



Avi Career Training Inc
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Great Falls, VA, 22066
www.avicareertraining.com

Student Handbook

2024-2025

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About

Mission Statement

The mission of AVI Career Training (AVI) is to produce for the profession, knowledgeable and skilled individuals who will be able to master the art and science of Basic Esthetics, Master Esthetics, Electrolysis, Massage Therapy, Instructor-Cosmetology, and Instructor-Esthetics. By teaching exemplary public relations skills and excellent business techniques and practices, the student, upon graduation, is adequately prepared to successfully make the transition into the workforce.

School Information

Training Program

Each student admitted to AVI Career Training receives individual instruction in technical skills. Each student participates in the school clinic by performing services in their field of study on clients and models under the supervision of a licensed instructor or their assistants. The Advisory Board and State Council for Higher Education for Virginia evaluates graduates. These evaluations are obtained through the following means:

1. Graduate Follow-up survey
2. Employer Follow-up survey
3. Student Progress Reports

To be successful, the student must be properly motivated to meet the needs of the public and prospective employers. Each course of study offered by AVI Career Training provides a broad base to maximize the employability of its graduates.

Instructional Material

AVI Career Training provides both theoretical and practical training using the most up-to-date equipment for application and sterilization, while allowing the student to learn in a comfortable and safe environment. The teacher-student ratio is 1:25, with classes available during the day, evenings, and weekends. To ensure that the competencies are met during the program, students are given content-specific quizzes, mid-terms, and finals in the theoretical portion of their programs; they are also evaluated in their practical hands-on classes by their instructors.

Since physical contact is so important to this profession, it is essential to be “good with your hands.” Prospective students who have never used their hands in a similar manner will be tested to see how their hands move and how flexible they are. Good eyesight, physical stamina, and a healthy lifestyle are also important factors.

Pay Attention to What You Are Doing

When you are working in the classroom and following instructions, remember to follow directions carefully and ensure that you comprehend what you are being asked to do. Carefully read the explanation at the beginning of each exercise and STOP after each exercise. Ask yourself the following questions: What did I just do? and Why did I do it? If you are unsure, repeat the exercise until you have a clear understanding of its purpose. Instructors can help if you are in need but remember that the best way to learn is to do it on your own! On the other hand, if you are stuck, the instructor is there to assist. Do not let yourself get frustrated in the beginning. It is normal for new students to take some time to adjust to the new learning style.

Practical Experience

Hands-on practical training is a must for students aspiring to become professionals in Esthetics, Master Esthetics, Electrolysis, Laser, Massage Therapy, Make-up, Cosmetology Fields. As listed in the catalog, students are required to complete both the theoretical and practical training hours. For each competency set, students are required to complete the prescribed class hours. The instructor will evaluate you to ensure that you are on task. If you need additional time to complete your practical training, please communicate with your instructor.

Read Ahead

It is important to come to class prepared to learn. Make sure that you have read the material prior to each class. The instructor will routinely assign tasks. Since you as the student will be preparing for in-school examinations, as well as industry certifications and licensing, it is imperative that you master the content. Any questions or concerns should be brought to the attention of the instructor.

Breaks

The instructors will announce when breaks and lunchtime will occur. We strongly recommend you take advantage of these breaks to rest your eyes, stretch your legs, and regain your focus. A clear head can do wonders for absorbing information.

Knowledge Checks

Knowledge checks are important to assess comprehension and retention. Test yourself by going over the material in the textbook, answering questions on quizzes, and inquiring about content that is not clear. Remember, you will be working on human subjects as well as mannequins, so it is very important to learn, understand, and practice procedures. You cannot afford to make mistakes that may have an adverse effect on clients or models.

Training Roadmaps

There are two basic types of curricula—general students and student teachers. Each program is described below.

1. **General Curriculum:** designed to develop each student's knowledge and technique in Massage Therapy, Make-up, Skin Care, Esthetics/ Master Esthetics, and Electrolysis.
2. **Teacher Training Curriculum:** designed to develop prospective instructors by providing the skills and techniques related to the teaching of Esthetics and Electrolysis and to provide supervised practical experience to each student-teacher in the training of Massage Therapy, Make-up, Skin Care, Esthetics, Master Esthetics, and Electrolysis.

Work through Your Problems

Any time you feel an exercise is not working or sinking in, go back to the beginning of the exercise, slow down and repeat it at least once. The instructors will explain to you how to complete the exercise effectively.

Classroom Progress

Assignment Preparation

Each assignment given is calculated to take approximately two hours. We recognize that some students need more time than others. There is usually time at the end of the day to complete the assignment and have it checked before leaving. Each day's lesson plan is prepared according to the normal time it takes to reach the average student. Students who comprehend quicker than others are not held back. Excusing those who have completed and understood that day's lesson earlier than

the others allows the instructor to assist students in need of additional help. Those having difficulty memorizing the hand techniques for facial treatment will work longer on mannequins before they begin practicing on models.

Attendance by the Hour

A unique feature of AVI is the opportunity to participate in classes and pay an hourly rate. The qualifications to participate in this program are as follows:

1. If you are not interested in working toward a license, and
 - a. You already have an aesthetics, cosmetology, or massage therapy license and want to expand your knowledge, or
 - b. You have an Electrology license and want to add waxing to your services.
2. If there is room in the course you wish to participate in. See tuition table for rate.
 - a. Audit a class
 - b. Participate in the practical aspect

If you qualify to participate by the hour, the first step is to fill out an application stating when you are available and the subjects in which you are interested. A \$100 nonrefundable registration fee is required. We will then notify you as to when our next regularly scheduled class covering the subject area of your interest will begin. You will be informed in advance when to attend and what to bring. It may be necessary to buy some course texts.

Time limits for make-up classes

Academic work, assignments, projects, and classes must be satisfactorily completed within the enrollment period. However, the Director may determine that the student be permitted to attend appropriate make-up classes within a period not to exceed the amount of time remaining. The Director reserves the right to waive this time requirement in the event of a serious established need.

Late Arrival - Early Dismissal Policy

Due to the intense nature of the instruction schedule, a great deal of importance is placed on students being prepared and punctual. Therefore, students that leave early, arrive late, or are not prepared for class, will be required to make-up the time missed. Missed time (arriving late, leaving early, or being unprepared for class) shall accrue in 15-minute increments and must be made up by arrangement with the instructor. Under certain conditions, the Director may determine that an additional fee will apply (see attendance above).

Attendance and Promptness

Attendance is essential to meet the governing state requirements for completion. It is difficult to successfully develop marketable skills without regular, consistent attendance. As students are expected to progress and complete according to their program schedule, they are encouraged to attend all training sessions. Students, who do not maintain regular attendance will be locked out of the computer system after 10 consecutive days and will be required to meet with an Academic Advisor. Failure to attend class for 15 consecutive calendar days may result in dismissal from school. Students may make up their absences to cover missed subjects by attending another class, if necessary.

A 90% attendance rate is required, meaning student absence may not exceed 10% of the scheduled course hours. Virginia regulations, which govern attendance, state that after seven consecutive days of absence a student is automatically withdrawn from the program. AVI offers 14 hours of make-up time (equivalent to two days of instruction) at no additional charge. At the discretion of the

Director, make-up hours exceeding the 14 allotted hours require additional charges of \$20.00 per hour, or an amount not to exceed the prorated hourly tuition.

Clean Up

In the spirit of generating good teamwork, we all clean up after ourselves. This should become a habit and should occur immediately after you have finished your work. This applies to any workstation as well as the use of the lunch table, refrigerator, microwave, and sink.

Course Completion

To obtain a certificate of completion and supporting documentation for state requirements (if applicable) from AVI Career Training each student must meet the below requirements:

- Maintain an average grade of 70% or higher
- All hours of practical and theory work must be completed
- Tuition and fees must be paid in full

Grading System

The students are trained and supervised by certified instructors. Clients will be provided for practical application on an ongoing basis. Clinical skills are evaluated by procedural performance, which provides the instructor with visual evidence of the student's ability to integrate cognitive and behavioral learning. Performance will be based upon the student's skill, accuracy, and knowledge of clinical techniques. Client rapport, personal appearance, hygiene, conduct, and attitude will be assessed as part of the grade for professionalism. Performance evaluations will be graded as Satisfactory or Unsatisfactory. Quizzes will be administered throughout the course. Student must maintain at least a "C" average to be eligible for graduation. AVI adheres to the following grading scale:

A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
F	Below 70	Failure

Students may repeat a failed practical exam once, and the highest grade will be used. Students must also submit a minimum of 75% of their assignments on time and must submit all logs to pass. Clinic and field work requirements are graded on a Pass/No Pass system based on specific standards.

A student's permanent record consists of an evaluation sheet, time sheet for attendance, and payment sheet.

Graduation and Document Award

The last hours of the final day of the course are devoted to the graduation process. All instructions and applications for State Board Test are provided and each student is guided through the process for completing these forms. Each student is required to present, on any topic related to their field, to the graduates and their guests. Final grades, record sheets, job leads, and report cards are provided at this time. Students are requested to fill out a Course Evaluation Form. Feedback from the forms is used to make necessary improvements.

Models For Practice

All students are required to act as models for massage therapy, make-up, and facial treatments unless prohibited from doing so due to a documented medical condition. Any other special accommodations or concerns should be communicated prior to participation in the program. Only students desiring unwanted hair removed need to be models for waxing. All students willing to be a model for body treatments need to wear a proper attire—bathing suit. Also, students may ask friends and family to call and schedule an appointment to replace you for any of the services you wish to decline.

While a student, three of your friends and family members are invited to receive complimentary services you are learning provided there aren't pre-scheduled paying clients. The public is invited to make appointments for services performed by students at a 50% discount.

Progress Evaluations

Students are formally evaluated at mid-point in their program. By this time, most aspects of the profession have been experienced. Each student will have an interview with the director concerning their level of performance and grades. This is an opportunity for both the student and the director to discuss the probable outcome of the remainder of the course as well as the student's future in this field. Any issues related to attendance will be addressed and a schedule will be agreed upon to make up the missed work. Additional fees may apply depending on the circumstances, as outlined in the catalog.

Dress Code

Uniforms consist of AVI Career Training Lab Coats or Scrubs which should always be worn when in school, white tennis shoes, or comfortable closed-toe rubber sole shoes. They must be kept clean and labeled with your name. Long hair must be worn pulled back off your back and unable to fall forward when you bend. Fingernails must be moderately short and well-groomed. White laboratory coats are worn only inside the school. Image is important in this profession; therefore, business casual attire is ideal when working with clients.

Inclement Weather Policy

In the event of snow or other hazardous weather conditions, please call (703) 759-2200. It is each student's responsibility to ensure that his or her phone numbers are current.

Leave of Absence

To retain prior class standing and to avoid additional requirements and fees, a student may suspend participation in a program for no more than two months. All requests for leave of absence must be approved by the Director.

Make-Up Hours

If you miss a scheduled class, you should plan to make-up the class as soon as possible listed below. These hours **MUST** be made up before your graduation date. Make up classes are not formally scheduled but are held on a first-come, first-served basis. Make sure you check in with an instructor or an assistant.

Office of Career Placement

All students who attend AVI Career Training are offered the opportunity to participate in our Placement Assistance Program and to utilize the resources of the department. In addition to the services provided by the department, students are expected to be active participants in the job search

process and to work alongside the placement officer in their search for employment. While placement assistance is always available, AVI Career Training cannot guarantee employment. Placement assistance services usually begin at the midpoint of a student's program at which time students can meet one-on-one with the placement officer to receive counseling and assistance in preparing a resume, developing effective interview skills and in implementing a successful job search strategy. The expansion of such skills increases the likelihood of moving into a position of more responsibility and prestige as s/he moves through his/her career. In addition to individual career counseling, students are required to participate in informational and interactive workshops. These workshops include topics such as cover letters, resume writing, interviewing techniques, how to target specific employers, internet searches, and job-hunting record keeping. Finally, to ensure that a student is prepared to meet with an employer, s/he can request a mock interview session with the placement officer. During this time the student can practice the interviewing process in a simulated environment. Any questions concerning AVI Career Training's Placement Assistance Program should be directed to the placement officer.

Students Counseling Plan & Procedures

The Career Services Assistant will make every attempt to assist students with job placement upon graduation. Business owners and hiring managers are invited as guest speakers to meet and potentially hire our students. Placement assistance services and student counseling usually begin at the midpoint of a student's program. At this time, students can meet one-on-one with a career specialist to receive counseling and assistance in preparing a resume, developing effective interview skills and in implementing a successful job search strategy. AVI does not provide health or mental referrals.

AVI has a written plan for determining the effectiveness of student services that ensures the plan effectiveness and identifies Admin Assistant Janice Little John and her responsibilities for coordination of student services, provides for the counseling of students, is evaluated on an annual basis, and addresses the evaluation results are shared with faculty and staff and then with IAC members. The plan gets evaluated annually by the faculty and staff and revised as needed after Institutional Advisory Board members approve.

Professionalism

In addition to the dress code, other factors define your level of professionalism. All smoking must be done out of sight of the building entrance. Breath sprays or mints must always be used instead of chewing gum. Gossiping or negative opinions about fellow students or the staff will not be tolerated. All complaints should be made directly to the Director's Assistant or the Director. Classes are conducted in a professional and ethical manner and students are expected to act accordingly. Failure to comply with this policy may result in dismissal or withholding the Certificate of Completion. Drugs, any form of intoxication, or illegal substances are strictly prohibited and will result in immediate and permanent dismissal from the AVI Career Training.

School Policies

The following policies are enforced at AVI

- There is NO SMOKING on the premises of AVI Career Training or Spa.
- Food and Drink are NOT permitted in the classrooms.
- Please be considerate of your fellow students by working as quietly as possible. Use professional, courteous language while speaking with fellow students, instructors, or administrative staff.

- In case of emergency, family or friends may call you at (703) 759-2200. No telephone calls are permitted in the classrooms. Cell phones and beepers MUST be turned off prior to entering the classrooms. In an emergency, you may request use of the phone in one of the offices.
- Before leaving, clean up your workstation. Check to make sure you have taken all personal belongings. AVI is not responsible for loss of stolen items.
- Please familiarize yourself with the AVI Career Training Dress Code.
- Hats and headphones from your personal radios are prohibited in the classrooms.
- AVI does not provide day care/baby-sitting facilities. Students may not bring children to class or leave them in the student lounge.

Drug and Alcohol Abuse Prevention Policy

In compliance with the Drug-Free Schools and Communities Act of 1989, AVI Career Training has established the following policy toward promoting a drug-free learning environment. AVI prohibits students from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or being under the influence of the same while at the institution or while attending/participating in school-related activities on or off school grounds. Students are further prohibited from being under the influence of alcohol while at school or while attending or participating in school-related activities on or off school grounds.

The following sanctions will be imposed on a student in violation of the policy regarding use, possession, or being under the influence.

First Infraction

The student and director will have a counseling session, which will be documented and become a part of the student's permanent record. The student will be advised to voluntarily seek professional counseling.

Second Infraction

Should there be a second infraction, the student and director will meet, and the student will be administratively withdrawn. Students who are administratively withdrawn may apply for reinstatement. Reinstatement may be granted on a case-by-case basis. Students approved for reinstatement will be on probation for the duration of the program.

Third Infraction

Students who are administratively withdrawn after the second infraction may apply for reinstatement. Reinstatement may be granted on a case-by-case basis. Students approved for reinstatement will be on probation for the duration of the program. Should said probationary student commit a third infraction, this will be cause for immediate administrative expulsion and possible referral to the appropriate authorities for prosecution.

AVI CAREER TRAINING HAS THE RIGHT TO EXPELL, IN EXTREME CASES, TO IMMEDIATELY EXPELL ANY STUDENT IN VIOLATION OF THIS POLICY. THE ABOVE OUTLINED PROCEDURE NOTWITHSTANDING. AVI CAREER TRAINING FURTHER RESERVES THE RIGHT TO REFER STUDENTS TO THE PROPER LEGAL AUTHORTIES FOR PROSECUTION AND/OR LEGAL SANCTIONS.

AVI is required to include in its Drug and Alcohol Abuse Prevention Policy information regarding local and federal sanctions. Students are encouraged to read the "Student Information Board" or speak with a School Administrator.

Voluntary Treatment and/or Counseling

AVI Career Training encourages any student who feels that s/he may have a problem with drugs or alcohol to seek treatment and/or counseling. Students are encouraged to meet with the Director, in strict confidence, for assistance in locating appropriate sources of help. AVI will make every effort to work with any individual who voluntarily seeks treatment.

Substance Abuse Awareness

AVI is committed to a drug and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Staff and instructors are strongly encouraged to attend.

Student Right-to-Know Act

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect reports and/or disclose graduation rates for full-time, first-time; degree-seeking undergraduate students and students receiving athletically related student aid.

Family Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA also gives students the right to review their education records, seek to amend inaccurate information in their records, and provide consent

for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student Records

AVI guarantees the right of students to have access to their files. All grades, records, and academic documents presented to students are placed in the student's files. Other documents may be included, with student knowledge. Student records are considered confidential and will not be distributed to a third party without the written release from the student. *No student records will be released until the student's account is brought current and all outstanding balances paid in full.*

Student Grievance Policy

Student Grievance Policy

At AVI Career Training student success is our top priority. AVI's staff and faculty pride themselves on providing an atmosphere that is conducive to learning. Students may submit their grievances in writing to education@avicareertraining.com. Write a formal grievance and provide it to the appropriate staff member. All grievances are taken seriously and will be reviewed and addressed within 72 hours of submission. Students who wish to appeal a grade, have an issue that happened in the classroom, or feel they have been discriminated against should first attempt to resolve the issue with their instructor before requesting to meet with the director. An appeal may be submitted regarding decisions pertaining to enrollment, grades, or academic policies according to the following:

Ramakrishna Grandhi
10130-A Colvin Run Rd
Great Falls, VA 22066

Written complaints must be signed by the student and include the following information:

- (1) The nature of the problem(s),
- (2) approximate date(s) that the problem(s) occurred,
- (3) Name of the individual(s) involved in the problem(s) – staff and/or other students,
- (4) Copies of important information regarding the problem (if any).

Any person who has submitted a grievance and feels their account was not handled accordingly, may contact the following agencies as a last resort.

Council on Occupational Education

<https://council.org>
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
800-917-2081

Department of Professional Occupational Regulation (DPOR)

<https://www.dpor.virginia.gov>
9960 Mayland Drive, Suite 400,
Richmond, VA 23233-1485
804-367-8509

State Council of Higher Education for Virginia (SCHEV)

<https://www.schev.edu>

**James Monroe Building, 101 North Fourteenth Street,
Richmond,
Virginia 23219, 804-225-2600**

Veterans and other eligible persons are to report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. *“The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.”*

The student will not be subject to adverse actions as a result of initiating a complaint.

Student Conduct Policy

Students are expected to demonstrate a commitment to the educational process by being in class on time and by keeping up with class assignments. Students should be attentive in class and not behave in any way that disturbs the learning process.

Signed statements for reasons of academic or disciplinary action will be attached to each student’s permanent record. If termination or withdrawal is the basis for counseling while in attendance, both student and Director will sign the statement. The student will be given a copy of any such a statement.

The director may consider reinstatement of students terminated for academic reasons or conduct. If the director determines the student may be readmitted on probation, the student will be required to maintain the school’s minimum academic and conduct standards for the duration of the program. Reinstatement will be documented on an appropriate form provided by the school.

Under no circumstances may a student tape, or otherwise mechanically preserve (other than handwritten notes by the student), any of the classes or clinical sessions offered by the school without the expressed written consent of the director.

Media Services Scope and Availability

Media Services

The Media Services Library at AVI Career Training is an essential resource, accessible to all students and staff, aimed at enhancing the educational experience and supporting the learning objectives of our beauty and wellness programs.

Library Availability:

The Media Services Library is open Monday through Friday from 9:00 am to 8:00 pm and on Saturdays from 9:00 am to 5:00 pm, providing ample opportunity for students and staff to utilize its resources.

Scope of Services:

The library houses a comprehensive collection of literature, including textbooks, instructional manuals, videos, and other educational materials. These resources cover a broad spectrum of topics relevant to the beauty and wellness fields, ensuring students have access to current and diverse information to support their studies and professional development.

Student Services Department

Student Services available and willing to assist with any of the following student requests:

- Request Proof of Enrollment
- Change of address and/or phone number
- Request for a curriculum extension
- Termination of your enrollment
- Sign-up for workshops/labs
- Requests for Progress Reports
- Book Requests

Health, Safety, and Fire Prevention

In the event of an on-campus emergency, students and staff should be aware of the following items:

- a. First Aid Kit is at the front desk
- b. Escape routes are posted throughout the school
- c. School administration will call 911 if necessary.
- d. School administration will call student's emergency contact if necessary.
- e. If illness occurs and the student is unable to direct the staff regarding treatment, the student will be sent to the nearest hospital.

Good luck and we appreciate your choosing AVI Career Training!

Each new publication of this catalog supersedes all previous editions.

If there are any questions regarding this catalog or its contents, please contact the Director.

STUDENT ACKNOWLEDGEMENT

Please initial next to each statement as acknowledgement of receipt of the following materials.

_____ I certify that I have received and reviewed a copy of the AVI Career Training Student Handbook.

_____ I certify that I have received and reviewed the official AVI Career Training Dress Code Policies.

_____ I certify that I have received and reviewed the AVI Career Training Drug and Alcohol Abuse Prevention Policy.

_____ I certify that I have received and reviewed the AVI Career Training Drug and Alcohol Abuse Prevention Student Conduct Policy. I understand that AVI Career Training is committed to maintaining a healthy environment in which students can learn and employees can work. I understand that there are services offered to assist students in dealing with drug and alcohol addiction but that repeated violations of the stated policies could result in both termination from enrollment & referral to local law enforcement agencies for investigation. I respect the school's position and pledge my cooperation in supporting and abiding by the standards described in the program material.

_____ I certify that I have received and reviewed the AVI Career Training Student Right to Privacy Policy.

_____ I certify that I have received and reviewed a copy of the Student Grievance Policy.

_____ I certify that I have received and reviewed a copy of the AVI Career Training School Catalog.

_____ I understand that if I have any questions regarding any of the documents listed above, I may reach out to the director of AVI Career Training.

Print Name: _____

Student Signature: _____

Date: _____