



CCEE NAILS ACADEMY

2022 Brochure & Handbook

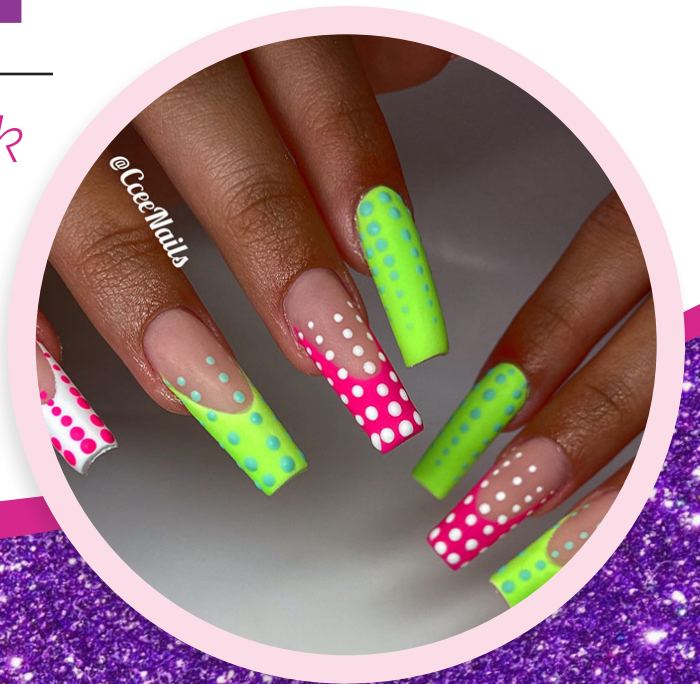


TABLE OF CONTENTS

Welcome	03
Mission	04
History	04
General Facility & General Information	04
School Licensing	04
Ownership	04
Academic Calendar & Hours of Operation	05
Administrative Staff & Instructional staff	05
Admissions Policy	05
Programs of Study	06
Student Evaluation	06
Tuition & Fees	07
Refund Policy	07
Student Services	08
Institutional Policy	08
Satisfactory Progress	10
School Drug and Alcohol Policy	10
Vaccinations Policy	10



WELCOME

Dear future Nail Technician,

I am pleased to be the first to welcome you to Ccee Nails Academy, school of manicuring and pedicuring. This catalog is designed to provide as much information as we can about your manicuring course, rules, regulations, days, and hours of program, and all the information you may have questions about your new school.

I am happy you chose us as your post-secondary school, your career as a manicurist starts here at Ccee Nails Academy, I have confidence you will achieve your career goals while you are with us. I am here for you, to guide you and to help you grow as a nail artist. If you have any questions or concerns, please do not hesitate to contact your school director. I understand how important it is for you to attend school and to be able to take your board exam and become a licensed manicurist. I partnered with Young Nails to provide the highest quality products for you to practice in class and at home. I will do my absolute best to ensure you pass your state board test, and help you in the areas you need help with, I also urged you to keep practicing at home, practice does not make perfect it makes you better, there is always something new to learn in the Nails and beauty industry, I encouraged you to use your text book to study for your exam, anything you put your mind into and you work hard for, make the necessary sacrifices the sky is your only limit.

I wish you the best of luck and success here at Ccee Nails Academy, and for the rest of your career. I look forward to meeting you in the future and personally welcoming you to our best and modern manicuring school in Massachusetts.



GENERAL INFORMATION

MISSION STATEMENT/OBJECTIVE

At Ccee Nails Academy we create Nail Artists, our mission is to teach and train each individual student who enrolls in the Academy to master the art and sciences of Nail Technology and to develop techniques that will exceptionally enhance his or her skills within our industry. Additionally, we will train students to be knowledgeable about current trends, new products, and new techniques to help them become successful as a nail artist/salon owner. We will prepare our students to pass their board exams, with the hope that they will maximize their acquired skills and reach their own personal goals of personal economic independence in the manicuring field.

SCHOOL HISTORY

Ccee Nails Academy was founded in 2022 by Francia Jean Baptiste to provide the highest quality professional training in the field of Nail Technology. Ms. Francia has been a manicurist for 8 years, and a Nail salon owner for 3 years providing exceptional services to her clients. Ms. Francia is passionate about the nail industry and art; she became a licensed educator in 2022 and decided to further her career as a school owner and instructor.

GENERAL FACILITIES

Ccee Nails Academy is a state-of-the-art manicuring school, located at 1554 Pleasant St. Suite 6, Fall River MA, 02723. The institution is 1700 square feet of floor space containing room for theory, practice, a clinic, and a reception area, locker room space for students to store personal items. The school has modern types of equipment, an overhead projector, TV. Practical rooms furnished with working stations and supplies need for practice, the facility is designed to model a salon-type Atmosphere.

OWNERSHIP

Ccee Nails Academy is owned by Ccee Nails Academy LLC. Under the president Francia Jean Baptiste.

ADMINISTRATIVE STAFF

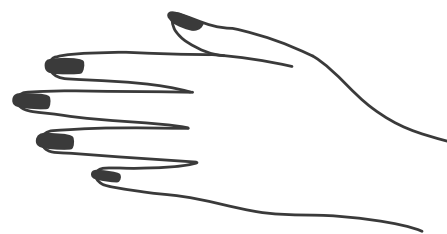
School Executive Director/Operations Manager/
Administrator: Francia Jean Baptiste
Administrator/Assistant Director: Chantel Balaoing
Secretary: Yasinia Salgado

INSTRUCTIONAL STAFF

Main Manicuring Instructors: Francia Jean Baptiste

SCHOOL LICENSING

Ccee Nails Academy is licensed by the Commonwealth of Massachusetts, Division of Professional Licensure. Cosmetology Programs Oversight and Regulated by: Massachusetts Division of Professional Licensure (DPL), Board of Registration of Cosmetology and Barbering 1000 Washington St. Suite 710, Boston, MA 02118-6100 Phone: (617) 727-9940 Email: cosmetologyandbarberingboard@mass.gov



ACADEMIC CALENDAR AND HOURS OF OPERATION

New Enrollment: The start date for newly enrolled Nail Technology students is Monday of every month. On days where a holiday falls on a Monday, the start date will be scheduled for a Tuesday.

* The following class start dates are subject to change for the Manicure Program

DAY CLASS (5 Weeks)	EVENING CLASS (8 Weeks 1 day)
SEPTEMBER 12th, 2022	SEPTEMBER 13th, 2022
OCTOBER 24th, 2022	NOVEMBER 22nd, 2022
DECEMBER 12th, 2022	JANUARY 10th, 2023
FEBRURARY 6th 2023	MARCH 14th, 2023

SCHEDULED PROGRAM HOURS:

Nail Technology 101 (100 TOTAL Clock Hours)

DAY PROGRAM (5 WEEKS)

SUNDAY, MONDAY: 10:AM- 4:00 PM (6 Hours per day)

TUESDAY: 10:00 AM- 6:00 PM (8 hours per day)

EVENING PROGRAM (8 WEEKS 1 DAY)

TUESDAY, WEDNESDAY, THURSDAY: 5:30 PM- 9:30PM (4 hours per day) 8 weeks (about 2 months) and 1 day

(Day Time Break & Lunch Schedule:

Lunch 12:00 pm to 12:30 pm,

(Evening Class Break Schedule 7:00 pm to 7:30 pm)

OBSERVED HOLIDAYS

(* Subject to change)

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

In the event of snow emergencies and/or blizzards in the city of Fall River, and is deemed unsafe for students, Ccee Nails Academy will inform students of school closures. Students will be given the opportunity to make up the hours.

ADMISSIONS POLICY

NON-DISCRIMINATION POLICY: Ccee Nails Academy does not discriminate based on sex, race, gender, age, color, ethnic origin, religion, or handicap and disability.

ADMISSION CRITERIA:

Ccee Nails Academy does not guarantee employment or salary after completing the Nail Technology course / upon graduation. Upon completion of the program, students will be able to search for entry-level occupations. As a graduate the school will assist you in your job search, any job openings find will be listed on the job posting board located in the school facility. Graduates are encouraged to maintain contact with the school and follow-up with the school on employment needs and concerns.

1. Minimum age accepted is 16 years old, No maximum age
2. Possess a valid Social Security Identification Number.
3. Provide personal identification with proof of age.
4. Pass the Admission test.
5. High School diploma is preferred, for more information please email us (info@cceenailsacademy.com)

STATE OF MASSACHUSETTS PROFESSIONAL LICENSURE

All graduates must apply for the State Board Licensure Examination and pass to receive a license to practice in Massachusetts. The institution will assist and train our students through a mock state board exam. Please keep in mind, the costs related to taking the examination, canceling/ rescheduling the reservation, and receiving licensure are the sole responsibility of the student. A valid and current license is the prerequisite for employment in the state of Massachusetts within the Manicurist field.



MANICURING

100 HOUR PROGRAM

Nail Technology 101 Course Subjects	100 Hours
Safety/Sanitation	10
First Aid	3
Professional Ethics, Salon Management & State laws/requirements	12
Artificial Nail Techniques/Nail Designs	25
Basic Manicure/Pedicure with massage	40
Oral/Written Exam	10
TOTAL	100

"Board approval of curriculum and schedule of hours may be subject to expiration and re-approval as prescribed by the Board". (240 CMR – 4)

Course Description: The Nail Technology 101 course teaches the care of fingernails and toenails, beautification of nails, nail design, application of nail extensions, and massage techniques for hands, and feet.

Minimum Hours Requirement: 100 Hours

Careers in Nail Technology: Successful graduates of this program may seek opportunities as "Manicurists and Pedicurists." The Department of Labor and Statistics defines "Manicurists and Pedicurists" (SOC CODE: 39-5092.00) as individuals trained to "Clean and shape customer's fingernails and toenails. May polish or decorate nails." This may also include opportunities as a nail salon owner. The Employment estimate and mean wage estimates for this occupation in May 2021: is \$14.65/hour. See <http://www.bls.gov/oes/current/oes395092.htm#nat>

Minimum Employment Prerequisites: Certificate of education completion in Nail Technology with minimum state-required hours and Manicurist Type 3 license for employment in Massachusetts.

Physical Demands of the Profession: Interested applicants should expect long work periods, prolonged sitting, and bending over. Additionally, some risks may include allergies and chemical reactions. Potential applicants who are pregnant or expect to be should consult with their doctors.

STUDENT EVALUATION

Students are evaluated twice during the course, to ensure they are maintaining satisfactory academic progress in theory, practical and attendance. Please see Student Policies for Provisions of the Satisfactory Progress Report.

Grading System: Students must maintain academic grades of at least 75% and attendance of at least 68% to meet satisfactory academic progress. The following factors will be used to determine academic progress: Theory (test grades, assignments, etc.), Practical work, and Clinical work.

Student Practical & Theory Grading Scale	
ES- Exceeds Standards	(92-100)
MS- Meets Standards	(79-91)
NI- Needs Improvement	(75-78)
BS- Below Standard	(0-74)

Attendance: Our institution uses a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock. Students will not receive credit for hours they did not attend.

GRADUATION REQUIREMENTS

Each student must complete the required hours for the enrolled program of study. In addition, the student must pass all written and practical tests with an average score of 75% or above. All financial obligations to the school must be settled for the student to graduate from the program. Upon completion of the program, students will be awarded a Diploma with an indication of the student's successful completion of training. Students who do not missed 2 days of school or more, will be awarded a certificate of attendance.

RE-ENROLLMENT:

If a student has been terminated or withdrew from the school and wishes to return, he/she must go through the registration process and fill out the necessary paperwork. The school director will contact the student regarding approval for re-enrollment. If a student is allowed to return, an administrative fee of \$50.00 is required.

RETAINED HOURS:

Commonwealth of Massachusetts Board of Cosmetology Policy on hours: One year from the date of withdrawal the student will retain all the hours that have been successfully paid for and completed. For more than one year and less than three years, the student will be able to retain 1/2 of the hours that were paid for and completed. A student who re-enrolls over three years will not receive credit of hours from the Commonwealth of Massachusetts.

TRANSFER STUDENTS:

Currently Ccee Nails Academy does not accept transfer hours.

FEDERAL STUDENT AID / FINANCIAL ASSISTANCE

Currently Ccee Nails Academy does not provide financial aid. However, Student may set up payment plan on a weekly basis with the school, and all fees must be paid a week prior to completing the course.

TUITION AND FEES

Below is the schedule of estimated fees at Ccee Nails Academy, effective for enrollment for the year of 2022. Fees and costs are subject to change; however, they will not affect current students. Ccee Nails Academy offers Weekly payment plans for students at no additional charge, spread out over a student's course of study and payable 1 week prior the last week of class. The forms of payment accepted include cash, Debit card, Credit Card, Bank check, PayPal, Zell.

FEE SCHEDULE FOR NAIL TECHNOLOGY

Tuition and student kit is subject to change

Course Title	Registration Fee	Kits	Books	TOTAL	Estimated Down Payment
Nail Technology	\$50.00	\$800.05	\$299.95	\$3,050	\$1,000

EXTRA INSTRUCTIONAL CHARGES POLICY:

A grace period of one week will be allowed for students to complete the program after the scheduled contract end date. Due to reserved space, equipment, and licensed instructors, the institution must charge students for extra instruction. If a student does not complete his/her required hours one calendar week after his/her scheduled contract end date, additional training hours will be billed at a rate of \$15 per hour, payable in advance. Students will not be allowed to clock in until applicable payments are made.

STUDENT KITS AND BOOKS

Students are required to provide a kit, books, equipment, and smocks. The kit, smock, and books are non-refundable after they have been issued.

SCHOLARSHIP AND FEE WAIVERS:

Our institution currently does not offer any scholarship opportunities for prospective students.

REFUND POLICY

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

STUDENT SERVICES

The school conducts a mandatory orientation before the first day of class, students will be notified on the day of enrollment. The orientation provides information about the instructional program, the objectives of each course, and any policies affecting students, and services available to students.

COUNSELING AND ADVISING

Our School Director and Instructional Staff are available to assist students with educational problems. However, staffs are not trained as professional counselors and may not provide medical, legal, or professional advice to students. If students are experiencing any drug, alcohol, domestic, mental, and other personal problems, the school will refer students to the appropriate agency.

EMPLOYMENT ASSISTANCE

Ccee Nails Academy do not guarantee employment upon graduation. Upon completion of the program and professional licensure, students will be able to search for entry-level occupations. The school will assist in finding suitable employment by providing area job openings on a career opportunities bulletin board for students. Graduates are encouraged to maintain contact with the school and follow up with the school on employment needs and concerns.

RELEASE OF STUDENT RECORDS

Student records are maintained in a secure location to protect the students' privacy. Students and parents or guardians of minors may have access to student records by appointment. The director or appointed staff will supervise and interpret the records and answer any questions that you and your parents may have. Students, parents, or guardians requesting copies of any or their entire file will be subject to a charge of .50cents per page.

RELEASE OF INFORMATION TO A THIRD PARTY

Information from a student's file cannot be released to another party unless that student or parent or guardian of a dependent minor has signed a consent form. An exception will be made for licensing, legal or national accreditation purposes.



INSTITUTIONAL POLICIES

The following student code of conduct and student policies are presented to potential students prior to enrollment for complete understanding of the school's policy which may affect a student's enrollments. Students must abide by these policies to remain in good standing:

STUDENT CODE OF CONDUCT AND POLICIES

All students are required to abide by the student code of conduct and policies. Non-conformance with the Student Code of Conduct and Policies may be cause for termination.

STUDENT CODE OF CONDUCT POLICY

1. Ccee Nails Academy will dismiss, suspend, and or terminate anyone in the school under the influence of any drug and/or illegal substance. Please see the Drug and Alcohol Abuse Policy.
2. No personal phone calls will be allowed on the school's business phone.
3. Students must practice safe hygiene, safety, and sanitation while in school
4. No student can receive over the following hours of attendance per day, without instructor approval.
5. A thirty-minute lunch break is required for students attending day class, fifteen minutes break required for evening class
6. No use of cell phones within the clinic/lab and classroom.
7. Students must maintain satisfactory academic progress.
8. No use of profanity or obscene language, no fighting, no weapons.
9. No smoking inside building.
10. No stealing any property from other students or from the institution.
11. Students are expected to maintain a "professional" appearance by always wearing uniform lab coat
12. No one is allowed to borrow anything from other students. The school required all students to bring a laptop to access their book and schoolwork online.
13. Each student is responsible to keep their own kit clean and sanitized.
14. Each station must be cleaned daily.
15. Lockers will be checked every week.
16. Any personal objects are to be locked up in the lockers.
17. We are not responsible for lost or stolen items
18. We do not tolerate stealing or bullying. Anyone that is caught stealing or bullying will be dismissed immediately
19. Any student under the influence of alcohol or any substance will not be allowed in the school
20. Any student that looks unprofessional, example torn clothes or stained will not be permitted the school
21. Uniform must be always worn to class
22. Absence from class without permission is not allowed. Please call ahead if you are not feeling well.
23. All students who have been absent are required to keep up with all assignments

*LEAVE OF ABSENCE

Ccee Nails Academy does not offer leaves of absence. If a Student needs to interrupt their training, they must be withdrawn from the program and re-enrolled upon return, and there will be a \$50 fee re-enrollment according to the Re-enrollment Policy.

ATTENDANCE AND TARDINESS POLICY

It is required for all students to clock in and out when entering or leaving the school to receive credit. All students are required to maintain 68% of scheduled attendance while enrolled at Ccee Nails Academy to attain satisfactory performance. A student will receive credit for all hours attended, at the maximum allowed each day and week; exceptions will be made based on instructor approval. Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and/or Executive Director.

***Students who are tardy will not get credit for hours not in attendance.**

MAKE-UP HOURS POLICY AND PROCEDURE

A student who does not complete a theory test on test day will be required to complete the test upon returning to school. Missed assignments will be made by the classroom instructor or supervisor for students to complete as make-up work. If a student misses practical and/or clinical assignments, he/she may be required to practice on a practice hand. The student may have to plan to attend the theory class they missed at a future date for credit.

Students are allowed to make up attendance hours to meet the satisfactory progress requirement (see Satisfactory Progress policy.) However, students still must adhere to the Maximum Clock Hours allowed unless approved by the instructor.

WITHDRAWAL/TERMINATION POLICY

* For a student to officially withdraw from their program they must submit a letter of withdrawal stating their reason for withdrawing to a school official.

1. An applicant rejected by the school prior to enrollment shall receive a refund of all monies paid.
2. If a student (or in a case of student under the legal age, his/her parent, or guardian) cancels his/her enrollment and demands his/her money back, in writing or in person, prior to the starting date or within 5 business days of signing the enrollment agreement provided you have not commenced the program, and 3 business days regardless of if you started, the program all monies collected by the school shall be refunded.
3. Cancellation date is determined by the postmark on the written notification sent to the school by registered certified mail. Termination may be made in person.

4. A registration fee of 50.00 is part of the total price set and is not refundable after a student starts school or six days after the contract date whichever is later.
5. The kit/equipment, lab coat & books are non-refundable after they have been issued.
6. Refunds will be made, within 45 days (about 1 and a half months) following notice of termination and or withdrawal.
7. Any student who is under 18 years of age will require a guarantor who will be liable to the school for the fees agreed upon if the student should default in any payments.
8. This provision may be waived by written agreement between student and school only.
9. If the school is permanently closed and no longer offering instruction after a student is enrolled, the student shall receive a pro-rated refund of tuition paid.
10. If a program is cancelled after a student's enrollment, the school shall provide a refund for unearned tuition paid.

***The student may also be subject to termination at the school's determination for the following reasons:**

- Disregard and violation of the Student Code of Conduct Policy.
- Failure to maintain the institution's Satisfactory Progress Policies.
- Failure to attend classes for five (5) calendar days without notification or proper excuse.
- Non-payment of tuition/fees.
- Providing fraudulent information or documentation of requirements for admission or attendance;
- Refusal to complete assigned classes or Student Salon work;
- Breach of school rules and regulations;
- Falsification of school records;
- Cheating;
- Hazing;
- Theft;
- Conduct or conditions that pose a direct, adverse threat (Including bullying) to other Students, guests, or employees of Ccee Nails Academy
- Intentional destruction of school property, destruction of other Students' or staff members' property;
- Physical violence and threats of violence can mean immediate dismissal / suspension without previous warning

Student understands that a violation of any of the school Policies grounds for dismissal. If dismissed, student will still be liable for all amounts set forth in the Enrollment Agreement. Any reason deemed necessary by the administration to maintain the positive educational environment and attainment of the institution's general objective.

SATISFACTORY ACADEMIC PROGRESS POLICY

*Student must maintain a 70-grade point average to be maintaining Satisfactory Academic Progress

A written progress report will be provided to students at the end of every evaluation period as specified below. Students who fail to attain satisfactory progress will be placed on warning, at which point the student will be considered making satisfactory progress. Students placed in warning will be monitored up until the next evaluation period. Students placed on warning who do not meet satisfactory progress by the next evaluation period will be subject to probation. Results of the Satisfactory Academic Progress evaluations are provided to students and require a signature of receipt. The results are posted in the student's file and may be accessed upon request.

1. Evaluation Periods:

The institution will allow for an initial status of satisfactory academic progress warning for students who are not considered meeting minimum standards for satisfactory academic progress. If the student is on warning, the institution will review with students how the student can achieve satisfactory academic progress for the next evaluation period.

2. Attendance Progress Evaluations:

Students are required to attend a minimum of 68% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress.

3. Appeal Procedures

If a student is determined as not making satisfactory progress, the student may appeal the determination to attain probationary status. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Reasons for appeal include but are not limited to death of a relative, injury or illness of the students, financial hardship, and other mitigating circumstances. This information should include what has changed about the student's situation which will allow them to achieve Satisfactory Academic Progress by the next evaluation period. Appeal documents will be reviewed, and a decision rendered and reported within 10 calendar days. The appeal and decision documents will be retained in the student file.

4. Non-Credit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

5. Transfer Students

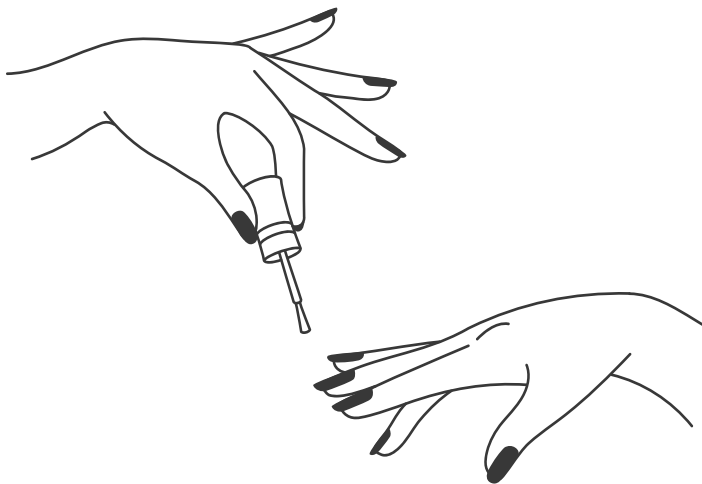
Transfer hours from another institution that are accepted are not accepted

DRUG AND ALCOHOL POLICY

It is the policy of our school to maintain a safe, substance-free environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol within the premises of the school is prohibited. **Persons distributing drugs or alcohol to other employees/students will be referred to the authorities and charges of drug distribution in the school place will be pressed by the company.**

VACCINATIONS POLICY

Ccee Nails Academy does not require vaccinations for admission into our program. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider. In addition, we encourage our students to wear a mask. If a student is not feeling well, is coughing, have a fever, we encouraged the student to stay home and get tested before coming back to school.





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1554 Pleasant Street, Suite 6,
Fall River MA, 02723

Phone: (508) 567-5856
www.cceenailsacademy.com