



AMERICAN ACADEMY
OF ESTHETICS

STUDENT MANUAL

2023-2024

OUR MISSION

**AMERICAN ACADEMY OF ESTHETICS MISSION
IS TO PREPARE STUDENTS FOR A CAREER IN
ESTHETICS WITH AN AFFORDABLE, HIGH-QUALITY,
AND WELL-ROUNDED EDUCATION IN A FRIENDLY
AND PROFESSIONAL ENVIRONMENT.**



AMERICAN ACADEMY
OF ESTHETICS

DEAR FUTURE ESTHETICIAN,

Welcome to the American Academy for Esthetics. We are an educational institution whose primary purpose and goal is to provide superior education in all aspects of esthetics to our students.

By enrolling in our school, you are taking a step closer to achieving your goals and dreams. Although it is a bit overwhelming, this handbook will help serve as a valuable resource that outlines important information, guidelines, and resources to help you navigate your academic journey and make the most of your time at our school. The handbook is designed to provide you with a comprehensive overview of what you can expect during your time here, as well as the rights and responsibilities you have as a member of our school community.

We encourage you to familiarize yourself with the contents of this handbook as it will serve as a guide throughout your educational journey. It is important to note that the handbook is meant to be a dynamic document, subject to updates and revisions to meet the evolving needs of our school community. Therefore, we recommend referring to the latest version available on our school website for the most up-to-date information.

If you have any questions or concerns, please do not hesitate to reach out to our dedicated staff members who are here to support and guide you along the way. Together, we can create an enriching and fulfilling educational experience.

Once again, welcome to American Academy of Esthetics. We are thrilled to have you as part of our school family and look forward to witnessing your growth and achievements.

Best wishes for a successful and memorable academic journey!



Sincerely,

Naomi Belen

School Administrator

American Academy of Esthetics

nbelen@americanacademyofesthetics.com

(630) 447-0801

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AMERICAN ACADEMY OF ESTHETICS

American Academy of Esthetics is a private for-profit corporation. It is owned by Naomi Belen and is a state approved school with the State of Illinois. The institution License Number is 133.000123. For verification, contact the State of Illinois at:

Illinois Department of Financial and Professional Regulations
555 West Monroe Street, 5th Floor
Chicago, Illinois 60661
Telephone: (888) 473-4858

ADMINISTRATION & CONTACT INFORMATION

Our campus is located at 4300 Commerce Court, Suite 200, Lisle IL 60532. Our telephone number is (630) 447-0801 and our website is www.AmericanAcademyofEsthetics.com. To reach an individual, please email at the email addresses listed below.

- School Administrator/Recruiter - Naomi Belen – nbelen@americanacademyofesthetics.com
- Administrative Assistant - Ivana Ivanovska – iivanovska@americanacademyofesthetics.com
- School Liaison – Tiera Meshae – tmeshae@americanacademyofesthetics.com
- Receptionist - Oriana Martinez – omartinez@americanacademyofesthetics.com
- Instructor - Marissa Huerta - mhuerta@americanacademyofesthetics.com
- Instructor – Isela Vargas – ivargas@americanacademyofesthetics.com
- Student Teacher – Jessica Trevino – jtrevino@americanacademyofesthetics.com
- Student Teacher – Holly Antonik – hantonik@americanacademyofesthetics.com
- Student Teacher – Laurie Fuehringer – senseyourbeauty@gmail.com

MISSION STATEMENT

Our mission is to provide students with a well-rounded education in the esthetics field in preparation for their state licensing and get employment as an esthetician.

COURSE OBJECTIVE

The purpose of our esthetics course is to educate and train our students in the fundamental practice of esthetics including manipulative skills, safety judgements, proper work habits, and attitude necessary to achieve competency in the entry-level job of esthetics and meet and obtain the Illinois standard requirements to become a licensed esthetician.

Our education consists of classroom theory, live demonstrations and hands-on practice, and internships/externship programs. Each student is required to complete a total of 750 hours during the entire course time. Upon completion of the course requirement, the graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic analytical skills to determine the appropriate skin care and makeup services to achieve the best look for each client.
- Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper applications for corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

AAE offers its alumni and students a discounted rate on all advanced courses offered by the AAE. To find a list of advanced courses or Continuing Education Units, go to the website www.AmericanAcademyofEsthetics.com then go to the tab labeled Continuing Education for dates, prices, and times.

COMMITMENT TO STUDENT

We are committed to providing our students with an excellent education and guidance that will help our students become sought after by potential employers and become leaders in the esthetic industry.

STUDENT PRIVACY

Students' information is maintained in a secure location in the administrative office. It is under lock and key and only the school administrator has access to this private information. AAE does not share any information with any outside sources.

ESTHETICS INDUSTRY

ESTHETICIAN DEFINITION

An esthetician is a skin care specialist who is licensed to provide skin care services, such as facials, hair removal and makeup application. Duties include skin analysis, selecting an appropriate treatment, preparing a sanitary environment before a procedure, and offering treatments.

ESTHETICS OPPORTUNITES

Estheticians' opportunities are continuously growing. The pay ranges vary from state to state and specialty. Here are a few jobs in the esthetics world you may want to consider:

- Spa Owner/Manager
- Medical Esthetician
- Master Esthetician
- Makeup Artist
- Permanent Makeup Artist - Microblading
- Eyelash Technician
- Hair Removal Specialist
- Brand Representative
- Traveling Esthetician
- Cosmetics Buyer

STUDENT RIGHTS

This school shall be open to all students who qualify under its admissions standards, regardless of race, religion, national origin, age, disability, marital status, sexual orientation, or gender.

- Students have the right to their own ideas, beliefs, and political associations.
- Students have the right to ask questions and express their opinions without affecting their academic evaluations if such does not interfere with the normal operations of their classes or infringe on the rights of other students.
- Instructors shall evaluate students' performances without prejudice.
- Students have the right to a hearing within the established school policies and procedures, in all matters that can result in the imposition of sanctions for misconduct. The school does reserve the right to take immediate action to reasonably ensure the safety and security, including removing and/or suspending a student from the school on an interim basis pending final determination of any conduct action.
- Students admitted and registered to the school have the right to receive a clear and concise written statement concerning academic and nonacademic regulations and commitments made by the school prior to starting classes.
- Students will receive in written form a classroom outline with course requirements on the first day of class.
- Students have the right of reasonable access to school administrators and instructors during specified office hours.

POLICIES AND PROCEDURES

CODE OF CONDUCT

We believe in maintaining a positive and respectful learning environment for all students. The following points are expected of all students while enrolled at our institution:

RESPECT FOR OTHERS

- Treat all individuals with dignity, kindness, and respect regardless of their background, race, ethnicity, gender, religion, or abilities.
- Refrain from engaging in any form of discrimination, harassment, bullying, or intimidation toward fellow students, staff members, or visitors.
- Any altercations, bullying and/or gossip between students and/or staff will not be tolerated.

ACADEMIC INTEGRITY

- Uphold the highest standards of honesty and integrity in all academic activities.
- Avoid plagiarism, cheating, and any form of academic dishonesty.
- Give proper credit to the ideas and work of others through accurate citations and references.

RESPONSIBLE USE OF EQUIPMENT

- Use school-provided equipment and supplies.
- If you have difficulty using a machine, immediately have a staff member assist you.
- If you break a machine or any equipment, please advise us immediately.

PERSONAL CONDUCT

- Demonstrate appropriate behavior both inside and outside the classroom.
- Follow all school rules, policies, and instructions given by teachers and staff members.
- Maintain a clean and organized learning environment by properly disposing of waste and taking care of school property.

DRESS CODE

- All students are expected to wear black scrubs.
- Closed-toe shoes or sneakers are required for safety reasons. Sandals, flip-flops, and high-heeled shoes are not permitted.
- Students may wear belts, hats, and other accessories if they are not excessive.
- Students must be considerate of their patients/clients by staying well-manicured. This means have your nails appropriate in length and clean.

CELL PHONE POLICY

The use of cell phones is prohibited while classes are being conducted. Anyone found using a cell phone will be asked to leave class immediately and will receive a written warning.

ACTS OF MISCONDUCT

Anyone caught stealing from the school, staff or students will be subject to immediate disciplinary action. Including termination and legal actions based on Illinois law.

PUNCTUALITY

Students are expected to arrive on time and must be prepared for class and arrive at the scheduled start time. Students must clock in and out when leaving the premises. Even if a student is just going to their car for a break.

FOUL LANGUAGE

Foul language will not be tolerated. Anyone who is heard using foul language will be suspended immediately and will receive a written warning.

STUDENT CONCERNS

Students who have any concerns or issues with fellow students/instructor or staff member have the right to voice their concerns to school administration.

INCIDENT REPORT

If a student has had any incident which is of concern, the student will be required to fill out an incident report with full details and will then give it to school administration.

CONSEQUENCES OF VIOLATIONS

Any violation of the Code of Conduct may result in the following disciplinary actions.

- First Violation, student will receive a written warning.
- Second Violation constitutes Suspension.
- Third Violation student will be expulsion/dropped from the program.
- Immediate dismissal would be due to Aggressive behavior and students will be immediately dropped from the program and no refund will be given.
- Anyone caught cheating or plagiarizing will be immediately dismissed.
- Signs of intoxication or substance use while in school – Student will be dismissed and if behavior is repeated, student will be discharge from program.

APPEALS PROCESS

We recognize that students have the right to seek a fair and impartial review of any disciplinary action imposed on them for a violation of the Code of Conduct. The appeals process below is an avenue for students to express their concerns and present their case for reconsideration.

- Informal Discussion – Student must schedule a meeting with teacher involved in the presence of school administrator. During the meeting, the student should express their

concern in written form and present prior to the meeting with teacher and school administrator. School with consent will record the discussion.

- Formal Appeal – If an informal resolution is not possible, the student may file a formal appeal within 10 school days of the incident.
- Review and investigation - Designated authority will conduct a thorough review of the appeal. Students must attend to present their case and may bring witnesses or any other type of evidence.
- Decision and Communication – Designated authority will decide based on the merits of the appeal. The decision will be communicated with the student within 5 business days.

All appeals will be treated confidentially, and no retaliation will be taken against students who exercise their right to appeal.

ATTENDANCE & TARDINESS POLICY

Regular attendance and punctuality are crucial for academic success and a productive learning environment. The school expects all students to follow the guidelines below.

Our attendance policy is outlined in our Student Expectation. Being punctual when coming to school helps maintain a more effective and efficient education.

Student attendance policy applies to ALL students regardless of how far along they may be in their education.

Students expecting to be absent or tardy, must submit a “Request Time Off Form”. Forms can be found either at the front desk or ask an instructor for the form.

We will understand if you have a good reason for being absent or tardy, even if you don't report it. Those reasons usually involve serious accidents, and family or medical emergencies. We may ask for a doctor's note or other verification. In these cases, we will record your absence as “excused”.

The following list, although not exhaustive, includes reasons that we don't consider excused absence:

- Waking up late
- Stopping on the way to school for personal reasons.
- Traffic or public transportation delays excluding situations that result in closed roads.
- Bad weather, excluding extreme weather conditions.

Students who are running late or have a last-minute absence must immediately call or text the

school at (630) 447-0801 and/or email your instructor. Students advising school in advance of absence will be excused for the day. Students who do not contact school or instructor about absences will be marked as an unexcused absence. Students with 5 unexcused absences will be dropped from the program.

TARDINESS

Tardiness can sometimes be unavoidable but when a student is continuously coming in 5 or 10 minutes late, it's habitual tardiness. Habitual tardiness will not be allowed. Students who accumulate 5 or more tardiness will be given a warning. For every 5 minutes late, 30 minutes will be deducted. Once a student has 6 tardiness, the student will be dropped from the program.

If a student is dropped from the program for tardiness or absences, the refund policy will be as if the student is dropping/withdrawing from the program and the student will be responsible for tuition balance due. Please see the withdrawal and refund policies for details on percentages based on hours attended.

ABSENCES

- Students are expected to attend all classes and academic activities.
- In case of illness or unavoidable circumstances, parents or guardians should notify the school office as soon as possible on the day of absence.
- The school will require a written excuse or medical certificate for extended absences or frequent absences.
- Students should arrive at school and their classes on time. A student is considered tardy when they arrive at school 10 minutes after the scheduled start of class.
- Students who incur more than 5 unreasonable tardy marks in a grading period will be subject to suspension.

LEAVE OF ABSENCE

Students taking a leave of absence will be required to do so in writing and send it to school administration/teacher. The clock will stop ticking and they would not be penalized for time off but if students miss more than 3 weeks, they will be dropped from the program and to re-enter will be charged a re-entry fee of \$100.

Students taking time off while in the program must make up the hours prior to the end of the contract date. School will charge an additional tuition for hours remaining after the contract ending date at a rate of \$50 per clock hours needed to graduate.

- If a student needs to take an extended leave of absence for personal reasons, such as family events or emergencies, parents, family member, spouse or guardians should submit a leave of absence request to the school office in advance.
- The leave of absence request should include the dates of absence, reason, and supporting documentation if applicable.
- Approval of a leave of absence is at the discretion of the school administration.

MAKE-UP WORK/TIME

- It is the student's responsibility to make up any missed assignments, homework, quizzes, tests, or other academic activities due to absences.
- For any missed deadlines or exams due to valid absences, students are given the opportunity to make up for them. Make-up work must be completed within a reasonable time and if re-taking a test, if test is the same, student will get no more than an 85%.
- If a student is retaking a test, they have the option to take an different test for the higher grade if applicable.
- All students must get approval from instructor/school personnel when making up hours that are missed.

TRUANCY

Truancy is defined as an intentional and unauthorized absence from school. A student who incurs at least 3 unexcused absences in a grading period will automatically be suspended.

ACADEMIC REQUIREMENTS & POLICIES

AAE Students are required to maintain an 85% grade point average. Students falling below 85% will be given the option to retake tests that students may have fallen below 85%. Students must maintain an 85% attendance. Students falling below 85% in attendance will be given an opportunity to make up the hours. A plan must be approved by the school administration for making up the hours needed to graduate. If hours are not made up, AAE reserves the right to drop students falling below 85% attendance.

TRANSCRIPTS

Once a student has completed the program and has paid in full the cost of the education, at graduation, students will be given their transcript and any certifications.

GRADUATION REQUIREMENTS

- Students must complete 750 hours as required by the State Licensing Board.
- Students must have 85% or greater to graduate.
- Students must complete a written and practical test.
- Students must demonstrate a facial/waxing service.

- Business plan and case study is a requirement.
- All projects must be turned in for a complete grade.

GRADE ASSESSMENT

GRADING SCALE

Letter Grade	Percentage
A	91-100
B	81-90
C	71-80
D	61-70
F	Below 60

ASSESSMENT METHODS

Students will be assessed using a variety of methods, including but not limited to

- Tests and Examinations: Formal assessments to evaluate understanding and knowledge.
- Projects and Presentations: Hands-on assignments or oral presentations that demonstrate critical thinking, research skills, and creativity.
- Homework and Assignments: Completion of assigned work outside of the classroom to reinforce learning and develop independent study skills.

The specific assessment methods and weightage may vary by grade level, subject, or teacher. Teachers will provide clear expectations and guidelines for each assessment.

GRADING AND REPORTING

Teachers will provide timely feedback on student performance to support continuous improvement. Students will be provided with access to all Monthly Progress Reports and Satisfactory Academic Progress Reports via Gensis Portal.

ENROLLMENT PROCESS

ADMISSION REQUIREMENTS

- Students must be 17 years of age.
- Students must have a high school diploma or GED.
- Students must be legal residents of the USA.

TUITION COST

The cost of students enrolling in this esthetics program for 750 hours is \$13,500. Students enrolled in the Esthetics Instructor Program are at a cost of \$6,500.

REGISTRATION PROCESS

Students interested in enrolling in the esthetics program will be required to fill out a Admission Application along with an application fee of \$100. Once that payment is received, the student's place will be held for the class the student has requested. This application fee is non-refundable.

We reserve the right to cancel class due to low attendance. Any students registered in a low attendance class will be offered the opportunity to switch start date.

BOOKS & KIT

Once the student has been accepted to the program, students have an option to purchase Books & Kit on their own or purchase them from us at a discount. We are currently using Milady Standard Esthetics Fundamentals 12th edition, Milady Standard Esthetics Foundation 12th edition, Milady Standard Esthetics Fundamentals Workbook 12th edition, Milady Standard Esthetics Foundation Workbook 12th edition and the student kits are a variety of suppliers including medical grade products with a handbook of the use of the products and protocols.

TUITION DISCOUNT

Students paying in full via cash or check will be given a tuition discount in the amount of \$1,000. If using a credit card, student will be given a discount in the amount of \$1,000 but charged a 3.5% credit card fee.

FINANCING

American Academy of Esthetics provides in house financing for those who qualify. The interest is based on credit score and the maximum term is 24 months. Financing is at the discretion of the school and it's administrative staff.

A 5-day grace period is provided. If payments are not made within 5 days, a \$35 late fee will be applied. If payment isn't made within 30 days, the student will be expelled from the program until payment is made. The student may be required to make more than one payment. If payment is not made after 30 days, the student will be dropped from the program and sent to collection.

Any student sent to collections will be responsible for the tuition amount in full and will have to reimburse for any scholarship received from AAE and will be responsible for any attorney's fees and court costs as permitted by the State of Illinois.

SCHOLARSHIPS

American Academy of Esthetics will occasionally offer scholarships to students wanting to attend our school. Students receiving these scholarships from the American Academy of Esthetics must be enrolled continuously and maintain a grade of 85% or more cumulatively and must comply with all the Student Expectations and Code of Conduct.

The scholarship may not be assigned, transferred, or changed except at the sole discretion of the American Academy of Esthetics. No cash equivalent prize will be awarded.

If student fails to pay tuition or goes into collection, scholarship will be revoked and must pay back the full amount of the tuition.

Any student sent to collections will be responsible for the tuition amount in full and will have to reimburse for any scholarship received from AAE and will be responsible for any attorney's fees and court costs as permitted by the State of Illinois.

WITHDRAWAL AND REFUND POLICIES

Students have the right to cancel initial enrollment agreement until midnight of the fifth business day after the student has been enrolled and has started the program. Notice of the right to cancel is given to all prospective student at the time of enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund of all monies paid to date within 10 days of cancellation. Cancellations must be written and given to a school representative.

When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application fees and the cost of any books or materials that have been provided by the school and retained by the student. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the division standards for refunds:

Percentage of a Scheduled Course Completed	Amount of Tuition Owed to the School
0.1% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

If a student is dropped from the program due to conduct or misbehavior, full payment is still required from the student and no refund will be provided.

CONTRACT DATES

Students will be given a start date and ending date. If the student has not completed all projects, assignments, tests, and/or sign offs, the student may be charged an additional tuition for hours remaining after the contract ending date at the rate of \$50 per clock hour needed to graduate.

CALENDAR SCHEDULE

FULL TIME SCHEDULE

Our class times for our full-time students are Monday through Friday from 9:00 AM to 4:00 PM. Program for students enrolling full time will attend for approximately 24 weeks. Our upcoming dates are November 27, 2024, January 8, 2024, March 19, 2024, July 8, 2024, and December 2, 2024.

PART-TIME SCHEDULE

Students wanting a part-time day schedule will be attending during the day, Monday through Friday, from 8:00 AM to 1:00 PM. Students enrolled part-time during the day will attend for approximately 33 weeks. Our upcoming dates are November 27, 2024, March 19, 2024, July 8, 2024, and December 2, 2024.

Students enrolling in the part-time evening schedule will attend Tuesday through Thursday from 5:00 PM to 10:00 PM. This program will be held for approximately 50 weeks. Our upcoming dates for evening are November 28, 2023, June 25, 2024, and November 5, 2024

VACATION & HOLIDAYS

School will be closed for Columbus Day – October 9, 2023, Thanksgiving week – November 20-24, 2023, Christmas week and New Years Eve – December 22-January 2, 2024, Martin Luther King - January 14, 2024, Spring Break – March 18, 2024-March 22, 2024, Good Friday – March 29, 2024, Memorial Day – May 27, 2024, Summer Break July 1-5, 2024, Labor Day – September 2, 2024,

Students taking a leave of absence will be required to do so in writing and send it to school administration/teacher. The clock will stop ticking and they would not be penalized for time off but if students miss more than

3 weeks, they will be dropped from the program and to re-enter will be charged a re-entry fee of \$100.

Students taking time off while in the program must make up the hours prior to the end of the contract date. School will charge an additional tuition for hours remaining after the contract ending date at a rate of \$50 per clock hours needed to graduate.

EDUCATION INTERRUPTION AND RE-ENTRY

The school may charge a re-entry fee for students who have withdrawn and wish to re-enter more than 3 weeks after termination. If the tuition rate has changed, the new tuition will be students' responsibility and will apply to the balance of the training hours needed for the student who is re-enrolling more than 30 days after the formal withdrawal date unless mitigating circumstances apply and at the discretion of the school administration.

Students transferring or re-entering into the program will be charged a registration fee of \$100. The re-entry fee is for students who have withdrawn and wish to re-enter more than 30 days after termination. The current tuition rate at the time of re-entry will apply to the balance of training hours needed for students who are re-enrolling more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

TRANSFER POLICY

The school reserves the right to accept hours being transferred from other schools. Students who are transferring in from another school must bring an official transcript from the previous school for us to accept hours. The student may not transfer hours that are older than 60 months from the initial start date at the other school. An example would be if today was January 2023 and you started the other school January 2018, those hours do not qualify as transferable. On the other hand, if you started the other school in January 2019 then we would be able to honor the hours you accumulated at that school.

TEACHING ESTHETICS PROGRAM

Students interested in the teaching program will be charged a cost of \$6,500 for 750 hours or 500 hours if they have been in the industry for 2 years or more and will have to provide proof of the industry hours.

Students in the teaching program will be required to:

- All financial obligations to the school must be met prior to enrollment.
- Purchase Master Educator 3rd Edition by Letha Barnes textbook and workbook
- Pass all written and practical exams with a minimum of 85%
- Complete all reading and chapter questions in their workbook.
- Practice effective communication skills, understanding student characteristics and the learning process.
- Perform theory and practical demonstration.
- Practice good organizational skills
- Practice good classroom management
- Create a great learning environment for students.

If a student is chosen to receive a full scholarship, student must meet the following requirements:

- All financial obligations to the school must be met prior to enrollment.
- Must participate a minimum of 10 hours a week no less than 4 hours a day.
- Will be required to work at the school once a student teacher graduates for a minimum of 3 months at a rate of \$20 per hour.

EMERGENCY PROCEDURES

SEVERE WEATHER

During severe weather conditions, such as typhoons or storms, it is essential for students to stay informed about class suspensions and updates. The school will rely on official channels, such as local government announcements or weather bureau bulletins, to decide on class suspension or cancellation.

SCHOOL CLOSING

If school is closed due to unforeseen conditions, such as weather, students will be excused for the day, but hours will not be given to students. Students must make up for the time lost.

ETHICAL PRACTICE

Students First – American Academy of Esthetics instructors will provide its students a strong role model, perseverance, honesty, respect, lawfulness, fairness, patience, and unity. As an educator, our instructors will treat every student with kindness and respect without showing any favoritism, prejudice, or partiality.

Commitment - Our educators commit wholly to the teaching profession and promote safety, security, and acceptance, and shall always avoid bullying, hostility, neglect, dishonesty, or offensive conduct.

COURSE SYLLABUS

CURRICULUM

Basic Training – 75 Hours

- a. History of Skincare
- b. Personal hygiene and public health
- c. Professional Image
- d. Sterilization, Sanitization, Disinfection
- e. Introduction to skin analysis, skin care, and facial treatments
- f. Communicating for success
- g. Treatment room setup
- h. Life Skills

Scientific Concepts- 150 hours

- a. Cells, metabolism, and body systems
- b. Bacteriology
- c. Physiology and Histology of the skin
- d. Human Anatomy
- e. Chemistry-understanding chemicals and their use
- f. Disorders of the skin and special esthetics procedures

Practices and procedures – 500 hours

- a. Nontherapeutic massage, excluding the scalp.
- b. Nutrition and health of skin
- c. Skin analysis
- d. Mask therapy and facial treatments
- e. Facial treatments without the aid of machines
- f. Electricity, machines, and apparatus
- g. Facial treatments with the aid of machines
- h. Hair removal: tweezer method, depilators, waxing and their use.
- i. Professional makeup techniques, including the application of tabs and strips.
- j. Product knowledge as it relates to esthetics.

Business Practices – 25 hours

- a. The Illinois Cosmetology Act
- b. Management and The Beauty Business

- c. OSHA standards relating to chemical use.
- d. Workers Compensation ACT
- e. Business development project
- f. Resume and cover letters completed for job applications.

INTERNSHIP PROGRAM

Students are encouraged to participate in an internship while attending our school. Students may not intern for more than 75 hours total. Once the student has brought the school evidence of the hours at the esthetics spa or esthetician, they will be able to substitute for 75 hours of the 750 set forth will be part of the curriculum of a license esthetics school.

This allows the student to develop relationships with spas and potentially find employment. This shall be an organized preplanned training program designed to allow a student to learn under the direct supervision of a licensed esthetician in a registered spa environment. Students may only participate once they have completed 375 hours of training.

NON-DISCRIMINATORY STATEMENT

American Academy of Esthetics is committed to admitting students based on requirements to qualify under its admissions standards, regardless of race, religion, national origin, age, disability, marital status, sexual orientation, or gender.

American Academy of Esthetics prohibits any form of discrimination and harassment based on sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, disability, or other protected classes in any decision regarding admission, employment, or participation.