



Welcome New and Prospective Student,

Thank you for taking an interest into our school. Upon enrolling or inquiring about enrollment into Expertise Cosmetology Institute below are the requirements necessary to enroll:

1. 17 ½ years of age
2. Valid ID or Driver's License (cannot be expired)
3. Social Security Card
4. High School Diploma/ G.E.D (High School Diploma/G.E.D from another country must be translated into English and notarized in the United states prior to enrollment)
5. If a student has accumulated hours from a previous school, student must obtain a letter of credit from Nevada State Board of Cosmetology showing hours that have been approved for transfer to another school.
6. Student with a felony conviction must provide additional documents when submitting an application for enrollment or a license. The application and the felony conviction documentation must be submitted and reviewed by the Executive Director of Nevada State Board of Cosmetology and a decision will be communicated to the applicant within fourteen (14) business days after submitting the application. All applicants with a felony conviction must write a letter to the Executive Director explaining the incident and what they have learned from it. Any applicant that is disapproved by the Executive Director for a non-violent felony conviction may petition the Board and appear before the Board at the next Board meeting to discuss their situation. Applicants convicted of a felony that includes acts of violence will be denied immediately but they will be informed that they may petition the Board and appear before the Board at the next Board meeting to discuss their situation.

Print Name

Student Signature

Date

“Welcome to Expertise Cosmetology Institute”

Expertise Cosmetology Institutes Student Right to Know Form

The graduates of Expertise Cosmetology Institute:

- ✓ Completion rate.....66.95%
- ✓ Pass/fail rate (licensure).....85.96%
- ✓ Placement rate of schools' graduates.....64.56%

	Cosmetology	Nail Technology	Aesthetics
Completion Rate	55.7%	82.8%	84.2%
Pass/Fail Rate Licensure	76.7%	94.1%	100%
Placement	71.8%	54.2%	62.5%

A graduate may expect..... \$12.54 per hour (based on the U.S. Bureau of Labor Statistics per wage estimates) national study may vary according to location. Compensation may vary per skill and employment opportunities.

One must meet the physical demands and requirements set forth by employers. Professional Safety and Extended hours, must be aware of the hazards of working with electrical equipment, should be able to understand and follow manufacturer's instruction for mixing chemicals, working with hot tools, chemical allergies. Prolonged standing/sitting.

Sanitation rules and regulations directed by the Nevada State Board of Cosmetology.

Any person in the field of Cosmetology, Nail technology, and Aesthetics must complete the required hours of training pertaining to their contractual agreement and successfully pass licensing requirements of the Nevada State Board of Cosmetology.

Courses Offered

Cosmetology 1600 hours

This course requires instruction combined theory and practical application. The course teaches hair beautification, hair cutting, chemical application, hair removal, manicuring, massage, facials, and skin care.

Nail Technology

600 hours

This course requires instruction in combined theory and practical application. The course teaches the care of fingernails and toenails, beautification of nails, nail extension, technique of massage of nails, hands, forearms, feet and lower legs.

Esthetics

600 hours

This course requires instruction in combined theory and practical application. The course teaches facial treatment, histology of skin, facial make-up, eyebrow arching, lash and brow tint, semi-permanent and individual eyelashes, and skin disorders, removal of unwanted hair and safety precautions.

Hair Design

1000 hours

This course requires instruction in combined theory and practical application. The course teaches specifically all phases of hair information. Cleansing, stimulating or massaging the scalp, beautifying the hair with cosmetic preparations, antiseptics, tonics and lotions or creams. Cutting, trimming or shaping the hair. The proper use of chemical applications to change the shape or style of the hair.

Teacher Training

750 hours

This course requires that a person complete the 12th grade or its equivalent, has practiced as a full-time licensed cosmetologist, aesthetician or manicurist for three years and submits written verification of experience. The course educates the licensed professional in all areas of teaching within the beauty industry.

I hope you enjoyed the time spent in our office exploring your opportunities as a Cosmetology professional.

I have received a copy of the pre-enrollment Student Right to Know information prior to enrolling in Expertise Cosmetology Institute.

Signature

Date

Admissions

Date



**EXPERTISE COSMETOLOGY INSTITUTE
ADMISSION FORM**

NAME: _____
 LAST FIRST MI

SOCIAL SECURITY # ____ / ____ / ____ DOB _____

CURRENT ADDRESS: _____

 City State Zip Code

PROGRAM OF INTEREST: _____ CAMPUS: STELLA LAKE: NLV:

HOW DID YOU HEAR OF EXPERTISE?
 RADIO TELEVISION REFERRAL OTHER _____

HOME TELEPHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

FEMALE: MALE: MARITAL STATUS: _____ HOUSE HOLD SIZE: _____

APPLYING FOR FINANCIAL AID: YES NO IF NO WHAT IS YOUR PAYMENT METHOD:

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

ARE YOU SUBJECT TO COURT ORDER CHILD SUPPORT? YES NO

IF YES, ARE YOU CURRENT WITH YOUR COURT ORDER CHILD SUPPORT?
YES NO

High School GED High School Attended _____ GED Sigt _____

Address: _____ City: _____ State: _____ Zip: _____

We have full and part time classes available; please check the appropriate box for which you would like to attend:

Full time:
8:00 a.m. – 4:00 p.m.

Three quarter time:
8:00 a.m. – 2:00 p.m.

Part time:
8:00 a.m. – 12:00 p.m.

Any previous hours relating to the field of cosmetology: Yes: No: If yes how many hours acquired: _____

School Attended: _____ City: _____ State: _____

Cosmetology:

Hair Design:

Manicuring:

Aesthetics:

Student Signature

Date



EXPERTISE COSMETOLOGY INSTITUTE (ECI) advocates for open communication between students and their families. However, ECI is required to share student information in accordance with federal and state regulations. The dominant regulation affecting student information is the Family Educational Rights and Privacy Act (FERPA). FERPA requires Expertise instructors, staff and administration to discuss only the content of a student's education record with their parents and guardians if specific regulations are met. Below is a list of frequently asked questions to help you understand these regulations.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to access their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Q: What can I do if I want an instructor, staff and administration to be able to talk to my parents about my education record?

A: Simply complete the enclosed "Consent to Release of Education Records" form and return it to the Registrar's Office.

Q: Can I submit the waiver form online?

A: Not at this time. The U.S. Department of Education recently passed legislation allowing an electronic consent for the release of records. Expertise is in the process of adjusting procedures to permit submitting the waiver form online. However, until the new process is in place, it is necessary for students to submit the paper form.

Q: Once I submit the waiver form, how long is it in effect?

A: Consent will remain in effect until a student submits a subsequent written request to the Registrar's Office, revoking their consent to release information.

Q: Do parents or guardians have the right to see their children's education records? Does it make a difference if they are paying the tuition?

A: The rights under FERPA transfer from parent to student once the student turns 18 or enters a postsecondary institution. The rights are not waived based upon who is paying for the student's education. An institution may disclose information from a student's education record to the parents of the student without the student's consent if the student is a dependent for federal income tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. While Expertise will accept documentation of dependent status, we encourage submission of the waiver as a preferred approach to the release of education records since it does not have to be submitted annually.

Q: What constitutes an education record?

A: An education record is any record maintained by the institution that contains information directly related to a student.

This includes, but is not limited to, grade information, disciplinary documentation, and billing and financial aid data.

Q: What is not an education record?

A: Records not considered part of an education record include, but are not limited to, records of the law enforcement unit of an educational institution, records made or maintained by a physician or other recognized professional acting in his or her professional capacity, and records that only contain information about an individual after he or she is no longer a student at the institution.

Q: Under what circumstances may an institution disclose information from education records without consent?

A: There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. One exception is that institutions may disclose "Directory Information" at their discretion.

Q: What is "Directory Information"?

A: Expertise defines Directory Information as the following: name, sex, date and place of birth, marital status, home and school address, email address, phone number, major field of study, extracurricular activities, dates of attendance, degrees, honors or awards, photograph or video image, the most recent education institution attended, and parents' names, addresses and phone numbers.

Q: What should I do if I want my "Directory Information" handled as confidential information?


A: Students may choose at any time to have their Directory Information marked confidential. To do so, students must submit written notification to the Registrar's Office. Please consider carefully the consequences of a decision to withhold Directory Information. The Institution will honor your request to withhold directory information from noninstitutional persons or organizations. Regardless of the effect upon you, Expertise assumes no liability as a result of honoring your instructions to withhold this information.

Q: What should I do if I want my "Directory Information" handled as confidential information?

A: Students may choose at any time to have their Directory Information marked confidential. To do so, students must submit written notification to the Registrar's Office. Please consider carefully the consequences of a decision to withhold Directory Information. The Institution will honor your request to withhold Directory Information from noninstitutional persons or organizations. Regardless of the effect upon you, Expertise assumes no liability as a result of honoring your instructions to withhold this information.

Q: May an institution disclose to a parent, without the student's consent, information regarding a student's violation of the rules regarding use or possession of alcohol or a controlled substance?

A: Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

 **EXPERTISE COSMETOLOGY INSTITUTE**
FERPA Consent to Release of Educational Records Waiver

I, _____, consent ____ do not consent ____ to the release of my
(print name)
education records to my parent(s) or guardian(s) listed below for the purpose of keeping them informed about my education at Expertise Cosmetology Institute. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues and financial obligations to the Institution.

I acknowledge that I may submit a subsequent notification in writing directing the Institution to no longer release information to any or all of the individuals listed below.

Expertise Cosmetology Institute is authorized to release information to the following individuals *(please print clearly)*:

Name Relationship to Student

Name Relationship to Student

Name Relationship to Student

Name Relationship to Student

Student's name Student's signature Date

Student's date of birth Student's daytime phone number

PLEASE RETURN THIS FORM TO:

Expertise Cosmetology Institute
Registrar's Office
1911 Stella Lake Street
Las Vegas, NV 89109
Email: registrar2@expertisebeauty.com
OR
Fax: 702.636.0367

If you have any questions, email Registrar's Office at registrar2@expertisebeauty.com
