 weeks before the 1st day of class.

Graduation Requirements

- Successful completion of 50 clock hours.
- Successful completion of 5 client brow procedures (apprenticeship) to be evaluated by Instructor. A minimum of 1 procedure on day 3 must be supervised by Instructor and student must be able to complete at least 90% of the procedure unassisted to demonstrate competency.
- Students will be graded on the following criteria: depth/pressure, stretch, brow mapping/shaping, color selection, client consultation & sanitation.

All Students that attend the 3-day program will receive a **Certificate of Attendance**. Students that successfully complete the 50hrs Curriculum will receive a **Certificate of Completion** indicating that all graduation requirements have been met.

Attendance, Dismissals, & Reentrance Policies

Student attendance is required to complete the course. Students must give the school advanced notice of any intended absences. Classes that are missed must be rescheduled to the next available date to complete the course. All rescheduled courses will be made by the instructor. If the student is absent 2 times within the week course, that will result in dismissal if a valid reason is not given to the school. If the student requests a leave of absence, it will be reviewed by the school instructor or director for approval and will be valid for 6 months to reschedule classes and/or client procedures missed. After 6 months, the student will be dismissed from the program. Students have the right to an appeal by submitting a written appeal letter within 48 hours of being notified of dismissal. Once the appeal has been reviewed, and if the decision has been approved for reinstatement, the student will be able to reschedule class at no additional cost.

Reentrance – Students dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

Dress Code and Conduct

Students are expected to conduct themselves in an ethical and professional manner. Behavioral conduct such as dishonesty, harassment, theft, damage to school property, damage to another's property on school premises, verbal, or physical abuse to a BBE employee or student on or off the premises, and intentional disruption or obstruction of any school proceeding, may have consequences up to and including class failure and/or termination from the school.

BBE will follow all safety & sanitation protocols set forth from the Ohio Department of Health and the State of Ohio regarding infectious disease.

BBE has a zero on campus drug and alcohol policy. BBE will support any student and/or employee seeking treatment for drug or alcohol abuse.

BBE is a smoke free campus, outside of specific designated smoking areas. This includes any vape devices. Persons with a strong smell of smoke may be asked to leave and return after removing the smell for hands on activities and labs.

Clothing should allow for full coverage and mobility as well as anti-slip shoes in procedure areas. Disposable aprons provided by the school must be used during procedures.

Rings should be removed during procedures. Fingernails must be modest in length and appropriate for hands on activities and procedures. Appropriate appearance and cleanliness are always expected, and you may be asked to leave and return prepared if not appropriate and clean.

If circumstances prohibit you from adhering to the above, please discuss with the administration as additional support options may be available.

Refund Policies, Grievances, & Appeals

The school provides education and training services to the community. The registration of a student in the assignment of class space, the employment of instructor(s), and other provisions must be contracted in advance. A full refund of monies shall be returned to an applicant cancelling enrollment within five (5) business days of signing the enrollment agreement. After five (5) days, the application and registration fees will be non-refundable. Refunds will be made within 30 days of cancellation. Additionally, BBE Academy reserves the right to delay and/or cancel a program start when the number of enrolled for that start date is too small to economically begin that class. Students may accept the new start date or have all monies refunded.

BBE Academy's refund policy will follow the guidelines as established in the *Ohio Administrative Rule 3332-1-10* and refunds will be issued within thirty days of student's withdrawal.

1. A student who starts class and withdraws before the academic term is fifteen percent complete will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

If a student has any concerns, complaints, or grievances with their classes or instructors, the student is encouraged first to speak with the director. Every effort will be made to achieve resolution. A student may also direct any complaints to the Ohio State Board of Career Colleges and Schools, 30 East Broad St., Suite 2481, Columbus, Ohio, 43215, Phone 877-275-4219.

Students wishing to appeal a decision made by BBE may do so in writing within two days of the incident. Any mitigating circumstances should be included in the written statement for consideration and directed to the administration office. Students will be notified of the decision in writing within one week.

Placement Policy

In Compliance with the Federal Trade Commission of Ohio State Law, BBE Academy does not guarantee the student a job. The student understands that upon graduation, the tuition paid was for instruction, not job placement. Our school can advise on job placement or business startup assistance. Our school is designed to train in the profession of permanent cosmetics. Our goal upon graduation is that our beginner students will be ready to begin a career as a competent Permanent Makeup Technician.

Holidays

There will be no classes on following holidays:

NEW YEAR'S EVE

NEW YEAR'S DAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

Any classes scheduled to start on a holiday will begin the following day. Instruction missed due to a holiday will be made up in a day and time designated by your instructor.

POWDER OMBRE & COMBO BROWS CERTIFICATE PROGRAM

This program exceeds the minimum requirements that have been set by the Ohio Department of Health for new permanent makeup technicians. The Ohio Department of Health regulates facilities for compliance and does not play a role in PMU education. Our school is committed to raising awareness regarding the lack of inefficient training requirements in PMU education and is committed to providing students with an appropriate education that supports the development of new PMU technicians entering the industry.

3 DAY POWDER OMBRE & COMBO BROWS CERTIFICATE PROGRAM

Expected Time to Complete: 4-8 weeks

Summary Of Curriculum – 50HR PROGRAM (CLOCK HRS)

PRE-CLASSWORK & HOME STUDY (6 HOURS):

- 2 Hours: Bloodborne Pathogens Online Training (Lecture)
- 4 Hours: Home Study (Lecture)
 - *Home Study Requirements: 2 weeks prior to class Students will receive the training guide & begin receiving additional guides (educational videos, info sheets) and are expected to complete time per day reviewing and studying the material to count towards the home study requirement.*

CLASSROOM & HANDS-ON TRAINING (44 HOURS):

DAY 1: 8 HOURS

In Class: 6 Hours

- 1.5 Hours: Introduction to Permanent Makeup (Lecture)
- 30 min: Machine & Kit Supplies/Machine Mechanics (Lab)
- 1hr 30 min: Brow Mapping Line Placements, Eyebrow Anatomy & Mapping Practice on Mannequin Head & Students (Lab)

- 2 Hours: Latex & Mannequin Practice (Lab)
- 30 min: Sanitation & Health Department Licensing Requirements; Dangers of Cross Contamination (Lecture)

Homework: 2 Hours

- Latex Practice (Lab)

DAY 2: 8 HOURS

In Class: 6 Hours

- 2 Hours: Latex & Mannequin Practice (Lab)
- 1 Hour: Brow Mapping Practice (Lab)
- 3 Hours: Instructor Demonstration & Client Consultation (Lab)

Homework: 2 hrs

- Latex Practice (Lab)

DAY 3: 8 HOURS

In Class: 8 Hours

- 4 Hours: Latex & Mannequin Practice (Lab)
- 4 Hours: Student Model Practical/PPE & Workstation Setup (Lab)

Additional Models (4) – APPRENTICESHIP COMPONENT: 20 HOURS

In Class: 20 hours

- Student Practical (Lab)

***Students will complete an additional 4 models at BBE Academy under limited supervision within 2 months that will be reviewed by instructor for satisfactory completion. Each procedure will count as (5) hours per model. Students are responsible for securing their own models during the apprenticeship component.**

Course Descriptions

Course	Item Description
Introduction to Permanent Makeup	What is Micropigmentation History of Micropigmentation Technique Color Theory/Understanding the Color Wheel & Selecting Pigments. Color Corrections & Coverups, Health Contraindications
Machine, Kit Supplies & Machine Mechanics	Review of Permanent Makeup Equipment & Products
Brow Mapping & Eyebrow Anatomy	Shaping Theory & Procedure. Learning Brow Line Placements
Sanitation & Health Department Licensing Requirements; Dangers of Cross Contamination	Sanitation & Legal Requirements. BBP Review.
Latex & Mannequin Practice	Student Labs – Practice & Critique of Shading Technique
Client Consultation	Students will learn how to conduct a client consultation, review medical history, how to document issues, and the privacy and storage of client records.
PPE & Workstation Setup	Sanitation & Aseptic Practices. Student Lab.
Student Practical	Students will perform hands-on brow procedures for review.
Bloodborne Pathogens Training	Best Practices & Sanitation Requirements.

Tuition

Registration Fee	\$125.00
<u>Tuition</u>	<u>\$3999.00</u>

Total Cost \$4124.00

The tuition fee for the 50hr Powder Ombre & Combo Brows Certificate Program is \$4124. A student kit including a tattoo machine, pigments, training book, guides, disposables, needles, etc. are included.

Additional Fees or Expenses

Models during the apprenticeship component will incur an additional expense of \$100 per model to be paid at the time of scheduling. This fee is nonrefundable. Liability insurance will be required for each student and will vary between \$500-900 annually.