

A Non-Profit Educational Community Institute

COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI



Adult Education School
Catalog Summer 2017
Catalog 1, Volume 15

Community Technological Institute of Miami was incorporated as a 501(c)(3), not for profit organization in June 2002

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Community Technological Institute of Miami, Inc.
is a not for profit organization and is owned and operated by:

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License #: 3227

*Licensed by the Commission for Independent
Education, Florida Department of Education.
Additional information regarding this Institution
may be obtained by contacting the Commission at*

*325 West Gaines Street, Ste. 1414,
Tallahassee, FL 32399-0400
Toll - free telephone number (888) 224-6684.*

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**The Board of Trustees of Community Technological Institute of Miami
(CTIM) has identified the following Mission Statement:**

- A. CTIM is an equal access to education institution for all members of the community as it admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. **CTIM does not discriminate on the basis of race, color, religion, age, sex, disability, national and ethnic origin, or marital status to the extent of the Law** in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- B. CTIM is a community-based institution where any disadvantaged, minority or otherwise low achieving students will receive a tailored psycho-educational program to enhance their career opportunity.
- C. CTIM will promote the development and/or enhancement of main stream linguistic and culturally appropriate educational programming and materials for all its students and their families for the purpose of integrating them into the community's work force.
- D. CTIM will assume leadership in providing qualified personnel to the work force by fostering a diverse culturally sensitive environment for its students to enhance their essential life and work skills.
- E. CTIM shall provide an infrastructure that will enable academically deficient students with a framework to increase their skills, abilities, and knowledge base to pursue and develop their career and marketability potential.
- F. CTIM shall promote self worth, core judgment, development of effective work ethics and psychological growth via accurate and effective skills assessment, teamwork dynamics training and the promotion of effective communication skills within groups.
- G. CTIM will continue to develop programs and other model projects to ensure the highest student retention levels and the lowest dropout rates of all its students.

EDUCATIONAL PHILOSOPHY

Community Technological Institute of Miami (CTIM) draws from the vast and diverse experience of its Board, Administration, and Staff. CTIM firmly believes that individuals learn at different rates and via different sensory modalities; thus, the institution adapts to the needs of the student. CTIM realizes this philosophy by tailoring the psycho-educational, culturally sensitive programs to meet the needs of the students and enhance their educational potential and career opportunities into the workforce. CTIM's objective is not to create a redundancy in services, but to serve those students that desire to learn and are not being served.

HISTORY

CTIM was created as a grass-roots movement aimed at serving as a safety net for all those students that due to lack of resources or other life circumstances are disenfranchised from gaining access to education and its benefits. CTIM was created by professionals within the community who volunteer their time, effort and expertise to fulfill the objective that addresses the paucity of educational services for this segment of the community. CTIM is the culmination of a five-year project to empower individuals in the community to become the professionals of tomorrow.

GENERAL INFORMATION

SCHOOL HOURS

Class schedule	9:00AM - 8:00PM	Monday - Saturday
Day classes	9:00 AM - 5:00 PM	Monday - Saturday
Evening classes	3:00 PM - 8:00 PM	Monday - Friday
Laboratory work	12:30 PM - 6:00 PM	Monday - Friday

HOLIDAYS OBSERVED

The school will not be held on the following holidays. Additional holidays may be declared at the discretion of the President.

- New Years
- Martin Luther King, Jr.'s. Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Vacation

RULES AND REGULATIONS

CONDUCT

All students are expected to uphold high standards of integrity and behavior, inside and outside of CTIM. CTIM reserves the right to suspend or dismiss any student whose conduct does not conform to the following standards:

- Students must maintain a satisfactory academic record and work performance.
- Students must maintain a satisfactory attendance record.
- Chewing gum, eating food and drinking beverages are permitted only in designated areas, **not** in classrooms.
- The use of foul language, disrespectful or disruptive behavior will not be permitted.
- The use of alcohol or illicit drugs is strictly prohibited.
- Any form of violence, harassment or criminal act will be grounds for immediate dismissal.

GRIEVANCES / APPEALS POLICY

The Internal Grievance Procedure Policy is indicated below:

For any dispute that is unresolved, students are encouraged to voice their grievance with school management or the corporate office by means of the Institution's Grievance Policy.

Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Records of complaints and evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. Student grievances will be handled according to the following student grievance policies and procedures.

1. The student should register the complaint in writing on the designated form provided by the institution within **60 days** of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. A committee comprised of peers, staff and faculty will hear the complaint and render a decision. The student will be notified in writing within **five (5)** working days of the committee's decision.
4. The student may appeal the committee's decision to CTIM's President in writing within five (5) working days. If the student is in disagreement with the President's decision, the student may request in writing, within five (5) working days, that the Board of Trustees review the case and render a final decision. The student's request will be presented to the Board at the following Board meeting. If the Board agrees to review the case, it will be included in the Board's agenda within 90 days, upon receipt of the student's written request. The student will be notified in writing within five (5) working days of the Board's final recommendation.
5. Students may refer their grievance, if unresolved, to the following address:

Licensed by the Commission for Independent Education,
Florida Department of Education.

Additional information regarding this Institution
may be obtained by contacting the Commission at
325 West Gaines Street, Ste. 1414,
Tallahassee, FL 32399-0400
Toll - free telephone number (888) 224-6684.

PRIVACY ACT

CTIM complies with the Family Educational Rights and Privacy Act of 1974. The students' educational informational records are confidential.

CTIM makes every effort to keep the student's educational records confidential

and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration and clerical staff are expected to adhere to the policies and procedures relating to confidentiality.

Documents submitted by or for students in support of an application for admission or for transfer credits cannot be returned to the student, photocopied, or sent elsewhere. Students have the right to access or have copies made of the information in their file upon written request, with the following exceptions:

- Transcripts
- Health records (if applicable).

AFFIRMATIVE ACTION

CTIM admits students of any **race, color, religion, age, sex, disability, national and ethnic origin, and marital status to the extent of the Law** to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CTIM does not discriminate on the basis of age, creed, race, color or ethnic origin.

ADMISSION POLICIES

ADMISSION REQUIREMENTS

The requirements for admission are:

- Submission of a completed enrollment application.
- \$125 registration fee (non-refundable)
- Applicants must be of 16 years of age or older.
- If the applicant is less than 18 years old requires parental/guardian approval and signature.
- An interview with CTIM's representative.
- Proof of official high school diploma, GED or official transcript.
- High School affidavit form.
- Ability to Benefit (ATB) exam with the minimum passing score. Passing score on the Wonderlic Basic Skills Test of 270 on the verbal skills, 335 on the quantitative skills and 303 on the skills composite.

Applicants who do not meet the above requirements may not be enrolled into CTIM. Nevertheless, the admission committee will consider the applicant's

background, previous education and/or training and the applicant's desire to acquire a career prior to making the final decision.

ADMISSION PROCEDURES

When a prospective student is interested in attending CTIM, an appointment is made for the student to visit the Institute. Applicants will be interviewed and will receive a complete and thorough overview of the Institute. If the applicant decides to enroll and the admission requirements are met, he/she will complete the admission package. The admission committee will review the admission package and a determination letter will be mailed to the applicant.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition for all programs is in addendum A. These charges do not include other fees such as textbooks, registration fee, laboratory fee (if applicable), graduation fees, and supplies (all non-refundable).

REGISTRATION FEE

A \$125.00 non-refundable registration fee is required of all applicants, and must be paid at the time of signing the Enrollment Application.

FINANCIAL AID PROGRAMS

For those who qualify, the government and many private corporations, such as banks, make grants and loans available to students. The main difference between grants and loans are that students are financially responsible to pay back the loan, along with a certain percentage of interest. The student's financial need is determined by taking the cost of education while attending the Institute and subtract the amount the student and/or his/her family is expected to pay toward the cost, which is the Family Contribution.

Cost of Education - Family Contribution = Financial Need

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$125.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

CTIM will keep records on file for at least one (1) year of any student who is denied entry to the institution. CTIM will keep permanent records of any student who has attended and was then dismissed or withdraw.

ACADEMIC INFORMATION

ADVISEMENT

Each of the offices listed below provide advisement in their field of responsibility to all students as appropriate:

- Admissions Office
- Registrar
- Financial Aid Officer
- Academic Dean
- Academic Staff
- President – Dr. Calixto Garcia

CLASS SIZE

All classes will hold a maximum of 15 students. If the class is full the student will have to get an override from the teacher.

LEAVE OF ABSENCE

A leave of absence (LOA) may be granted once in a twelve (12) month period, for an illness or any legitimate purpose. An LOA must be requested in writing by the student, and must include the reason for the request as well as the student's signature. The LOA shall not exceed thirty (30) days for personal reasons; or one (1) semester under medical circumstances, upon approval. CTIM will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA is not considered to have withdrawn and no refund calculation is required. CTIM will extend the student's contract period by the same number of days taken in the LOA. All parties must initial any changes to the contract period on the enrollment agreement, or an addendum must be signed and dated by all parties. If the student does not return at the expiration of an approved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

GRADING SYSTEM AND SCALE

CTIM will keep permanent records for each student.

RATING	PASSING MARK	GRADE	POINTS
Excellent	90% - 100%	A	4.0
Good	80% - 89%	B	3.0
Satisfactory	70% - 79%	C	2.0
Passing	60% - 69%	D	1.0
Failure	59% Below	F	0.0
	Incomplete	I	0.0
	Withdrawn	W	0.0
	Credit Examination	E	
	Transfer Credit	T	

GRADING SCALE:

Students' grades are determined by the student's ability to understand

theoretical lectures, ability to perform adequately, personal conduct, and professional attitude.

STANDARDS OF ACADEMIC PROGRESS

A student's academic progress report is generated at the end of each course after having earned a cumulative grade point average of at least 2.0 ("C" average – 70%).

The student's record is available for review by the student upon request.

INCOMPLETE

1. If a student fails to complete all assignments by the end of the course, a grade of "I" (Incomplete) will be entered on the student record.
2. The "incomplete" must be removed by the end of the second week of the following semester. If the "Incomplete" is not removed within the specified timeframe, the grade automatically becomes an "F". Students can withdraw from classes up to one week after the class has started, with no penalty.

PROBATION

A student can be placed on probation for excessive absences, unsatisfactory conduct, nonpayment or insufficient academic progress. The normal probation period is fifteen (15) days.

TERMINATION

A student may be dismissed at the discretion of the President of Community Technological Institute of Miami prior to completion of the program. Reasons for termination include, but are not limited to the following:

- Insufficient progress (not maintaining a 70% average and/or not maintaining a "pass" basis in clinical/skill/lab).
- Failure to comply with rules outlined in catalog under Code of Conduct and the Institute's policies.
- Nonpayment of tuition under terms agreed upon with the President of Community Technological Institute of Miami.

RE-ENTRY

A student that has cancelled or been dismissed who desires to re-enter the course of study must notify CTIM and follow the required admissions

procedures. A student that was dismissed for any reason must accept an interview with the President or designee and show cause why he/she should be reinstated. No student dismissed for “Disruptive behavior” is eligible for re-entry.

TRANSFER OF COURSE CREDITS

CTIM does not guarantee transferability of course credits as this is solely at the discretion of the receiving school. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

CANCELLED COURSES

Students will be refunded or credited for any courses which are cancelled by CTIM due to lack of students (a class must have a minimum of 10 students).

PREVIOUS CREDITS

Any student who has attended CTIM or enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the registration fee and tuition, be tested and placed in the appropriate class, provided all other requirements have been met.

Students must have previously completed one or more academic course(s) or have appropriate experience may be exempted from school course(s) by examination. Students must make a minimum grade of 85% to be exempt from academic classes.

ORIENTATION

Orientation of new students is conducted the week before classes begin. New students will learn about procedures from CTIM staff. There will also be a presentation by the school where new students will be able to have their questions answered by the staff and/or current CTIM students.

RECORDS

- Student records are kept permanently and are available for review upon request to the Registrar. Records will be kept under lock and key in a fire proof cabinet.
- For those students who are denied entry, dismissed or terminated from the school, their records will remain on file for at least one (1) year.

PLACEMENT (EMPLOYMENT ASSISTANCE)

Community Technological Institute of Miami will maintain a computerized list of graduate students which will help the placement department seek positions in future employing companies. While CTIM does not guarantee placement, we will make every effort to help the graduate at no additional charge. Our placement department also arranges interviews and faxes students' resumes to companies who seek employees or interns. Assistance in finding suitable employment is also provided by posting area job openings on a career opportunities bulletin board for students to review. Students will receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

WORKSHOPS

It is to CTIM's best interest as well as to the students' interest to prepare them for entering the workforce and upcoming job interviews. In order to accomplish this task, CTIM has set up workshops to inform students on what to expect after graduation.

BOOKS

Textbooks and workbooks for all courses are available in CTIM; however, students are not required to buy their books at the CTIM.

LIBRARY INFORMATION LEARNING RESOURCES CENTER

Community Technological Institute of Miami will maintain a library with reference books of courses being taught and contract annually with QuestiaInternet Library (www.questia.com). Questia is the first online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. Additionally, students will be instructed in the use of local public libraries and internet resources.

STUDENT IDENTIFICATION CARD

At the beginning of each semester, all new students are given the opportunity to obtain CTIM's I.D. for a minimal fee. It is not a requirement. The application for admission, including all admission credentials, must be received at least 30 days prior to the semester in which the applicant plans to enroll.

LOCATION

Community Technological Institute of Miami (CTIM) is located at 2324 SW 8TH Street, Miami, FL 33135. Telephone: 305-856-9090. CTIM is conveniently located in the City of Miami close to I-95 and Dolphin Expressway (836). Miami-Dade Transit has a bus stop less than 25 feet from the front door of the school.

PARKING

Free parking is available for our students.

CLOCK HOURS

A clock hour is defined as a minimum of 50 minutes of supervision or directed instruction and appropriate break.

COURSE NUMBERING SYSTEM

The course numbering system uses a four to sevendigit system, consisting of one to four alpha and three numeric digits. The prefixes are characters which represent the subject area. The suffixes are numbers which represent the sequence taught.

GRADUATION REQUIREMENTS

Defines the eligibility for graduation in the following manner:

- Completion of the full curriculum for a program.
- Having earned a cumulative grade point average of at least 2.0 ("C" average – 70%)

- Having filed for graduation with the office of the Registrar and with Student Services in order to receive their credentials whether, the students participate or not in the Graduation Ceremony.
- Having met all financial obligations to CTIM, including the return of resource materials, or any other item whose use was limited.
- Making a request in writing for the diploma and transcripts at the

Registrar's office.

- o Note: These documents will not be issued to the student unless the student has met the above listed requirements.

GRADUATION CEREMONY

At least once a year, CTIM will sponsor a formal graduation ceremony. All students are encouraged to participate.

Addendum A

Program	Tuition	Registration Fee Non-refundable	Materials Non-refundable	Total
Cosmetology	\$5,050	\$125	\$325	\$5,500
English as a second language (ESL)	\$4,100	\$125	\$150	\$4,375
Full Specialist	\$2,140	\$125	\$235	\$2,500
Home Health Aide	\$ 416	\$125	\$115	\$ 656
MassageTherapy	\$6,000	\$125	\$325	\$6,450
Master Make-up Artist	\$2,140	\$125	\$250	\$2,515
Mental Health Technician	\$2,225	\$125	\$150	\$2,500

FACULTY

PROGRAMS

CALIXTO GARCIA, PH.D
Miami Institute of Psychology

MENTAL HEALTH TECHNICIAN

OMAYRA HERNANDEZ, R.N.
Bella Vista Nursing School

HOME HEALTH AIDE

RONILDA C. GOODRICH, Cosmetologist
La France Beauty School

COSMETOLOGY, FULL SPECIALIST,
MASTER MAKE-UP ARTIST

EYDHER VERDECIA, LMT
Community Technological Institute of Miami

MASSAGE THERAPY

CURRICULUMS

COSMETOLOGY

CLOCK HOURS: 1200

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities in cosmetology by teaching the students the necessary knowledge and clinical training to provide quality care as a cosmetologist and pass the State Cosmetology License Examination. Upon successful completion

of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

PROGRAM DESCRIPTION

This course will prepare students in the areas of hair shampooing, coloring, shaping, styling, waving & relaxing, hair & scalp treatment, manicure, pedicure, facials, waxing, make-up. Upon successful completion of this program the students will receive a certification and qualify to take and pass the State Cosmetology Licensure Examination.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
COS 001	Orientation	1	
COS002	HIV/AIDS	4	
COS003	Ethics and Legal Responsibilities	10	
COS004	Sanitation & Sterilization	30	
COS005	Hair Styling	100	200
COS006	Hair Coloring	150	65
COS007	Hair Waving & Straightening	30	65
COS008	Hair Shaping	50	50
COS009	Hair &Scalp Treatment	20	45
COS010	Shampoo & Rinsing	50	50
COS011	Facials, Makeup & Hair Removal	125	35
COS012	Manicure, Pedicure & Nail Extensions	40	20
COS013	Florida Cosmetology Laws	10	
COS014	Salon Management	50	

ENGLISH AS A SECOND LANGUAGE (ESL)**CLOCK HOURS: 720****PROGRAM OBJECTIVE**

This program will help students acquire conversational skills in English. The program provides training in listening, speaking, reading, and writing English. The outcome is to help students develop better understanding and usage of English to persons already trained in occupations who would be employable if they could demonstrate adequate language skills in English.

PROGRAM DESCRIPTION

This program will prepare students to improve their conversational, reading, writing, vocabulary and communication skills in English.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
ESL 001	Conversational Speech/English Reading I	75	
ESL 002	English Writing / Structural Patterns I	75	
ESL 003	English Phonics I	60	
ESL 004	Communicating in English I	75	
ESL 005	Communication Skills I	75	
ESL 006	Vocabulary Building	60	
ESL 007	English Reading & English Writing II	90	
ESL 008	English Phonics II	60	
ESL 009	Communicating in English I	75	
ESL 010	Communication Skills II	75	

FULL SPECIALIST

CLOCK HOURS: 600

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities as full specialist by teaching the students the necessary knowledge and clinical training to provide quality care as a full specialist. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma and be prepared to pass the State of Florida Full Specialist licensure examination.

PROGRAM DESCRIPTION

This course will prepare students in the areas of skin care, facial procedures, toning, electricity, massage, hair removal, make-up artistry, salon management, manicures and pedicures. Upon successful completion of the program hours, clinic service and final exam, students will be registered to take the state licensure board.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
SPEC001	Introduction To Skin	15	
SPEC002	Sterilization And Sanitation	35	
SPEC003	Cosmetics (Chemistry And Application)	15	15
SPEC004	Facial Procedures	30	30
SPEC005	Electricity and Facial Toning	15	
SPEC006	Eyebrows (Shaping and Tinting)	15	
SPEC007	Salon Safety	15	
SPEC008	Peels And Microdermabrasion	15	10
SPEC009	Hair Removal	25	30
SPEC010	Salon Management	15	
SPEC011	HIV / AIDS Awareness	5	
SPEC012	Ethics	5	
SPEC013	Nail Theory & Practice	70	
SPEC014	Manicures	15	20
SPEC015	Pedicures	15	10

SPEC016	Tips	30	15
SPEC017	Sculpture	30	15
SPEC018	Nail Fill-Ins	15	15
SPEC019	Nail Artificial Removal	15	10
SPEC020	Polishing Nail Art	15	15
SPEC021	Florida Law	5	

HOME HEALTH AIDE

CLOCK HOURS: 80

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities as home health aides. Home Health Aides may work in hospitals, nursing homes, assisted living facilities, and private homes.

PROGRAM DESCRIPTION

The content includes instruction to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment. Content areas to be included are: legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; and employability skills. Additionally, hands-on practice includes Basic Infection Control Procedures, First Aid, CPR, ADE, Vital Signs, Home-Care & Client Care Skills.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
HHA001	Home Health Care Procedures	30	5
HS002	Ethics & Legal Responsibilities	5	
HHA003	Wellness & Disease Concepts	5	
HHA004	Emergency Procedures	5	3
HS005	Infection Disease Control, HIV/AIDS	5	
CC006	Health Safety And Security Procedures	5	2
S008	Communication Skills	5	
JOB001	Employability Skills	5	
AD001	Computer Skills	5	

MASSAGE THERAPY CLOCK HOURS: 560

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for career opportunities in massage therapy by teaching the students the necessary knowledge and clinical training to provide quality care as a massage therapist. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

PROGRAM DESCRIPTION

In this course, students will learn a wide variety of massage and bodywork styles and techniques to serve the needs of a wide variety of clientele. In learning these various modalities, students are encouraged to unify the underlying principles among them. This will enable the graduate to integrate these therapies into a treatment session that is most appropriate for the needs of their clients.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
TMT001	Anatomy and Physiology	150	
TMT002	History of Massage. Basic Massage Theory and Clinical Practice.	225	
TMT003	HIV/AIDS & Medical Errors.	5	
TMT004	Hydrotherapy & Spa Techniques	15	
TMT005	Florida Statutes & Rules Business & Ethical Issues	15	
TMT006	ALLIED MEDICAL MODALITIES: Structural Kinesiology	20	
TMT007	ALLIED MEDICAL MODALITIES: Foot Reflexology Techniques	15	
TMT008	ALLIED MEDICAL MODALITIES: Hot Stones, Hydrocollators, Cryotherapy	15	
TMT009	ALLIED MEDICAL MODALITIES: Transcutaneous Electrical Nerve Stimulation (T.E.N.S.)	5	
TMT010	ALLIED MEDICAL MODALITIES: Pathology and Infection Control	35	
TMT011	ALLIED MEDICAL MODALITIES: Health, Hygiene & Nutrition	10	
TMT012	Externship, Supervised & Independent Practice.		50

MASTER MAKE-UP ARTIST

CLOCK HOURS: 380

PROGRAM OBJECTIVE

The objective of this program is to offer the most complete Makeup Education for the professional makeup artist.

PROGRAM DESCRIPTION

This program is designed for makeup artists, hairstylists, and cosmetologists, costume designers, artists and others who have a serious desire to work in the most creative field of Makeup. Graduates will be prepared for entry level work as a makeup artist in motion pictures, television and print media.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
MA 001	Introduction to Fashionable Makeup for Spa, Salon, Print and Fashion Modeling	4	
MA 002	Professional Cosmetic Techniques, Products, Brushes and Tools	4	
MA 003	Artistic Principles of Color: 3 Dimensions and Color Harmonies	10	
MA 004	Aesthetic Beauty -Symmetry and Balance of the Features	4	
MA 005	Method of Eyebrow Design and Symmetry	6	
MA 006	Beauty Method - The Hollywood Way	10	
MA 007	The 5 Looks: Sporty, Daytime, Corporate, Elegant and Sexy	15	
MA 008	Makeup for the "Baby-boomers" and the Mature Client	6	
MA 009	Today's Female and Teenage Client	2	
MA 110	Communication - Client Consultation - Color Consultation and Education	4	
MA 111	Wedding Clients - Bride and Groom and Wedding Party	16	
MA 112	Body Makeup and Tattoo Covering for Weddings	4	
MA 113	Networking, Advertising & Marketing for Salon, Spa and Medi-Spa	8	
MA 114	Sanitation and Safety in Cosmetics for Makeup Artists	4	

MA 115	Retro Fashion "Nostalgic" Makeup, 30's 40's, 50's & 60's	10	
MA 116	Drawing and Sketching for Makeup Artists	10	
MA 117	Commercial and Classic White Face	8	
MA 118	Multicultural Looks, Egyptian, Geisha, Chinese Opera, African Tribal	8	
MA 119	High Fashion, Haute Couture and Platform Makeup	10	
MA 120	Avant Garde - High Tech Fashion Beauty Makeup	10	
MA 121	Makeup Principles for Photography, Hi-Definition and HDTV	4	
MA 122	How Lighting Affects Your Makeup in Photography	4	
MA 123	Protocols and Preparing for the Photo Shoot	4	
MA 124	Men's, Teen's and Children's Makeup for Photography	4	
MA 125	Photo Shoot for Your Portfolio - 2 models, 3 looks	4	
MA 126	Safety and Sanitation	2	
MA 127	Injury Effects - Bruises, Black Eyes, Compound Fracture	6	
MA 128	Cuts, Blood, Scars Abrasions, Slit throat, Bullet Hits	15	
MA 129	Burns - 1st, 2nd, 3rd, 4th Charred and Burn Scars	6	
MA 130	Freezing, Frost Bite and Frozen	4	
MA 131	Cadavers, Fresh and Decayed	4	
MA 132	Air Brushing Makeup Techniques	6	
MP 133	Teeth Making for Character Work	6	
MA 134	Eyeballs for Makeup Effects	6	
MA 135	Old Age Techniques, Makeup & Latex	6	
MA 136	Bald Cap Application / Coloring / Removal	10	

MA 137	Facial Hair Work Moustaches / Beards	10	
MA 138	Beginning Ventilating	10	
MA 139	Basic Life Casting, Mold Making, Sculpting and Prosthetic Making	12	
MA 140	Prosthetics: Application / Coloring / Removal	10	
MA 141	Tattoos Application and Removal	8	
MA 142	Script Breakdown/Continuity/Set Conduct	6	
MA 143	Character Makeup	8	
MA 144	Marketing Yourself , Social Refinement, Professional Modeling Techniques and Portfolios	24	
MA 145	Internship		30
MA 146	Final Exam - written and practical	18	

MENTAL HEALTH TECHNICIAN

CLOCK HOURS: 450

PROGRAM OBJECTIVE

The purpose of this program is to educate and prepare students with the skills, knowledge and abilities to work in a diverse community and increase employability as psychiatric aides or psychiatric technicians also identified as mental health technician. Mental Health Technicians may work in psychiatric hospitals, community mental health clinics, partial hospitalizations programs and other mental health facilities.

PROGRAM DESCRIPTION

This course will prepare students to understand basic psychiatric terminology, psychopathology, basic psychopharmacology, social skills training and mental health laws and ethics. Students will work with and be supervised by registered nurses and/or licensed social workers, psychologists, psychiatrists and other mental health professionals. The student's communication skills and professional interaction with patients will be valuable assets.

COURSE CODE	COURSE NAME	THEORY CLOCK HRS	LAB CLOCK HRS
MH001	Psychiatric Terminology	30	0
MH002	Mental Health Procedures I	10	20
MH003	Mental Health Procedures II	10	20
MH004	Mental Health Assistance	20	10
MH005	Mental Health Technicians	20	10
MH006	Therapeutic Techniques	10	20
MH007	Intake Procedures & Clinical Evaluation	15	15
MH008	Pharmacology	25	5
HS002	Ethics & Legal Responsibilities	30	0
HS009	Anatomy & Physiology I	20	10
HS005	Infection Disease Control HIV/AIDS	20	10
AD001	Office Procedure I	30	0
EXT001	Internship	0	90

COURSE DESCRIPTIONS

ADMINISTRATIVE

AD001	OFFICE PROCEDURES I
<p>This course is designed specifically to familiarize the student with word processing. Major emphasis is placed on using basic word processing functions and transcription equipment in producing documents such as case histories, discharge summaries, medical reports, and medical correspondence. The student will also be introduced to records management and the handling of office mail.</p>	
AD002	OFFICE PROCEDURES II
<p>This course is designed to familiarize the student with the specific business skills pertinent to the medical office. This course includes developing competencies involving proper telephone techniques, interviewing effectively, handling records management, scheduling and monitoring appointments, transcribing medical documents, managing a physician's professional schedule, and various other office responsibilities. It includes also knowledge of Medical billing and insurance claims handling.</p>	

HEALTH SCIENCE

HS001	INTRODUCTION TO HEALTH CARE
<p>Introduction to the pertinent terminology of the psychiatric field. Recognition of this nomenclature as well as its proper use in case documentation. In addition to descriptions of most common psychiatric and medical pathologies.</p>	
HS002	ETHIC AND LEGAL RESPONSABILITIES
<p>This course introduces students to medical ethics and laws that govern the behavior of allied health personnel in patient care. Includes an introduction to current medical trends and issues.</p>	

HS003	ANATOMY AND PHISIOLOGY I
<p>This course offers an introduction to the structure of the body including an overview of the body, the cells, tissues and the musculoskeletal, nervous and endocrine systems. Professionals who have a reasonable understanding of the body systems and the symptoms produced when they are diseased can effectively anticipate the approach to the examination and respond to the needs encounters.</p>	
HS004	ANATOMY AND PHISIOLOGY II
<p>This course provides instruction in the following systems: immune, digestive, respiratory, urinary and reproductive. It also reviews the acid base balance and the fluid electrolyte balance.</p>	
HS005	INFECTION DESEASE CONTROL - HIV/AIDS
<p>Students will be provided information and statistics on infectious and blood-borne diseases,the distinction between fact and fallacy concerning the transmission and treatment of these diseases. Students will be taught how to practice Universal Precautions according to the Center for Disease Control guidelines. A session on HIV/AIDS will inform the students on facts, preventions, statistics, and treatment for the disease. Students will also be taught how to set up isolation units and provide care to patients with infectious diseases.</p>	
HS006	MEDICAL TERMINOLOGY
<p>This course introduces the student to the field of medical terminology including basic word; also introduce the student to the knowledge of advanced medical terminology including work structure and the use of medical and technical dictionaries.</p>	

MENTAL HEALTH TECHNICIAN

MH001	PSYCHIATRIC TERMINOLOGY
<p>Introduction to the pertinent terminology of the psychiatric field. Recognition of this nomenclature as well as its proper use in case documentation. In addition to descriptions of most common psychiatric and medical pathologies.</p>	

MH002	MENTAL HEALTH PROCEDURES I
<p>A specific study of MHT procedure including:</p> <ol style="list-style-type: none"> 1. Observing and recording patient behavior 2. Techniques of redirections. 3. Patient record maintenance. 4. Following supervisory directives and unit parameters. 5. Proper application of restraints (to prevent injury to self or others) 6. Leading group therapy. 7. Helping to develop treatment plans. 	
MH003	MENTAL HEALTH PROCEDURES II
<p>Exposure to the most effective Aggression Control Techniques as depicted by the HRS path procedure manual. Including proper dress and equipment utilized.</p>	
MH004	MENTAL HEALTH ASSISTANCE
<p>An introduction into the current field of Mental Health focusing on typical therapeutic settings as well as milieu dynamics. In addition, to detailed descriptions of all major players in the field including Psychiatrists, Psychologists, Nurses, Mental Health Technicians, patients and their current roles in this system.</p>	
MH005	MENTAL HEALTH TECHNICIAN
<p>Specific description of MHT duties and responsibilities in the field as well as the skills and the abilities required to carry them out.</p>	
MH006	THERAPEUTIC TECHNIQUES
<p>Introduction into the most recognized and effective therapeutic approaches of the psychiatric field beginning with Freudian Psychoanalysis. In addition, to Reality Therapy by William Glasser, Cognitive-Behavior Therapy by Albert Ellis and Person Centered Therapy by Carl Rogers. Special focus into the human developmental stages of the psyche as described by Erik Erickson.</p>	
MH007	INTAKE PROCEDURES & CLINICAL EVALUATION
<p>A comprehensive introduction into the evaluative techniques employed in the clinical field from intake to discharge. Major focus on patient triggers, pathological signs in behavior and existing red flags.</p>	
MH008	PHARMACOLOGY
<p>Introduction into psychotropic drugs, their most common manifestations and side effects. In addition, there will be a focus on the most common counteracting agents (i.e.: Cogentin).</p>	

EXTERNSHIP

EXT001	MEDICAL EXTERNSHIP
Each student is placed in a medical/psychiatric environment to gain actual experience in the field. The student will have hands-on training in all the areas with emphasis on: medical asepsis, vital signs, physical examination, sterilization and disinfection. Each student will use medical office equipment and general medical office procedures.	
JOB001	EMPLOYMENT SKILLS/WORK MATURITY
In this course, students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positives attitude/ behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing task effectively.	

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL001	CONVERSATIONAL SPEECH/ENGLISH READING I
This course aims to engage students in meaningful conversations within carefully structured grammatical frameworks. In addition, a collection of selections designed to provide meaningful, relevant, reading practice while offering a clear, intensive focus on specific aspects of English grammar.	
ESL002	ENGLISH WRITING / STRUCTURAL PATTERNS I
This course aims to help students learn to use the language grammatically through methodology of guided conversation, and passage reading.	
ESL003	ENGLISH PHONICS I
This course aims to help students to develop auditory sensitivity and improve accuracy, fluency and confidence in the oral production of English.	

ESL004	COMMUNICATING IN ENGLISH I
This course improves development emphasizing reading, writing, and structure while including and speaking.	
ESL005	COMMUNICATION SKILLS I
This course helps students to develop the ability to speak clearly and effectively in the transmission and reception of orders and instruction.	
ESL006	VOCABULARY BUILDING
This course helps students to develop their knowledge of useful and technical vocabulary. There will be an emphasis on the use of most frequent words, useful idiomatic expressions and knowledge and practice of word formation such as prefixes and suffixes.	
ESL007	ENGLISH READING & ENGLISH WRITING II
This course helps students to expand their reading and writing skills.	
ESL008	ENGLISH PHONICS II
This course is a continuation of the development of auditory sensitivity in English.	
ESL009	COMMUNICATING IN ENGLISH II
This course is a continuation of intermediate language skills development.	
ESL010	COMMUNICATION SKILLS II
This course is a continuation of language skills development at an advance level.	

FULL SPECIALIST

SPEC001	INTRODUCTION TO SKIN
Students will learn skin diseases and disorders, its structures and functions, in addition to being able to identify and recognize diseases and disorders which should not be treated in a salon.	

SPEC002	STERILIZATION AND SANITATION
The student will demonstrate sanitation and sterilization of implements and tools. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease.	
SPEC003	COSMETICS (CHEMISTRY AND APPLICATION):
The student will have knowledge of the chemistry related to the cosmetics, products, and proper application for each individual client and learn proper client consultation techniques. The student will understand the Psychology of Makeup.	
SPEC004	FACIAL PROCEDURES
This course introduces students to In-depth theory and practice of skin care, massage pertaining to facials, treatments, and cosmetics pertaining to various facial treatments.	
SPEC005	ELECTRICITY AND FACIAL TONING
This course provides the student with a basic understanding of the electrical apparatus used in facials and light therapy treatments. The student will learn safety procedures when using electricity for treatments and services.	
SPEC006	EYEBROWS (SHAPING AND TINTING):
Students will demonstrate proper-shaping of eyebrows, follow procedures for safely tweezing and tinting with non-permanent dyes, and safety precautions when working around the eyes. Students will learn applications of artificial lashes.	
SPEC007	SALON SAFETY
Students will learn salon safety and precautions pertaining to the rules and regulations of the institution, department, and state.	
SPEC008	PEELS AND MICRODERMABRASION
Students will learn of various methods of Peels and Microdermabrasion used in the field today to enhance their career.	
SPEC09	HAIR REMOVAL
Students will learn and demonstrate proper removal of hair from the body safely and efficiently. Students will also learn and demonstrate safety and sanitation procedures of depilation and epilating.	

SPEC10	SALON MANAGEMENT
Students will create a portfolio, demonstrate an understanding of salon operations, and demonstrate organizational, skills related to owning and/or operating a salon business. Students will be introduced to the various types of business opportunities available to the Full Specialist. Job opportunities will be explored.	
SPEC011	HIV / AIDS AWARENESS
Students will have an understanding of the cause and effects of contagious diseases such as HIV/AIDS and hepatitis and their prevention and spread.	
SPEC012	ETHICS
Students will define personality and identify the qualities of and how to cultivate a pleasing professional personality.	
SPEC013	NAIL THEORY & PRACTICE
Students will identify the structures adjoining and affecting the nails and recognize diseases of the nails that should not be treated in the salon. The students will demonstrate the proper use of equipment, implements, cosmetics, and materials used in manicuring and pedicure.	
SPEC014	MANICURES
The student will be able to perform all manicuring services on the hand.	
SPEC015	PEDICURES
Students will demonstrate the procedure for a pedicure and the proper set up of equipment. Students will know the composition, purpose, and usage of hand, foot, and nail products.	
SPEC016	TIPS
Students will be able to apply artificial nail tips with an overlay.	
SPEC017	SCULPTURE
Students will be able to apply sculptured nails with a form.	
SPEC018	NAIL FILL-INS
Students will be able to perform artificial nail maintenance in the form of a "fill-in".	

SPEC019	NAIL ARTIFICIAL REMOVAL
This course introduces students to artificial nail maintenance and removal.	
SPEC020	POLISHING NAIL ART
Students will be able to polish all nails and apply nail art in the form of adhesive pre-manufactured art and the use of specialty brushes.	

COSMETOLOGY

COS001	ORIENTATION
Students will be welcomed, discussion will center on the course requirements, options and review of rules and requirements.	
COS002	INFECTION DISEASE CONTROL, HIV/AIDS
Students will be provided information and statistics on infectious and blood-borne diseases, the distinction between fact and fallacy concerning the transmission and treatment of these diseases. Students will be taught how to practice Universal Precautions according to the Center for Disease Control guidelines. A session on HIV/AIDS will inform the students on facts, preventions, statistics, and symptoms.	
COS003	ETHICS AND LEGAL RESPONSIBILITIES
Students will learn morals, values, rules and principles pertaining to the practice of cosmetology. To ensure that customers and peers treat each other in a respectful professional manner. In addition to legal issues pertaining to the field of cosmetology.	
COS004	SANITATION & STERILIZATION
Students will learn the different types of bacteria; will be able to recognize the relationship of bacteria and the spread of diseases. In addition, to learning the principles of sanitation, disinfection and sterilization.	
COS005	HAIR STYLING
Students will learn how to identify the terminology, principles and elements related to hair design. In addition, students will be able to demonstrate proper hair design techniques and how it applies to different facial types.	

COS006	HAIR COLORING
Students will learn the terminology related to hair color and chemistry, the classifications of hair coloring, their activity on the hair and types and the application and use of hair lighteners.	
COS007	HAIR WAVING & STRAIGHTENING
Students will learn the theory, terminology and application related to waving and relaxing of the hair. Students will also demonstrate the proper application of the theories.	
COS008	HAIR SHAPING
Students will learn the process of understanding the customer's individual needs based on the individual's age, personality and lifestyle and the customer's hair type. In addition, to learning how to style wet hair, sharp hair and long hair and the use of instruments to achieve each style (i.e. brushes, curling irons, hand dryers, etc.)	
COS009	HAIR & SCALP TREATMENT
Students will learn the theories of hair formation, growth, structure; how to treat the hair and scalp and the different products available and their application.	
COS010	SHAMPOO & RINSING
Students will learn the reasons for good hygienic care of the hair and scalp, proper hair maintenance, different types of products and their applications.	
COS011	FACIALS, MAKEUP & HAIR REMOVAL
Students will learn in depth theory and practice of skin care, facials, cosmetics and waxing. The student will demonstrate proper application related to skin care, cosmetics and waxing.	
COS012	MANICURE, PEDICURE & NAIL EXTENSIONS
Students will learn the structure, growth, conditions and diseases pertaining to the nail; the techniques used in performing manicures and pedicures. In addition to proper sanitary and safety precautions.	
COS013	FLORIDA COSMETOLOGY LAWS
Students will learn how to define and interpret Florida State Laws and Regulations for Cosmetology.	

COS 014	SALON MANAGEMENT
Students will learn the principles of starting a business and how to operate and manage a salon.	

MASTER MAKE-UP ARTIST

MA 001	INTRODUCTION TO FASHIONABLE MAKEUP FOR SPA, SALON, PRINT AND FASHION MODELING
Students will be introduced to the Field of Makeup for the Salon, Spa and Medi Spa. Students will be given an overview of the knowledge, skills, techniques and methods needed to become a successful Makeup Artist in this area.	
MA 002	PROFESSIONAL COSMETIC TECHNIQUES, PRODUCTS, BRUSHES AND TOOLS
Students will know and understand about all the Makeup, Brushes and Tools you will be using to accomplish outstanding results. Students will be taught the different types of makeup, different types of brushes and how to utilize each one correctly. Most importantly they will learn to care for their brushes & tools.	
MA 003	ARTISTIC PRINCIPLES OF COLOR: 3 DIMENSIONS & COLOR HARMONIES
Students will know and understand color and all of its dimensions are essential to creating; devising and styling an individualized makeup look for each person. This topic explores the world of color from an artist's point of view, giving the freedom to utilize color for the ultimate benefit of the client, the dimensions of color - hue, chroma and value as well as color harmonies. Color mixing and color blending are also studied. The student will gain an understanding of gray values of all color and will also learn color balance.	
MA 004	AESTHETIC BEAUTY: SYMMETRY & BALANCE OF THE FEATURES
True Aesthetic Beauty is the result of Symmetry and Balance of facial features. In this section of the class you will learn the principles of balance and symmetry and how it relates to creating a harmony of facial features in relation to each other.	
MA 005	METHOD OF EYEBROW DESIGN AND SYMMETRY
This class is designed to a complete and thorough understanding of designing, shaping, and applying eyebrow makeup. Over the years, many so called "fashionably shaped" eyebrow styles and designs have come and gone. Even so, there is one eyebrow shape that has been and still is the most flattering - The Classic Eyebrow! The Classic shaped	

eyebrows transcend fashions and will always remain in good taste as they create an aesthetic balance for the face while drawing attention to the aesthetic beauty of the eyes.

MA 006 BEAUTY METHOD - THE HOLLYWOOD WAY

You will be shown and taught the Hollywood Beauty "Secrets". It is the KEY to planning, designing and creating an individual, makeup for each of your subjects. You will be instructed in how to select fashionable makeup colors and match the skin color of any ethnicity, culture in our ever-expanding Globalize field of Beauty. The "Westmore Method" is a makeup plan, a step by step procedure that's simple, easily reproduced and uncomplicated. It was created to give their Actresses & clients a consistently beautiful appearance that makes her look attractive, feel attractive and have a positive attitude about herself, and how others perceive her. Today's busy woman wants and needs a simple, uncomplicated makeup that takes a minimum of time for maximum positive results. The "Westmore Method" is that key to her success.

MA 007 THE 5 LOOKS: SPORTY, DAYTIME, CORPORATE, ELEGANT AND SEXY

The woman of the 21st Century is a multi-faceted jewel that lives in our fast paced, rapidly moving world and is leaving her role of yesteryear and moving into multiple roles and responsibilities. She wants to look we-groomed, fashionable and attractive for any occasion. This topic teaches the following 5 basic looks all women can and should use. The Sporty/Athletic look; Casual/Daytime look; Business/Corporate look; Elegant/Glamorous look and the Sexy/Sensuous look. These are the looks of the multi-faceted, multi-talented woman of the 21st Century which arise from health fitness and figure control, hair care and wardrobe styling.

MA 008 MAKEUP FOR THE "BABY BOOMERS" AND THE MATURE CLIENT

The needs of today's clients are changing as the majority of our society increases in age. There are approximately 54 million women over the age of 40 in the U.S. For many of these women, the makeup they used in their earlier years is no longer valid. Their "fashion time clock" has stopped, giving their look a dated, artificial look. This class will show you how to update your clients "Makeup Fashion Time Clock", helping her to realistically look more youthful and feel younger by learning various skin care analysis and techniques.

MA 009 TODAY'S FEMALE AND TEENAGE CLIENT

Teenage makeup will be addressed within current teen fashions as well as the areas of disguise, enhance and defining. The issues of subtlety, youth maintenance and minimization are applied.

MA 110 COMMUNICATION-CLIENT CONSULTATION- COLOR CONSULTATION AND EDUCATION

To enhance our client's appearance it is necessary to first find out what her needs and

her desires are through a "guided conversation". This will assist us to create and design a natural yet fashionable look that will suit her fashion awareness and psyche. To find out our fashion parameters and color parameters requires the Art of Listening. Positive Client Communication is essential. You will also be given approaches to educating your client on how to accomplish this herself.

MA 111 WEDDING CLIENTS - BRIDE AND GROOM AND WEDDING PARTY

This topic is designed to give the participant practical knowledge on how to achieve fashionable bridal makeup looks. The bridal looks shown are based on the current market trends from natural to elegant, glamorous or sophisticated. This makeup can give the bride her desire and dream to look her most beautiful and the very best on that extra special day of her life. This topic also explores the use of makeup colors with traditional white as well as non-traditional colors for bride and bridal party. This class will also provide you with the information on how to network with florists, photographers, caterers, wedding gown, formal wear specialists, and others in the wedding business.

MA 112 BODY MAKEUP & TATTOO COVERING FOR WEDDINGS

Students will study and apply makeup to large areas of the body. Application techniques, products and professional ethics are addressed. The use of contouring as enhancement is shown along with such techniques as how to even out the skin tone, covering tattoos, bruises, and blemishes. Also discussed is how to make the skin appear matte verses shiny for catalog and magazine work.

MA 113 NETWORKING, ADVERTISING & MARKETING FOR SALON SPA & MEDI-SPA

The business side of the makeup industry is covered in this course: how to network, where to find business, how to present oneself to a prospect, business card creation, resumes and portfolio design and how to get people to remember you.

MA 114 SANITATION & SAFETY IN COSMETICS FOR MAKEUP ARTISTS

Sanitation is an on-going topic throughout a students program of study. Sanitation, as a course, is presented early in one's studies. Personal hygiene, pre-makeup skin care, sanitizing of products & tools, clean up and methods of sanitation are covered.

MA 115 RETRO FASHION "NOSTALGIC" MAKEUP: 30's, 40's, 50's & 60's

Today's fashions change seasonally and annually. Every year new fashions and new colors change with them. Every year fashion designers call on past eras fashion designs have been recreate and modified them as part of the current fashion trends. Fashion Designers have dipped into yesteryears fashion classics to create a nostalgic look. The nostalgic looks become "Retro Fashion Classics". In Retro Fashion Classics the essence of the specific nostalgic fashion is modified, updated and glamorized, as are the makeups. The makeup's, including their retro colors, which are part of these nostalgic fashions, are brought back as well. The mood can be sophisticated, glamorous or casual. The fashion classics revisited most often are from the 1930's,

1940's, 1950's, and 1960's. It is vital that the professional Makeup Artist knows and understands the basic, original looks and colors so that they will know how to translate them into today's nostalgic fashion and glamour looks.

MA 116 ART - DRAWING AND SKETCHING FOR MAKEUP ARTISTS I

The Students will receive 16 hours of drawing instruction. Students will learn line, form, shape and shadowing using many different shading techniques. They will be using many different mediums, including pencils, charcoal and pastels. This class begins to move the student from a person just applying makeup to an Artist of Makeup or more professionally known as a Makeup Artist. Elements of this class are drawing techniques of line, form, shape and balance along with perspective and image development All this adds to the student's ability to perceive symmetry & balance as an integral part of the creative & aesthetic elements of their makeups.

MA 117 COMMERCIAL AND CLASSIC WHITE FACE

The Commercial Classic White Face's are makeup designs that sell \$5,000 watches and other expensive jewelry; that have been the corporate image for IBM; for Fashion shows, Trade shows and other forms of advertising. These looks can be used commercially in videos, print work and all types of photography and can be worn by both men and women. Each classic white face is a unique reflection of the type of character or clown they are portraying. In the professional field of White Face or Clowning each clown has their "look". A Professional Clowns makeup design is protected by copyright. Clowns are very specialized and there is a specific hierarchy within the clown ladder or chain of command. In descending order there is the Whiteface, "Neat White Face" or Pierrot, then the "Comedy Whiteface" also known as the "Grotesque Whiteface". Next are the August Clown and the Tramp Clown, the social outcast Tramp Clown. The Tramp Clown has two basic sub categories, the "Traditional or Sad Tramp" and the "Happy Hobo". Each of these clown types has a very specific makeup style and uses different colors to identify their type and to denote their place within the clown hierarchy. Knowledge of the World of Clown Makeup is essential and important for us as makeup artists, as we are often asked to create a clown makeup for commercials, films, television, print work and editorial jobs, fairs and special events. High Fashion, Haute Couture & Platform Makeup.

MA 118 MULTI-CULTURAL LOOKS: EGYPTIAN, JAPANESE, CHINESE AND AFRICAN TRIBAL

In this section of the course you will be taught to do some traditional and classic looks from other cultures. The Eye Makeup and Brows from Ancient Egypt as well as how to create an Asian Eye look on a western eye shape. The Geisha epitomizes the traditional Beauty Makeup in Japan and the Chinese Opera Makeup is a stylized traditional woman's Makeup. In this course you will also recreate an African traditional Woodabe look. This part of the course is the basis for a new approach to doing a non-western based beauty makeup. These stylized makeups's can be revamped, modified

and utilized in a contemporary high styled fashionable beauty makeup.

MA 119 HIGH FASHION: HAUTE COUTURE & PLATFORM MAKEUP

The focus of this section of the course is to illustrate and to have several hands-on projects to introduce the student to the wide-ranging field of High Fashion, Haute Couture & Platform Makeup or modeling. Students will observe then recreate some of these Haute Couture fashions as seen from the international Fashion Shows. They will also recreate some of the famous female personality's looks from the entertainment industry and fashion (some of these looks are trend setting). They will have the opportunity to create their own concept or fashion translation based on their observations in the class of the glamorous, multi-dimensional models on the runway or in magazines. They will learn to create makeups that emphasize, but not overpower the designer's look of the clothing or accessories. Observing and understanding today's fashion trends are essential for the professional Makeup Artist.

MA 120 AVANT GARDE - HIGH TECH FASHION BEAUTY MAKEUP

"Tomorrow's Makeup's Today" is the theme of this hi-tech beauty makeup. Students will incorporate unconventional use of color, design placement of decoration and re-evaluate the use of color to create new and unconventional beauty looks. These Avant Garde makeup designs are eye catching; they are used in catalogues, fashion shows, trade shows and other forms of advertising. You will learn several of these High Tech looks and the techniques behind them. These special makeups can also be used commercially in videos, print work and all types of photography.

MA 121 MAKEUP PRINCIPLES FOR PHOTOGRAPHY, HI-DEFINITION & HDTV

The top Professional Photographers have always utilized makeup to enhance their clients' features and images, whether their subjects are in for personal Portraits, corporate and professional Portraits, Weddings, Print Work for Advertisements, and Catalogs. Makeup is an essential element for on camera personnel for Videos and Television as well. In this class you will learn makeup for both men and women that will enable you to enhance and define their features for their best look while at the same time minimize photo-retouching problems. You will also learn how to solve some of the problems before hand (e.g. broken capillaries, age spots, blemishes, fading hair line and dark circles under eyes). You will learn the makeup principles for Black & White as well as Color Photography, Digital and HDTV. You will view all of your work on camera to more fully understand the techniques and principles being taught. Another element you will again address is Body Makeup. Students will study and apply makeup to large areas of the body. Application techniques, products and professional ethics are addressed. You will learn why the hands and décolletage should always match the face color wise. The use of contouring as enhancement is shown along with such techniques as how to even out the skin tone, covering tattoos, bruises and blemishes. Also discussed is how to make the skin appear matte verses shiny for catalog and magazine

work.	
MA 122	HOW LIGHTING AFFECTS YOUR MAKEUP IN PHOTOGRAPHY
This part of the class is a study of the impact of lighting upon one's makeup applications. Detailed in the course are photography terminology, color principles, use of filters & gels, obstructions, post-photo enhancement, and how different types of lighting will affect the makeup scheme.	
MA 123	PROTOCOLS & PREPARING FOR THE PHOTO SHOOT
There are certain Protocols that need to be observed during the Photo shoot. These Protocols are basically the immediate chain of command, our behavior; attitude and talking during the photo shoot process. Each Photographer has their own set of work habits and how they like to work with the client and the crew. It is important to observe these protocols so that we are asked back. There are specific products, brushes and tools you take with you to the set for touch ups and emergency use - always be prepared.	
MA 124	MEN, TEEN & CHILDREN'S MAKEUP FOR PHOTOGRAPHY
Students learn the art of male grooming. How to prepare the male face for photo shoots and weddings Includes facial hair grooming. Child and teen makeup will be addressed within the areas of disguising skin discoloration's, enhance, and defining their features when necessary. The issues of subtlety, youth maintenance and minimization are applied.	
MA 125	PHOTO SHOOTS FOR YOUR PORTFOLIO - 2 MODELS, 3 LOOKS.
You will be given the opportunity to participate in an actual Photo Shoot. This is important to have an actual hands-on experience. You will have a female model, which you will do two makeup looks on, and a male model. These will become part of your portfolio.	
MA 126	SAFETY AND SANITATION
Sanitation is an on-going topic throughout a students program of study. Sanitation, as a course, is presented early in one's studies. Personal hygiene, pre-makeup skin care, sanitizing of products & tools, clean up and methods of sanitation are covered.	
MA 127	INJURY EFFECTS - BRUISES, BLACK EYES, COMPOUND FRACTURE
This advanced course creates highly dramatic effects. Students will create life like bruises, black eyes as well as various injuries including a compound fracture.	
MA 128	CUTS, BLOOD, SCARS ABRASIONS, SLIT THROAT, BULLET HITS AND SEVERED DIGIT
This advanced course creates highly dramatic effects using 2 and 3 dimensional versions. Students will create abrasions, scabs, bleeding, cuts, bullet wounds,	

scratches, slit throat, scars, and a severed finger.	
MA 129	BURNS: 1ST, 2ND, 3RD, 4THCHARRED AND BURN SCARS
One is often called upon to create burn effects. Students will create first, second, third degree burns and fourth or charred. You will also learn various looks for Burn Scars, and will learn which types of burns are created by fire, steam, lightening, boiling water, electrical, hot metal and radiation.	
MA 130	FREEZING: FROST BITE AND FROZEN
Students learn to create the effect of how the body and its parts react to extreme cold, frostbite and freezing, frozen with ice and snow.	
MA 131	CADAVERS: FRESH AND DECAYED
Here the students will learn the looks of the newly deceased and for the rotting dead of several weeks or decayed.	
MA 132	AIR BRUSHING MAKEUP TECHNIQUES
Airbrushing is a necessary method of doing makeup in today's work. In this class you will learn all the basic elements of professional airbrush makeup, types of equipment, types of paint/makeup as well as how to clean and maintain your equipment.	
MA 133	TEETH MAKING FOR CHARACTER WORK
In this practical hand on class the student will design and construct a set of feature film quality teeth. One character attribute that can easily transform an actor is the temporary alteration of their teeth. In this intensive class, students will learn several techniques for safely changing an actors tooth. Topics include: using temporary tooth stains, gold teeth, "build up" denture technique and sculpted vampire fangs. The student will leave the class knowing everything necessary to use teeth transformations in their own make-up designs. In this class you will learn to use modern, safe and non-toxic materials to make character teeth veneers.	
MA 134	EYEBALLS FOR MAKEUP EFFECTS
Artificial eyeballs are another aspect of character design that can complete a look or that of a gruesome body part. In this class the students will learn how to simulate a three-dimensional human eye using common materials that are easily obtained.	
MA 135	OLD AGE TECHNIQUES: MAKEUP AND LATEX
Makeup artistry details the evolutionary aspects of creating old age through the use of makeup, high lights and shadows as well as the latex stretch and stipple technique combined with the use of makeup high lights and shadows. Included in the aging process are such nuances as old age spots, broken capillaries & loss of skin elasticity.	

MA 136	BALD CAP APPLICATION/COLORING/REMOVAL
<p>The Bald Cap is a key element in the creation of many characters. The application, blending, coloring and integrating of the bald cap into the overall makeup design are essential for the all around makeup artist to know. In this class you will learn the two basic types of bald caps, the adhesives used for their application, the materials to blend them and several ways to color them. An important part of this process is the safe use of products, the removal and subsequent skin care to maintain skin integrity. The Bald Cap is one of the "Grand Illusions of the Art of Makeup".</p>	
MA 137	FACIAL HAIR WORK MOUSTACHES/BEARDS
<p>The use of Facial Hair (beards, mustaches and side burns) is an important part of character transformations and creating various period looks. The application and dressing of beards, mustaches, and side burns is considered to be knowledge and expertise required of all professional motion picture makeup artists. In this class, you will learn how to prepare the hair and how to blend the hair colors for an infinite hair match. You will be shown several adhesives that can be used for applying the hair. In addition, there are several techniques for their styling and dressing that you will be taught. You will learn how to research and create the styles or a variety of time periods. The final element you will be taught is the safe removal and subsequent skin care.</p>	
MA 138	BEGINNING VENTILATING
<p>Ventilating is the sophisticated art of the creation of hairpieces. Students will be involved with ventilating patterns, blocking the net, use of ventilating needles and the actual making of a moustache.</p>	
MA 139	BASIC MOLD MAKING, SCULPTING AND PROSTHETIC MAKING AND LIFE CASTING
<p>The Student will learn the basis of mold making and sculpting by creating a scar plate. Students will take their scar plates, make a positive in clay and subsequently create prosthetic scars, bullet hits and cuts which are then applied and colored to match the body or face for realistic injury effects. Students will observe the technique of Life Casting as they see a demonstration of how to take a facial impression mold of a live subject and the use of plaster and alginate along with placement of plaster bandages, subject preparation and proper removal. Students will gain hands on experience in the process by taking a facial cast, make a plaster positive and then sculpt a change in a facial feature or an injury and then complete the mold making process. Students will take their molds and make a prosthetic to be used in a classroom exercise where they apply, blend & color the prosthetic.</p>	

MA 140	PROSTHETICS: APPLICATION/COLORING/REMOVAL
<p>The knowledge of how to apply, blend and color facial prosthetics is an essential element for today's skilled makeup artist's bag of tricks. This class will demonstrate and teach you how to apply several types of facial prosthetics, blend them into the skin and then color them. You will learn in the hands- on part of this class about the various adhesives used in the application of the prosthetics; the products and techniques for blending the prostheses into the face; several methods of coloring them and integrating them into the rest of the makeup design. Another essential element to learn and understand is the safe removal of prosthetics and the post removal skin care.</p>	
MA 141	TATTOOS APPLICATION AND REMOVAL
<p>Students will learn how to recreate contemporary and historical tattoos - several different methods of creation are explored from stencils to freehand.</p>	
MA 142	SCRIPT BREAKDOWN/CONTINUITY/SET CONDUCT
<p>The first step in identifying the makeup requirement for film and television is the script breakdown process. Students will learn how to properly read a script, identify important information needed by a make-up artist. This will help with proper scheduling. It is important to make a positive impression in the competitive world of make-up. Students will learn how to properly conduct themselves in a professional manner on a movie set. The relationships formed on the set will help makeup artist make positive connections for future employment. New makeup artists need to understand the function of each person's job on a film crew. Students will learn what is expected of them on a film set and the various jobs of other movie personnel.</p>	
MA 143	CHARACTER MAKEUP
<p>In this section of the class you will learn about dust, dirt & grime, tears and sweating, blacking out teeth and how to create a gold tooth.</p>	
MA 144	MARKETING YOURSELF , SOCIAL REFINEMENT, PROFESSIONAL MODELING TECHNIQUES AND PORTFOLIOS
<p>The business side of the motion picture, television commercial workshops, agency procedures, auditions & Go Sees and fashion shows is covered in this part of the course. The student will be instructed in business network, how to present oneself to prospects, resumes, portfolio preparation and design. They will also be instructed in the areas of development shoot and the "2 Look" photo shoot. The art of communication, personality development, social success and etiquette. Students will also learn visual poise, high fashion runway modeling techniques, promotional truck show, and retail modeling</p>	

MA 145	INTERNSHIP
Students will utilize the techniques and methods learned in the last 16 weeks in different professional venues.	
MA 146	FINAL EXAM - 16 WEEK MASTER COURSE, WRITTEN AND PRACTICAL
The Final Exam consists of a written exam and 2 Hands-on Makeup's. Students will utilize the techniques and methods acquired in these last 16 weeks. The cleanliness and organization of the Makeup Kit is also counted as a portion of this Final Examination.	

MESSAGE THERAPY

TMT001	ANATOMY AND PHYSIOLOGY
This section covers the structure of the systems of the human body. In depth study of the following systems: Integument, Muscular, Skeletal, Nervous, Respiratory, Cardiovascular, Lymphatic-Immune, Endocrine, Digestive, Reproductive, and Urinary. It will cover skeletal and muscular nomenclature, and include palpatory anatomy of important human body landmarks. It will also cover the functions of the various human body systems, and how they are affected by massage.	
TMT002	HISTORY OF MESSAGE, BASIC MESSAGE THEORY AND CLINICAL PRACTICE
In this section, the student will learn the history of massage, Swedish massage strokes, their variations, and their use as it pertains to specific muscles & body systems. In addition to basic kinesiology and Swedish gymnastics, a system of passive, active, and resistant stretches and joint mobilizations. This section also teaches body mechanics, professional draping techniques, seated massage, side-lying massage, pregnancy massage, geriatric massage, sports massage, and massage adaptations for special populations. This section includes: miofascial release techniques, neuromuscular therapy, trigger point work, advanced kinesiology, and basic postural analysis.	
TMT003	HIV/AIDS & MEDICAL ERRORS
This course will cover universal precautions, proper clinical prevention, and safety for students and their massage patient. This section will also cover the State of Florida requirements for prevention of medical errors. It will also provide further guidelines as to record keeping and S.O.A.P. notes.	
TMT004	HYDROTHERAPY & SPA TECHNIQUES
This course will explore of the various treatments pertaining to hydrotherapy. The course will also provide a Spa segment, in which the use of various types of oils,	

	lotions, salts and scrubs will be taught in association to their healing qualities.
TMT005	FLORIDA STATUTES & RULES. BUSINESS & ETHICAL ISSUES
	In this course, the student will learn the specific details pertaining to the Florida Statutes and Rules. Instruction will include Florida Laws and Rules (Chapter 480 and 456, Florida Statutes and Rule Chapter 64B7). It will also cover the general rules and legalities within the State of Florida to include OSHA and HIPPA regulations. This course will explore requirements for establishing a massage practice from a practical point of view. This section includes: licensing, permits and zoning, networking with other professionals, accounting principles, and marketing. This section is also designed to develop communication and conduct skills for ensuring safety in order to build client trust and rapport. This section includes: standards of practice, code of ethics, professional conduct, boundary management and scope of practice. This class will also provide basic information on billing practices and proper formatting and writing of S.O.A.P. notes.
TMT006	ALLIED MEDICAL MODALITIES: STRUCTURAL KINESIOLOGY
	This course will cover kinesiology and the interrelation of joints. The student will learn human kinetics and how the body functions and moves, with focus on medical principles towards the analysis, preservation and enhancement of the human body's movement.
TMT007	ALLIED MEDICAL MODALITIES: FOOT REFLEXOLOGY TECHNIQUES
	The student explores the theory and practice of applying pressure on points in the feet to affect corresponding body zones in order to positively affect the client's health.
TMT008	ALLIED MEDICAL MODALITIES: HOT STONES, HYDROCOLLATORS, CRYOTHERAPY
	This class will teach the student the uses of different types, shape, size, and weight of stones, cold and heated, on the body. It will teach the student how to address specific problem areas and the care and sanitation of the stones and the unit, as well as temperature control. Additionally, the student will learn how and when to use hot packs on pain areas. While learning to care and use the hydrocollator unit and the hot packs. Students will learn the art of Cryomassage and the appropriate use of ice or cryo-care products. The student will also learn the effectiveness of cryotherapy technique, and how to activate the immune system, mobilize the endocrine system and improve health, fight stress and fatigue.
TMT009	ALLIED MEDICAL MODALITIES: TRANSCUTANEOUS ELECTRICAL NERVE STIMULATION (T.E.N.S.)
	The student will learn the application of electrical current through the skin for pain control, how to use and care for the T.E.N.S. unit, and how to connect it to the skin using two or more electrodes.
TMT010	ALLIED MEDICAL MODALITIES: PATHOLOGY and INFECTION CONTROL
	This course will identify the types of diseases, agents of disease, modes of transmission, the host/pathogen relationship, and risk factors for disease. Diseases of each body system are discussed along with how to adapt the massage to these conditions. Over 100

pathologies are discussed as well as general contraindications and precautions. Pharmacology is also discussed, as some clients use medications to treat or manage disease. Prevention of HIV/AIDS acquisition and transmission. The course will also cover universal precautions, proper clinical prevention, and safety for themselves and the massage patient.

TMT011 | ALLIED MEDICAL MODALITIES: HEALTH, HYGIENE & NUTRITION

This course covers the six main types of disease processes and how it affects massage treatment, sanitation of linens and equipment, hand washing procedures, glove usage, and Cardio-Pulmonary Resuscitation (CPR). It also delves into what constitutes good health, professional hygiene, and proper nutrition.

TMT012 | EXTERNSHIP, SUPERVISED, & INDEPENDENT PRACTICE

Under the direction of the instructors, students blend techniques learned in class into client centered treatment sessions.

COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI
Application for Admission

A \$125.00 nonrefundable application service fee is required with application

PLEASE TYPE WRITE OR PRINT CLEARLY ALL INFORMATION REQUESTED ON THIS FORM

PERSONAL INFORMATION: SOCIAL SECURITY NUMBER: - -

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

DATE OF BIRTH: _____ / _____ / _____ SEX: FEMALE MALE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

FULL NAME OF PARENT, LEGAL GUARDIAN, OR NEXT OF KIN (EMERGENCY CONTACT):
RELATIONSHIP TO APPLICANT: _____

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

PLEASE PROVIDE THE FOLLOWING RACE/ETHNIC DATA REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION:

- AMERICAN INDIAN / ALASKAN NATIVE AFRICAN AMERICAN ANGLO
 ASIAN / PACIFIC ISLANDER OTHER

IS YOUR ETHNIC HERITAGE HISPANIC? YES NO

PLEASE INDICATE YOUR NATIVE LANGUAGE:
 CREOLE ENGLISH PORTUGUESE SPANISH OTHER

PLEASE INDICATE CITIZENSHIP STATUS:
 NATURALIZATION PERMANENT RESIDENT REFUGEE
 ASYLEE/APPLICANT VISA COUNTRY OF CITIZENSHIP

INDICATE TYPE VISA: _____

PREVIOUS EDUCATION: LIST SCHOOLS ATTENDED BELOW:

SCHOOL	ADDRESS	PHONE	DATES FROM-TO

HIGH SCHOOL DIPLOMA/STATE ISSUED DIPLOMA (GED): YES NO

DATE ISSUE: _____ FROM WHERE: _____

ATTENDED OTHER COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS, ETC.

YES NO IF YES, LIST BELOW ALL SCHOOLS ATTENDED

SCHOOL	ADDRESS	DATES FROM-TO	GRADUATED
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

WILL ATTEND COMMUNITY TECHNOLOGICAL INSTITUTE OF MIAMI BEGINNING:

MONTH: _____ YEAR: _____ TERM: _____

I WANT TO ENROLL IN THE FOLLOWING CURRICULUM (S):

- | | |
|---|---|
| Cosmetology <input type="checkbox"/> | Full Specialist <input type="checkbox"/> |
| Massage Therapy <input type="checkbox"/> | English as a Second Language <input type="checkbox"/> |
| Mental Health Technician <input type="checkbox"/> | Home Health Aide <input type="checkbox"/> |
| Master Make-up Artist <input type="checkbox"/> | |

GOOD CONDUCT AND CITIZENSHIP

Applicants who have experienced disciplinary problems at educational institutions or with other authorities (not including minor traffic violations) shall state circumstances on a separate sheet to be included with this application. This information will not necessarily exclude applicants for admission, will be handled confidentially and will permit counseling assistance to be offered by CTIM.

I certify all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by the rules and regulations of Community Technological Institute of Miami. I understand that Community Technological Institute of Miami is authorized to obtain Florida public school records and test scores electronically, if available.

SIGNATURE REQUIRED

Applicant _____ Date: _____

Community Technological Institute of Miami (CTIM) is an equal access/equal opportunity community academic institution and does not discriminate on the basis of age, color, creed, handicap, or race. The enrollment agreement in addition, to the catalog constitutes a binding agreement between the student & CTIM upon acceptance.

Initial _____

▪ 8390 West Flagler St Suite 108 ▪ Miami, Florida ▪ 33144 ▪ 305-856-9090 ▪ Fax: 305-856-9262 ▪