

BE BROWED ETCETERA

Permanent Makeup Academy

Approved by the Ohio Board of Career Colleges & Schools
Registration #2273

COURSE CATALOG

100HR POWDER OMBRE & COMBO BROWS PMU FUNDAMENTALS
(Certificate Program)
December 2023 Edition

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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 (5 Days)

Monday-Friday 11:00am to 8:00pm by appointment only.

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

Process And Grading

Students will be graded daily to ensure that the work is being understood and completed. Students must complete a practical exam with a grade of 80% or higher. The practical exam is designed to prepare students for the American Academy of Micropigmentation (AAM) board certification exam. Upon successful completion of the course, a training certificate will be issued.

Satisfactory Progress Policy – A variety of methods including observation, hands-on client work, class participation and the final exam are used to determine student progress. A minimum grade of 80% on the final practical exam 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 100 clock hours.
- Achieve 80% or higher on final practical examination.
- Successful completion of 6 client brow procedures to be evaluated by Instructor (a minimum of 2 procedures must be fully supervised by Instructor).
- Sit for the AAM Board Certification Examination

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 instructors, 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

MEMORIAL DAY

LABOR DAY

CHRISTMAS EVE

NEW YEAR'S DAY

INDEPENDENCE DAY

THANKSGIVING DAY

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.

100HR POWDER OMBRE & COMBO BROWS PMU FUNDAMENTALS CERTIFICATE
(AAM Approved Program)

This curriculum 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. The following curriculum has been approved by the American Academy of Micropigmentation (AAM) and students will be eligible to sit for the AAM board certification exam upon program completion.

Summary Of Curriculum

PRE-CLASSWORK & HOME STUDY (35 HOURS):

- 2 Hours: Bloodborne Pathogen Certificate (Online Training)
- 33 Hours: Homework Assignments (5 hrs) & Home Study (28 hrs)
 - *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 2 hrs per day reviewing and studying the material to count towards the home study requirement.*

CLASSROOM & HANDS-ON TRAINING (65 HOURS):

DAY 1: 10 HOURS

In Class: 9 Hours

- 2 Hours: Introductions & Introduction to Permanent Makeup Lecture (Micropigmentation, History of Micropigmentation)
- 3 Hours: Review Machine & Kit Supplies, Latex Practice
- 3 Hours: Brow Mapping Line Placements, Eyebrow Anatomy & Mapping Practice on Mannequin Head & Students
- 1 Hour: Sanitation & Health Department Licensing Requirements; Dangers of Cross Contamination

Homework: 1 Hour

- Latex Practice

DAY 2: 10 HOURS

In Class: 9 Hours

- 2 Hours: Microblading Head Strokes (Combo Brows Technique)
- 3 Hours: Latex & Mannequin Practice
- 1 Hour: Client Consent Forms & Consultations/Documentation, Medical Profile Review, Privacy & Storage of Records
- 1 Hour: Needle Configurations & Reading Labels
- 1 Hour: Color Theory & Color Corrections
- 1 Hour: Brow Mapping Practice

Homework: 1 Hour

- Latex Practice

DAY 3: 10 HOURS

In Class: 9 Hours

- 3 Hours: Latex & Mannequin Practice
- 2 Hours: Brow Mapping Practice
- 1 Hour: PPE & Workstation Setup & Tear-Down
- 3 Hours: **Full Brow Demonstration by Instructor**

Homework: 1 Hour

- Latex Practice

DAY 4: 10 HOURS

In Class: 9 Hours

- 1 Hour: Selecting Pigments & Topical Anesthetics
- 3 Hours: Latex & Mannequin Practice
- 1 Hour: Brow Mapping Practice
- 4 Hours: **1st Student Model Procedure Under Direct Supervision**

Homework: 1 Hour

- Latex Practice

DAY 5: 10 HOURS

In Class: 9 Hours

- 2 Hours: Latex & Mannequin Practice

- 2 Hours: Brow Mapping Practice
- 30 Min: Sales, Marketing & Photos
- 30 Min: Pre-Care & Post Care
- 4 Hours: **2nd Student Model Procedure Under Direct Supervision**

Homework: 1 Hour

- Latex Practice

Additional Models (4)

In Class: 20 hours

- 4 Live Procedures

***Students will complete an additional 4 models at BBE Academy under limited supervision that will be reviewed by instructor for satisfactory completion. Each procedure will count as (5) hours per model towards the 65 hours classroom instruction requirement.**

Fees

Registration Fee	\$125.00
<u>Tuition</u>	<u>\$5999.00</u>

Total Cost **\$6124.00**

The tuition fee for the 100hr PMU Brow Fundamentals Certification is \$5999. A student kit including a tattoo machine, pigments, training book, guides, disposables, needles, etc. are included.

Additional Fees or Expenses

Students wishing to sit for the AAM Board Examination will assume an exam fee of \$397. Liability insurance will be required and will vary between \$500-900 annually.