

Contract and Training Agreement

PRIMARY CLASS CURRICULUM

INTRODUCTION TO PERMANENT COSMETICS: Learn the history, benefits and its limitation.

SANITATIONS/STERILIZATION: Learn Standard Precautions, cross-contamination, all appropriate procedures, methods and techniques.

FACIAL MORPHOLOGY & PHYSIOGNOMY: Learn to see the entire face; learn to identify facial shapes and the characteristics of each feature. Learn to create the ideal and appropriate shape and placement of eyebrows, eyeliners, lash enhancements and lip liners.

ANATOMY OF THE EYE: Learn the anatomy of the eye and eyelids and the areas safe for tattooing and those that are not and why. Learn safe tattooing techniques that enhance and flatter the shape of the eyes.

SKIN/SKIN DISORDERS: Learn where and how pigment is placed into the skin. Disorders, scar tissue, Fitzpatrick Scale, textures & tones, ageing, elasticity and how all of these factors affect the ultimate healed results.

PATIENT/CLIENT TREATMENT: Learn how to evaluate each client, consult and offer Informed Consent. Live models are scheduled so the trainee can observe the instructor during the initial consultation. Identifying areas that require medical clearance prior to tattooing. Application of cosmetic rules regarding shape, color and amount of permanent cosmetic appropriate for the client are shown as well as evaluating the client's expectations of the procedure(s). Over-the-counter cosmetics are applied to the client and review of realistic expectations will be reiterated.

PATIENT/CLIENT MANAGEMENT: Description of procedure and instructing clients on their before and after care. Describe to each client when they should seek medical treatment for possible contraindications.

EQUIPMENT AND SUPPLIES: Learn types, maintenance, sources, needle clusters, pigment knowledge. A supply list of each item used in practice will be provided along with vendors.

HANDS-ON EXERCISES AND DEMONSTRATIONS: Learn applications of eyebrows, eyeliners and lip liners. Learn appropriate selection of pigment colors, use of (OTC) topical anesthetics for client comfort and tips for working conservatively. Observance of the instructor's techniques & form while doing procedures. Proper position of technician's body, especially the arm and hand, and correct use of machine for a safe and stable application.

EXTENSIVE COLOR THEORY: Learn color control with tried and true formulas and comprehensive appreciation for color behavior intra-dermally. Altering and correcting color versus color removal.

MARKETING AND BUSINESS CONSIDERATIONS:

Learn business laws; the business aspect of your clinic regarding liability, insurance and guidelines to becoming an independent contractor will be covered. A list of insurance providers will be included. All client forms are supplied for you so you can focus on just performing the procedure, I.e. Health History, Pre-Procedure, Informed Consent Form, Re-Consent Form, Consultation/Incident Sheet, Formula Record, etc.) will be included.

CLASS REQUIREMENTS:

ATTIRE: We request student's attire be casual professional and comfortable shoes. (Sneakers and Scrubs are fine.)

YOU WILL NEED Camera. Students are required to begin cataloging before and after pictures, (preferable on a camera with macro setting for close-up shots). Notebook and Pen. You will also need to purchase your own machine and power supply (if needed) after you have decided the method you will use.

CLASS HOURS: Class commences at _____ AM and adjourns approximately at _____ PM or later. Class time is a total of 375 hours.

CLASSROOM RULES**PROFESSIONAL CONDUCT:**

Each Student must conduct themselves in an honorable and ethical manner, showing professionalism, dignity and respect for your fellow Students as well as our Models.

DRESS POLICY:

All students are to maintain a professional appearance at all times. Technicians may wear "scrubs" tops. Regular slacks or skirts may be worn, or you may wear "scrubs pants/tops" if preferred. No shorts, cut off jeans or open toe or heel shoes.

TELEPHONE:

We have a limited number of business phone lines. Phone calls must be limited to 3 minutes. Calls can be made during lunch or scheduled breaks. Long distance calls may only be placed if you have a calling card otherwise, please use your own cell phone. Please turn cell phones off during class.

LUNCH ROOM:

You may bring a sack lunch or a frozen entrée with you. You may place your lunch in the refrigerator or freezer. Please be sure to put your name on your lunch. If you bring food in Tupperware or some other plastic container, please be sure it is marked with your name and taken home at the end of the day. Individuals are responsible for cleaning up after themselves. Please make sure the Microwave is cleaned after you use it. Please wash out your own coffee cups. Unwashed containers left at the end of the day will be thrown away.

FOOD AND BEVERAGES MAY NOT BE CONSUMED ANYWHERE EXCEPT THE DINING ROOM OR OUTSIDE

We have taken great care and expense to make our Lobby and Procedure rooms as clean, comfortable and pleasant as possible. Food and Drinks cause unwanted spills and stains and require an added expense to clean up. **OSHA BLOODBORNE PATHOGEN STANDARD MANDATES THAT NO FOOD AND BEVERAGES BE ALLOWED UNDER ANY CIRCUMSTANCES IN THE PROCEDURE ROOMS.**

CLIENT PHOTOS:

Our Models have agreed to allow you to take their before and after photos. Please bring a camera with you to class. You may photograph the procedure area, procedure table, stretching positions etc. Video or audio taping is not allowed.

POLICY ON ADULT/CHILDREN IN TREATMENT ROOMS:

We ONLY allow the Models, Instructor(s) and Students in the Procedure Rooms during

class time. We do not allow children in the Procedure Rooms nor do we allow children to be left unsupervised in the Lobby. We do not allow friends or family members in the Procedure Rooms during class time. Please ask your friends and relatives to meet with you after class.

SMOKING:

This is a non-smoking facility. You may smoke outside during lunch or a scheduled break.

CLASS TIME:

Class begins promptly at _____AM and ends at _____PM each day Monday through Friday. Breaks are given as needed.

STUDENTS WILL RECEIVE:

MANUAL: A comprehensive authorized training manual will be provided. The book will give you in-depth instructions, questionnaires, release and other important forms, quick checklists, etc.

PIGMENT: The pigment we shall use in class will be supplied for all procedures.

EQUIPMENT: The supplies used for practice of instruction (in the classroom) will be provided. You will need to purchase your own machine and power supply (if needed) after you decide the method you will use.

MODELS: Students may schedule friends, relatives, etc. to use as models. If students wish to work on each other, this is permissible, however, eyeliner procedures cannot be performed until course work is complete. We shall have release forms at class for anyone who wished to have any procedure performed on them.

CERTIFICATE: Upon satisfactory completion of the course, which will include a written examination, student will receive a certificate of completion and Student Membership in the AAM, which qualifies them to receive insurance coverage.

* It is the trainee's responsibility to contact all of their State and Local Board of Health Agencies, regarding the Rules and Regulations for Permanent Cosmetics in their area. Trainees cannot solicit models for money used in training.

Signed: _____ date: _____
(Instructor)

Signed: _____ date: _____
(student)

Signed: _____ date: _____
(witness)