



# AVI CAREER TRAINING STUDENT CATALOG 2025-2026



12/1/2024  
**Start Date**

06/05/2025  
**Amended**

12/31/2026  
**End Date**



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Director: Tanisha Burton-Donovan..... 52

Admissions Director/ COO -Zeshan Syed ..... 53

Chief Financial Administrator/ Nag Sadu ..... 53

Cosmetology Instructor: Ms. Susan Alraban (Frances)..... 53

Cosmetology Instructor: Ms. Kerah Garvin..... **Error! Bookmark not defined.**

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## ABOUT

### Mission Statement



The mission of AVI Career Training is to produce knowledgeable and skilled individuals who will be able to master the art and science of Basic Esthetics, Master Esthetics, Electrolysis, Cosmetology, 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 transition into the workforce.

## History

**AVI Career Training (AVI)** was purchased by Ramakrishna Grandhi in December 2022, he is the Current President of AVI. He has experience in corporate business in information technology and management skills during the past 20 years. Ms. Naheed Ghassemi established AVI in 1992 to provide both theoretical and practical training in Esthetics. The initial program offerings of the institution included both theoretical and practical training in Esthetics, Instructor, and Electrolysis. Over the years, course offerings have expanded to meet the ever-increasing demands of the community and industry. In 2012, AVI expanded its programs to include Master Esthetics and Cosmetology. In 2018 added Massage Therapy program. Upon graduation, students earn a certificate as evidence of course completion. AVI uses the most up-to-date equipment for application and sterilization to maintain safety while allowing students to learn. Our teacher to student ratio is 1:15.

*The best measure of our performance is your success!*

AVI Career Training has been providing quality education and helping the community for more than a decade. We provide education through traditional classrooms and clinical/internship experiences. Our teaching staff consists of highly trained professionals eager to provide students with quality education. Our hands-on training gives students a competitive edge in their career field of choice. Despite the economy, our programs are in high demand, and job opportunities are available in a variety of settings including private practice, spas, hotels, health clubs, medical spas, chiropractors etc. Our primary goal is to prepare students for meaningful and fulfilling employment. The school and staff look forward to sharing our modern, fully equipped facility in a relaxing environment with you. Do not hesitate to take advantage of all that is offered to you.

*“May your experience and learning at AVI be one of academic enrichment and personal growth. My door is always open; I welcome you all and invite you to stop in. I would like to be a part of making your dreams a reality.”*

**Ramakrishna Grandhi, President, and CEO**



## Message from the Institute

AVI Career Training faculty and staff welcome you. Our mission is to facilitate your learning journey, help you obtain your certificate, pass the state board (if any), and transition to the workforce. We understand that committing to a schedule, especially if you are a working adult, is a major sacrifice as a result, we want to make this career decision the best one you have ever made by providing you with a quality education. At AVI Career Training we assure you that you are not just a number as we strive to provide a quality education that will help you succeed in your professional career. Personalized instruction is made possible through carefully controlled class sizes. Our congenial atmosphere encourages camaraderie among students, teachers, and staff.

## Vision

The vision of AVI Career Training is to help you reach your goals. If there are obstacles in the way of your success, you will find a willing staff ready to help you resolve those issues. You will be ready to join the world of beauty and wellness when you leave us, and you can depend upon our help along the way. We are serious about your future and take the position that your greatest career security is being exceptional at what you do.

## AVI Career Training

### Accrediting/Licensing/Certifying/Approving Agencies

- Accredited by the Council on Occupational Education (COE)
- Certified to operate by the State Council of Higher Education for Virginia (SCHEV)
- Virginia Department of Professional & Occupational Regulation (DPOR)
- Department of Justice for Non-Immigrant Student Visa, M-1
- Authorized to participate in Federal Financial Aid by the U.S. Department of Education
- Workforce Investment Act
- Approved by Virginia State Approving Agency to offer GI Bill Veterans Education Benefits
- Approved by Virginia, Maryland, and Washington, DC Board of Cosmetology



## SCHOOL INFORMATION

### Overview

Skincare and massage have been a basic beauty wellness regimen for European women for hundreds of years, at home, and in spas and salons. Yet in America, it had not taken hold until recently. Over half a century ago the first American beauty salon opened for business, however, only the wealthy could afford its services as it was considered a luxury at the time. Today, women and men alike are spending tremendous sums on the care and preservation of their skin and total body wellness. Of course, specialized salons are not the only place to find skincare professionals at work. Skincare professionals can be found in growing numbers of spas across the country, behind department store counters, in the executive suites of cosmetic companies, and plastic surgery offices.

AVI has not always been able to keep up with the demand for estheticians, but now we are experiencing a growth spurt. We are sending students out on job interviews well before they graduate, and salon owners are coming to the school to hire our students before they apply elsewhere. If you choose this profession, and you have the aptitude for it, you will have a busy, rewarding, lucrative career in a nurturing profession that has unlimited possibilities. You will become a master of your field, and your skills will be in demand by more people now than in the past.

### Catalog Purpose

This catalog is an announcement of present policies, procedures, and requirements that students are expected to adhere to. Catalog content may be revised as needed and will be communicated to students and a copy provided. The catalog is not intended to be a contract between the Institute and the student. Students are to follow the curriculum and graduation requirements specified in the catalog at the time of enrollment.

Students who do not maintain continuous enrollment may be subject to catalog requirements at the time of readmission.

### Teaching Methods

AVI employs various instructional methods including online or in-person lectures, discussions, and demonstrations. Students are expected to attend clinic and practical. Students receiving veteran benefits are limited to in-person instruction, however, in-person instruction is open to all. Coursework in a Hybrid modality will include regular and timely student-faculty interaction by computer, telephone and/or in-person meetings. AVI will ensure students have knowledge of basic online navigation of the program and technology infrastructure sufficient to meet program demands. AVI reserves the right to reject any or all work submitted online based on Milady Cima report that school pull on weekly basis.

### Technology Requirements

AVI shall provide faculty and student training, and support as needed for telecommunication activities. Instructors may use handouts, audiovisual aids, or other supportive tools to enhance instruction. Most programs use Milady CIMA, an online education software, which each student is assigned their login and password along with access to Milady's textbook as an e-book at <https://miladycima.com/>. Students will receive a CIMA code and registration



instructions with tutorials via email. In addition to videos and links from instructors, there will be mandatory classroom lectures for discussion sessions and interactions directly with the instructors. Students will receive email to their respective course sessions and the student will be required to answer questions and engage in discussions of chapters & theory work. Instructors will also implement exams and test taking in classroom. Students are also encouraged to utilize email and office hours, Monday through Friday from 10 AM to 6 PM.

## Library resources

Library resources are available to all students during school hours.

# ADMISSION POLICIES & REQUIREMENTS

## Application and Registration Procedure

AVI Career Training accepts students on an availability basis and does not discriminate based on race, color, age, sex, sexual orientation, marital status, national origin, or handicap. The enrollment process is done in person to have a wet signature on all admission paperwork for authenticity purposes as well as picture, signature, and ID identity match.

All potential students are required to submit the following documents:

- ✓ ONE form of identification
- ✓ High School diploma, GED, or equivalent College transcript
- ✓ Signed completed Student Admission Application
- ✓ ONE 2x2 photo (passport size)
- ✓ Minimum age for enrollment is 18 years.
- ✓ Signed completed Student Enrollment Agreement with \$100.00 non-refundable fee.

AVI does not admit students by exception. The Student Enrollment Agreement is a binding contract between the school and the student and covers the entire program.

## Programs Eligible for Financial Aid

The following programs are eligible for financial aid:

- Cosmetology
- Esthetics
- Master Esthetics
- Electrolysis
- Massage Therapy

## Academic Policies and Procedures

Class schedules and weeks estimated for completion are subject to change based on the classes, instructor/student schedules, and inclement weather conditions. The school is open Monday through Saturday excluding national holidays. Schedules are provided with the course syllabus on the first day of class.



## **Student-Instructor Interaction**

AVI limits class size to no more than 15 students. Our instructors are experienced salon/spa professionals as well as experienced teachers. Faculty is available to meet with students outside of normal class time by appointment or via email. The instructor's contact information will be provided on the first day of class.

## **Educational Objectives**

AVI Career Training follows the guidelines specified by the Virginia State Board of Cosmetology. AVI's strives to meet the following educational objectives:

- Teach the nature and health of the skin & body in Esthetics, Master Esthetics, Cosmetology, Electrolysis, Instructor, and Massage Therapy programs.
- Adequately prepare each student for the State Board Licensing Test
- Train and inspire every graduate to be so secure in his/her knowledge and skills enabling them to confidently step into a position in their new career.

## **The 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.



## Campus Crime Statistics

The following statistics are provided as part of the requirement under the Student Right-To-Know and Campus Security Act, Public Law 101-542, about the occurrence of the following Criminal offenses reported to campus authorities for the periods January 1, 2020, through December 31, 2024.

Required Institutional Crime Statistics	2020	2021	2022	2023	2024
1 Criminal homicide, including. a murder and non-negligent manslaughter, and b negligent manslaughter	0	0	0	0	0
2 Sex offenses, including. a forcible sex offenses and b nonforcible sex offenses	0	0	0	0	0
3 Robbery	0	0	0	0	0
4 Aggravated Assault	0	0	0	0	0
5 Burglary	0	0	0	0	0
6 Motor Vehicle Theft	0	0	0	0	0
7 Arson	0	0	0	0	0
8 Separately by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0
9 Arrests for violations of liquor and drug law violations, and illegal weapons possession	0	0	0	0	0
10 Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.	0	0	0	0	0

## Security Policies and Procedures

- 1 This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official, and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
- 2 All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s President who contacts the correct police department District for statistics and the institution’s “Daily Incident



Log,” and then records those statistics.

- 3 Only students, employees, and other parties doing business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must always have and display a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited, and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00 pm. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
- 4 Current policies concerning campus law enforcement are as follows:
  - a Institution’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
- 5 Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.
  - a Do not leave private property in classrooms.
  - b Report to your institutional official, any suspicious persons.
  - c Always try to walk in groups outside the school premises.
  - d If you are waiting for a ride, wait within sight of other people.
  - e Employees (staff and faculty) will close and lock all doors, windows, and blinds and turn off lights when leaving a room.
  - f The “*Crime Awareness and Campus Security Act*” is available upon request to students, employees (staff and faculty), and prospective students.
  - g The school has no formal program, other than orientation, which disseminates this information. All information is available on request.
  - h Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of



disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

- 6 The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
- 7 All incidents shall be recorded in the Institutions Daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of the incident, and the name of the person who took the report. The report must be entered in the log two (2) business days after it is reported to the school's official unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
- 8 This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws.
- 9 The institution does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination, and/or arrest.
- 10 Information concerning drug and alcohol abuse education programs are posted at campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
- 11 Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero-tolerance for such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination, and/or arrest.
- 12 The Institution encourages all students and employees to be responsible for their security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
- 13 In the event a sex offense should occur on campus, the victim should take the following steps:
  - a Report the offense to the school administration.
  - b Preserve any evidence as may be necessary to prove the criminal offense.
  - c Request assistance, if desired, from the school administration in reporting the crime to local law enforcement agencies.
  - d Request a change in the academic situation if necessary.
- 14 On-campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts about the crime and other mitigating circumstances.
- 15 These records are available upon request through the administrative offices.
- 16 Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
- 17 As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding



registered sex offenders, <http://www.city-data.com/soz/soz-78613.html>.

## 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.

## FACILITY AND EQUIPMENT

AVI is conveniently located at 1595 Spring hill rd. Ste#720, Vienna, VA,22182. AVI career Training phone number is 703-759-2700. There is ample lighted parking for students and staff. AVI uses only state-of-the-art equipment, including massage tables, thermolysis, blend machines, multiple needle galvanic, and skin care machines (brush set, vacuum, spray, high frequency, facelift), microdermabrasion, and laser hair removal.

## Learning Resource Center

AVI Career Training has a collection of books, videos[Online Cima LMS], magazines, and other publications available to students. In addition, students have access to an online database, Cengage Learning Resources publisher via Milady's CIMA, where instructor's post videos, practice questions, projects as well as articles and other publications. AVI Career Training instructors reserve the right to reject any or all work submitted online based on Cengage report that school pull on weekly basis.

AVI Career Training library representative collection of books, periodicals, and journals in the disciplines relevant to our course offerings and programs. With the growth of the AVI Career Training, the library's collections are continually being updated and expanded to meet the needs of new programs and curriculum. The library is open between the hours of 10:00 A.M. and 6:00 P.M., Monday — Friday. The library is closed on Saturday and Sundays.

## Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, kitchen sink, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing, or studying in an atmosphere where conversation and discussion are encouraged.

The Adequacy and Improvement of Physical Facilities and Technical Infrastructure The instructional staff of AVI Career Training is responsible for notifying the Chief Organizational Officer Zeshan Syed in the event of an immediate need of instructional equipment repairs. Regular maintenance and additions for all instructional equipment are surveyed annually and discussed at Staff/Faculty meetings, Advisory Occupational Program, and Institutional Advisory Board meetings whose members decide on purchasing or replacing new equipment. These decisions are documented in the advisory meeting minutes.



## Website Maintenance

TGG Tech has been hired to maintain and improve AVI Career Training's website.

## Computer and other technical infrastructure

Naveed Mo is responsible for all technical hardware and software as well as the maintenance of the technical infrastructure.

## Physical facilities Maintenance

Zeshan Syed is AVI Career Training's physical facilities maintenance manager and oversees all physical maintenance needs of the facility including heating and air conditioning issues.

Hazardous materials are not allowed on the school grounds by order of the Fairfax Fire Department. Bi-annual inspections of the facility are conducted by the Fire Department.

## Cleaning Services

Lina Patino is responsible for the daily cleaning and sanitation of AVI Career Training.

## Exterior cleaning and Maintenance Services

Complex maintenance is the responsibility of **BECO Management**. If a contractor is determined to be unsatisfactory, the Chief Executive Officer will be informed, and steps will be taken to replace the contractor with a satisfactory one. The following areas of the institution are evaluated: classroom facilities, clinic floor, massage rooms/practical, aesthetics/skin care practical, dispensary, reception office, restroom facilities, break room/laundry, parking, outside grounds.

The need for additional physical facilities will be discussed in an advisory board meeting as needed.

## Health and Safety Services Plan

First Aid supplies for minor accidents resulting in minor bleeding as well as the procedure for blood spills are available at the school for the faculty and staff. AVI does not maintain medical staff on the premises. Individuals in need of emergency care will be referred to the nearest medical primary care facility or transported by ambulance to the nearest hospital. A listing of emergency telephone numbers is available at the front desk. The school does not assume any financial responsibility for the costs resulting from emergency transportation or services.

Job-related health, safety, and fire prevention are an integral part of instruction and are incorporated into curricula as is appropriate to the occupation. We always have CPR-certified staff on site. AVI also has a bloodborne pathogen certified staff member. AVI has an eyewash kit as well as all the necessary immediate care until emergency help arrives.



## **Fire Emergency**

AVI has three fire extinguishers available on the premises. In the event of a fire, the following procedures must be followed:

- Alert all students and staff members.
- Immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus.
- Upon leaving the building, call 911 at a neighboring establishment or use a mobile phone.

## **Inappropriate or Violent Behavior**

Students demonstrating inappropriate or violent behavior will be asked to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not leave upon your second request, 911 should be called to request that an officer be dispatched to remove the unwanted party. Students under no circumstances are allowed to video or photographic recording at any time or part of campus and it’s against the campus safety rules

## **Accident**

In the event of an accident (i.e., broken glass, electrical hazard, chemical spill, etc.), all students must be removed from the area and the nearest administrative staff member should be notified. Proper help will be contacted.

## **Bodily Injury/Serious Illness**

If a student, staff member, or patron is injured on school premises, the nearest administrative staff member should be notified. A first aid kit is available at the front desk for minor injuries. For serious injuries or illnesses, call 911. The nearest administrative staff member should be notified regardless of the gravity of the injury.

## **Health Services**

Minor emergency first aid supplies are available in the classroom and at the front desk with the faculty and staff. AVI Career Training does not maintain a medical staff. Individuals in need of emergency care will be referred to the nearest medical primary care facility or transported by ambulance to the nearest hospital. A listing of emergency telephone numbers is available at the front desk. The school does not agree to any financial responsibility for the costs resulting from emergency transportation and services.

## **Student Retention Plan**

AVI Career Training has adopted this plan to ensure our enrolled students successfully complete the program. This will be accomplished through teamwork between staff and faculty to identify the problem early on and try to resolve student issues as they relate to school and program. We try a variety of strategies to engage students and mitigate withdrawal and financial loss to the student. Our retention plan ensures our students stay interested and focused by counseling them and being flexible with schedule and course work. With our flexibility and support, they stay engaged and interested.



Student issues and concerns are discussed in faculty and staff meetings and used to improve our plan. Faculty and staff input will be discussed in our meetings and reviewed by the advisory board members in their annual meetings for improvement and implementation.

## Attendance Policy

Students are presumed to recognize their responsibility for regular class attendance. AVI Career Training maintains a permanent attendance record for each student. Students are required to complete a hundred percent of the required program hours to receive a certificate of completion. Students are expected to progress and complete hours and program clinical requirements stamp- book according to their program schedule and are encouraged to attend their training sessions as scheduled.

\*Classes may be canceled, postponed, or rescheduled due to class, faculty, or instructor scheduling conflicts. All students are required to complete their program by their scheduled completion date as specified in the “*Enrollment Contract.*” If additional time is needed due to missed clinical or scheduled exams, there will be an additional fee to extend the graduation date. Missed class time can be made up within the same week at no extra charge; however, students who fail to take the initiative to complete the time and/or work missed will be charged a fee of \$25/hour or \$896/week based on 32 hours a week for full time and 24 hours a week for part time beyond their completion date.

Students who do not maintain regular attendance will be subject to additional counseling and attendance monitoring where they will be assigned an academic advisor that they will meet with. A student will be administratively withdrawn from the program after missing 7 calendar days (including weekends & holidays) unless contact school and request excuse for their extraneous circumstances.

Students may make up for their absences & missed subjects by requesting to attend another class. If a student fails to correct the attendance problem will be put on probation to correct the attendance issue or will be dismissed from the school. Students who lack attendance receive email and phone call notification. Unexcused absentees are those that students fail to report and provide any explanation and reasons for not attending school by calling or emailing the admin office.

## Attendance Calculation

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Students may be allowed to make up missed hours and projects on Saturdays or as scheduled and approved by the school Director which may entail a charge of (\$15 per hour) for unexcused makeup time at discretion of school.

## Attendance Procedures

All attendance must be reported and approved. All clock hours are backed with a daily attendance report drawn up by the administrative staff daily. Students also sign their names on the “Students Sign-up Sheet” each time they enter the clinical building. Students are required to complete their “Hours Sheet” and assignment of “Program Clinical Requirement” and provide them to their instructors.



## **Tardiness**

Timeliness is crucial in this industry and can have a very negative impact on a career. Tardy students will be deducted the time missed from the course's hours. Tardiness is considered unexcused time as well as unprofessional behavior.

## **Inclement Weather Policy**

In the event of inclement weather or an emergency, students will need to contact the school or the school-appointed contact for closing or late opening by calling (703) 943-9841.

## **Orientation Plan**

Students get oriented with the school Mission Statement along with student enrollment and education process and discuss all school plans in students Handbook/Orientation Manual and catalog.

# **STUDENT RIGHTS, PRIVILEGES, AND RESPONSIBILITIES**

### **The student has the right to:**

- Attend and take handwritten notes in classes as offered by the Institute.
- Receive an impartial evaluation and ranking on his/her performance.
- Secure additional services listed herein and regulated by the provisions of this and other publications of the Institute.

### **The student has the privilege of:**

- Utilizing equipment for a registered course at scheduled times.
- Utilizing the common facilities of the school at scheduled times.
- Asking for and receiving an interview with the Director regarding academic, grievance, or conduct issues as governed by the policy for interviews and appointments.

### **The student has the responsibility to:**

- Fulfill all financial obligations to the Institute.
- Behave respectfully and be courteous to Director & others while on school premises.
- Make every effort to attend classes in a timely fashion.
- Fulfill the academic requirements of the Institute under the stipulations outlined in this publication and other publications of the Institute.

## **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 the class assignments. Students should be attentive in class and not behave in any way that disturbs the learning process. Classes are conducted professionally and ethically; therefore, students are expected to act accordingly. Failure to comply with this policy or any other misconduct 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 school. Cannabis products and marijuana will not be allowed in any AVI Career Training facility. AVI includes members of the public who visit or attend functions. “Possession, use, and distribution of marijuana remains prohibited on all AVI property and functions under the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.” 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 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.

## Leave of Absence

A student may request a leave of absence (LOA) for a minimum of two weeks and up to a maximum of 180 days in a 12-month period. The request must be submitted in writing and include the reason for the leave to retain prior class standing and the time frame of their leave of absence. While on leave, the student is not eligible for any additional Federal Student Aid until their return no monetary charges or accumulated absences may be assessed to the student during the leave. Failure to return from a Leave of Absence may result in dismissal from school. Requests for an LOA are not finalized until approved by the school. A leave of absence may extend the student's contract period to a maximum time frame by the same number of days in the leave of absence. The student will return in the same Status at which she/he departed.

## Disciplinary Policy

AVI tries to resolve student concerns and problems as soon as possible and informally. A student may receive a “Student Status Notice” and be required to meet with the Director if grades, academic progress, conduct, attendance, or fees become an issue. AVI reserves the right to place a student on probation, suspension, or dismissal for cause. The Director shall determine terms and lengths of probation or suspension. Any student for whom disciplinary action is taken will be notified. S/he must meet with the Director to discuss the reasons and circumstances for the action. If a student is suspended or dismissed for one or more courses, the student must sign a new Student Enrollment Agreement upon return. In the event of a change in tuition, the student will be charged the new rate. Under probation, a student continues in the program for a specified period, under certain conditions, monitored by the instructor and Director. A student who is suspended must withdraw for a specified period and may return only after fulfilling certain conditions. Failure to complete the requirements of probation or suspension may result in dismissal.

## Professional Ethics

AVI Career Training supports the standards of ethical professional training. Accordingly, students are always expected to represent themselves professionally until they graduate. Under no circumstances may a student charge a fee for required practical work when in the clinic.

Students are to be polite to other students. Students are expected to act courteously respectfully towards instructors,



staff, and director. Director reserves the right to suspend or dismiss a student that violates school policies in any form or shape without cause.

## **Dress Code**

Uniforms consist of AVI Career Training Lab Coats or Black Scrubs which should always be worn when in school, white or black 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.

## **Student Services and Records**

AVI guarantees the right of students to have access to their files. All completed academic achievement documents presented to students are placed in the student's file. Other materials may be included with student knowledge. Students' folders are stored in fireproof cabinets accessed by designed school officials only for confidentiality. Electronic documents are done through secure systems to insure confidentiality and record protection. Student records will be kept safely for 10 years in our Fireproof Cabinets

## **Student's Record Release Policy**

Current students are entitled to receive a copy of every document that they sign upon registration. Should the student request extra copies, a charge of \$2.00 per copy in addition to a \$25 administrative fee will apply. All requests must be made in writing and may take up to 30 days to process. Former students requesting a Transcript, Certificate, or Enrollment/ Admission Folder are charged a fee of \$50 per item. A "Record Release Request" is required. Additional charges may apply for copies requested of documents over 2 years old before 2018, that our electronic system was implemented, for data retrieval effort of physical files that are stored off-campus.

Contacting the school for completion document requests is the student's sole responsibility for making an appointment for an exit interview and to pick up the transcript and certificate. If the student fails to do so, they will not be stored past 6 months is disposed and need to be regenerated.

Therefore, the process for all students requesting certificates and transcripts after two years is the same regardless of reason and will result in a \$50 fee for each.

## **Transfer of Credits Policy**

Transferring students will need to provide an official transcript from their previous school to be sent to AVI Career Training prior to enrollment and start of class. AVI makes no guarantee of any hour transferability between the schools, and it's based on prior school's curriculum and common courses. Students wishing to transfer from one AVI Career Training program to another need to withdraw from their initial program and enroll in the new program. Students must pay their balance in full for their completed documents to be released. Transferred hours to AVI Career Training are accepted under the following conditions:

- All students wishing to transfer into AVI and receive transfer hours must complete a Competency Test per DPOR for AVI to allow the transfer.



- Former school must be licensed by the appropriate state licensing entity while the student is enrolled. The school's current curriculum must be approved by that entity.
- Hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school.
- Former school must be accredited by an accrediting agency recognized by the U.S. Department of Education.
- Credit for prior training school is strictly based on transcripts.
- AVI Career Training has a Board approved assessment exam prior to awarding any credit.
- AVI will not award more hours towards a topic than were given to obtain credit in their prior training.
- AVI will not award more hours towards a topic than allowed under their current curriculum.
- Transferability of any hours, diplomas, or certificates completed at AVI will be at the sole discretion of the receiving school.

## Interviews/Appointments

Interviews and/or appointments regarding employment, enrollment, or academic standing with present or prospective students are encouraged. The school may be contacted at 703-943-9841 to schedule an appointment.

## Progress Evaluation Policy

Students are formally evaluated at the mid-point in their program. Most aspects of the profession have been experienced at this point. The Director will meet individually with each student regarding performance and test 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. If there has been an attendance problem, a schedule will be agreed upon to make up the missed work.

## Financial Aid Policy

Any applicant who is a US Citizen or US Permanent Resident may apply for Federal Financial Aid by going to [www.studentaid.gov](http://www.studentaid.gov) and signing up. A FAFSA application must be completed by using the student and or spouses' information if the student is an independent student. (24 or older, military or has dependents. If the student is a dependent student (under 24, not military and has no dependents, then a FAFSA form will be completed using the student and parental information. One of the student's parents will do a Parent Plus Loan Application to see if they qualify to utilize the Plus Loan or a payment plan to cover the remainder of the tuition. If the parent is not approved, the student will receive independent loan amounts. Only parents who are US citizens or Permanent Residents are eligible to apply for the Parent Plus Loan.

Any student selected for the Verification Process by the Department of Education will submit all requested documentation to the Financial Aid Office within 10 days of the request. Any student who fails to submit all required documentation will be placed on a cash payment plan or withdrawn from their program if they cannot pay the tuition and supply the necessary documentation.

All students on Financial Aid must maintain a 2.0 GPA.



## Standards of Progress Policy

All students receiving financial aid must meet certain minimum requirements to demonstrate that they are making satisfactory progress. All classes/programs attempted are counted toward the satisfactory academic progress (SAP) requirements, including withdrawal, failures and incompleteness. Students must achieve minimum grade point averages based on the number of hours attended. The SAP calculation will be made at midpoint—or students of 600-hour programs at 300 hours (midpoint disbursement) and students in the 1000 hours at 450, 900, and 1200 hours.

To receive financial aid each student must maintain a minimum GPA of 2.0. A student must complete the program within 1½ times the length of the program. In addition to earning the relevant grade point average within the designated clock hours, students receiving title IV funding must complete a minimum of 65% of the scheduled clock hours as outlined on their contracts. Students who drop below 50% of the contracted clock hours will lose eligibility for Financial Aid. Accepted transfer clock hours will be counted towards meeting the “clock hours attended” for the Satisfactory Progress requirement. The percentage of students receiving federal financial aid is 75% and the average student indebtedness at graduation.

A leave of absence may extend the student's contract period to a maximum time frame by the same number of days in the leave of absence. The student will return to the same Status at which s/he departed. Course Incompletes, Repetitions, and Non-Credit remedial courses do not affect satisfactory progress.

## Grading System

In measuring students’ academic performance, progress is measured through the assignment of grades and clinical performance. 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. The performance will be based upon the student’s skill, accuracy, and knowledge of clinical techniques. Model rapport, personal appearance, hygiene, conduct, and attitude will be assessed to address all aspects of the profession. Performance evaluation will be graded Satisfactory or Unsatisfactory. Tests will be administered throughout the course. A student’s permanent record consists of an evaluation sheet, timesheet for attendance, and payment sheet. A student must maintain at least a “C” average to be eligible for graduation.

The grading system is as follows:

A student must maintain at least a “C” average to be eligible for graduation. Grades are calculated and weighed based on the following scale.

Participation, quizzes, homework =	50%	Final Exam =	20%
Clinic Final =	20%	Tests =	10%
<b>Total =</b>	<b>100%</b>		
A = 90 to 100	B = 80 to 89	C = 70 to 79	F = Below 70
Excellent	Good	Satisfactory	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 fieldwork requirements



are graded on a pass/no pass system based on specific standards.

## Course Completion

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

- Maintain an average grade of 70% or higher.
- Complete all hours of practical and theory work.
- Pay tuition and fees in full.
- Certificates are processed within 30 days.

## Completion of Requirements and Incompletes

The student is responsible for making the necessary arrangements for make-up work and exams. This does not change the number of absences. All assignments are due on the date stated by the instructor. A grade of incomplete is granted at the Director's discretion and only in cases of an emergency and when the student is otherwise in good standing.

The student must resolve an incomplete satisfactorily before the end of term. See "Leave of Absence" for related deadlines. No student will receive a diploma until all outstanding assignments and requirements are completed, and all outstanding fees paid. No student records will be released till the student's account is brought current, and all outstanding balances paid in full. Any student who repeats for any reason must sign a new Enrollment Agreement and pay the current tuition rate.

## In-Class Supervised Hours

The lecture class includes lectures in anatomy, physiology, professional, communication skills, business practices, and demonstrations. Practical class includes group discussion, body mechanics, self-care, and exchange or services. Both have written and practical final exams. AVI Career Training uses a paperless system in test-taking. Students can log on to AVI Career Training online system by going to Milady Cima. Each student is assigned their login username and password on their first day of class. Additional extra projects and homework are posted by the instructor in addition to the weekly quizzes.

## Non-traditional Education

A student may participate in non-traditional education, a web-enhanced education approved by DPOR. Non-traditional education consists of submitting workbooks and chapter homework online or in-person for credit hours. AVI Career Training instructors reserve the right to reject any or all work submitted online based on Cengage report that school pull on weekly basis.

## Changes to Course Content and Materials

The school reserves the right to change course content, materials, class schedules, and textbooks. No additional charges are made to currently enrolled students for these types of changes.



## Program Schedules

AVI Career Training offers a flexible schedule with Day or Evening Classes. AVI implements a Rolling Admission: Classes start on the First Monday of every month, depending on availability. Other dates may also be available. Please contact the school for details.

Full time: (A) Day & Evening classes: Monday through Thursday.

## Estimated Completion Time

Program length	Full-Time	Part-Time
1000-hour program	32 weeks (approx.)	42 weeks (approx..)
600-hour program	19 weeks (approx.)	25 weeks (approx.)
400-hour program	13 weeks (approx.)	16 weeks (approx.)

## Calendar Estimated start and end dates: (Full time)

Program/Hours	Start Date	End Date
Basic Esthetics	01/01/ 2025 & 2026	05/14/2025 & 2026
Cosmetology	01/01/2025 & 2026	08/13/ 2025 & 2026
Electrolysis	01/01/ 2025 & 2026	05/14/ 2025 & 2026
Instructor -Cosmetology	01/01/2025 & 2026	04/02/ 2025 & 2026
Instructor Esthetics	01/01/2025 & 2026	04/02/ 2025 & 2026
Massage Therapy	01/01/ 2025 & 2026	05/14/ 2025 & 2026
Master Esthetics	01/01/ 2025 & 2026	05/14/ 2025 & 2026

## Program Offerings

<b>Basic Esthetics</b>	This program is offered to start the 1st Monday of every month.
<b>Cosmetology</b>	This program is offered to start the 1st Monday of every month.
<b>Electrolysis</b>	This program is offered to start the 1st Monday of every month.
<b>Instructor - Cosmetology</b>	This program is offered to start the 1st Monday of every month.
<b>Instructor-Esthetics</b>	This program is offered to start the 1st Monday of every month.
<b>Massage Therapy</b>	This program is offered to start the 1st Monday of every month.
<b>Master Esthetics</b>	This program is offered to start the 1st Monday of every month.



## OBSERVED HOLIDAYS

AVI will be closed in observance of the following holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Birthday (3rd Monday in January)
- Washington's Birthday (#rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

## STUDENT RESOURCES

### Graduation Process & Certificate Awarding

After the student completes their final practical and theory examinations, the instructor will provide all documentation (stamp book, score sheet, final practical evaluation and final theory exam) to the administration team to process the graduation paperwork. The student will schedule an exit appointment with AVI Career Training for them to sign all required documentation, application for State Board and receive their certificate of completion as well as their Transcript. This appointment will take place one week after their final day. Pictures will be taken of the student with their certificate. They may take this time to take pictures with Faculty and Family Members.

### Career Services & Placement

The Career Services Assistant will make every attempt to assist students with job placement upon graduation. Business owners and hiring companies are invited as guest speakers to meet and potentially hire our students. Placement assistance services usually begin at the midpoint of a student's program. Currently, students can meet one-on-one with a career placement admin assistant to receive counseling and assistance in preparing a resume, developing effective interview skills, and implementing a successful job search strategy.

Upon graduation, students will be given the names, addresses, and telephone numbers of owners/managers that have job openings in the graduates' related field. Graduates are also welcome to receive employment assistance. If problems related to personality, communication, punctuality, character, or hygiene cannot be resolved during the course, the Director may choose not to recommend the graduating student for placement. This profession is a growing industry in the United States. There are numerous job opportunities in salons, clinics, spas, health clubs, stress reduction centers, and sports centers, all though. Many students are successful in starting their businesses. Although every effort is made to secure job opportunities for AVI graduates, either upon the completion of training or later,



AVI does not guarantee employment.

## Students Counseling Plan & Procedure

The Career Services Assistant will make every attempt to assist students with job placement upon graduation. Business owners and hiring companies are invited as guest speakers to meet and potentially hire our students. Placement assistance services and students counseling usually begin at the midpoint of a student's program. 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 do not provide health and mental referrals.

## Student's Academic Services

The academic counseling services assist students in reaching their educational goals by providing orientation for a successful academic experience at AVI Career Training; helping to clarify career and academic goals and assisting with course selection and program planning. Academic counseling & guidance are available upon request at the registrar/admission office. **Faculty accessibility ensures instructional faculty are accessible to students for academic or course advising are available from 9-6 outside a course's regularly scheduled class hours and throughout the period during which the course is offered.**

## Job Placement

AVI offers its students personalized services to assist students in reaching their educational goals. Students should contact their Dean of Students for assistance or direction to services for their personal needs.

## Student Government

The student government must be made up and administered entirely by students and should become the representative body of students. The Student Council is made up of students who desire to serve their fellow students by developing and organizing programs that will enrich their educational path and serve as a voice between students and the administration to allow for a free exchange of ideas and students are encouraged to contact any of the members of the Student Council to pass along ideas or to offer suggestions about programs or events, they would like to see offered at AVI. Students may also contact members to share concerns that they want communicated to the administration. The student government is an excellent chance for students to develop leadership abilities. By participating in the election process, developing legislation and being the voice of the students, the members establish themselves as campus leaders.

## Academic Advisement

AVI Career Training provides academic advisement services to assist students in planning and completing the occupational education programs that they pursue. Ms. Emma Garcia provides academic advisement services to assist students in planning and completing the occupational education programs that they pursue from the point of admission to after graduation and till job placement.



## **CANCELLATION, RELIEF, REINSTATEMENT & REFUND POLICY**

### **Refund Policy (Prior to First Day of Class)**

#### **REFUND POLICY**

For all programs that require full tuition payment in advance, refunds will be calculated on a quartile basis in accordance with 8 VAC 40-31-160(N)(9):

1. First Quartile (0–25%)

If a student withdraws or is terminated during the first 25% of the program, they are entitled to a minimum refund of 75% of the total program cost.

2. Second Quartile (25–50%)

If a student withdraws or is terminated after completing more than 25% but less than 50% of the program, they are entitled to a minimum refund of 50% of the total program cost.

3. Third Quartile (50–75%)

If a student withdraws or is terminated after completing more than 50% but less than 75% of the program, they are entitled to a minimum refund of 25% of the total program cost.

4. After 75% Completion

No refund is owed if a student withdraws or is terminated after completing 75% or more of the program.

#### **Non-Refundable Fees**

A \$100 non-refundable application/registration fee applies to each program. Books, supplies, and materials, once distributed to the student, are not refundable.

#### **Date of Determination & Refund Timing**

The Date of Determination is the student's last day of attendance, including the expected return date following an approved leave of absence. All refunds due to Title IV funds, students, or other agencies will be returned within 45 days of the Date of Determination.

#### **Mitigating Circumstances**

In cases of documented mitigating circumstances, the School Director may authorize a refund greater than the amount determined by this policy.

#### **Refunds for Books and Materials and other expenses**

Once received by the student, books and other materials are the property of the student. Once distributed, the school does not accept merchandise returns and makes no refunds for these items.

### **Return of Title IV Funds**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed before completing 65% of a payment period. The federal Title IV Financial Aid Program must be recalculated in these situations. If a student leaves AVI Career Training before completing 65% of the payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of a payment period or term completed = the number of hours scheduled up to the withdrawal date divided by the total hours in the payment period or term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the period or term Period of Enrollment. If a student earned less aid than was disbursed, the school will be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the school.



If a student earned more aid that was disbursed to him/her, the school will owe the student a post-withdrawal disbursement which must be paid within **45 days** of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required.

AVI Career Training uses Campus Ivy <http://www.campusivy.com/> (a third-party processing company) to insure compliance with all of its Financial Aid processing.

## Student Grievance Procedure

AVI Career Training Students may appeal any negative decisions regarding enrollment, grades, or academic policies according to the following:

- Students who wish to appeal a grade or an issue that happened in the classroom must first attempt to resolve the issue with their instructor before requesting to meet with the director.
- A student may also opt to submit their grievance in writing to the President of the school:
  - Ramakrishna Grandhi 1595 Spring hill rd. Ste#720, Vienna, va,22182
  - Written complaints must be signed by the student and include the

following:

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

Students who follow this process 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 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](mailto:saa@dvs.virginia.gov).”*

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

## Appeal Procedure

A student whose training has been interrupted for failing to make satisfactory progress may apply to the school’s Director for reentry. Students seeking reentry will be counseled by their faculty advisor before they are readmitted for reinstatement. A student will not be making satisfactory progress until they meet the satisfactory progress standard or until they win an appeal. A student who wishes to file an appeal of the schools’ decision must do so with the School’s Director within ten (10) days of receiving the decision. The Director will present the appeal to the Financial Aid Committee for review. The Committee may call the student forward for further investigation of the case. The Committee will report their findings to the Director for his final decision. The decision of the School’s Director is final. A student’s aid will be reinstated only if an appeal is won or the student returns to satisfactory progress.

## LICENSING

License required Programs are based on the requirements of the State Regulating Boards. Esthetic and Wax Technician graduates are required to take the state board exam to obtain a license to operate. A license to operate as an Esthetician and cosmetologist is required by the state of Virginia. There is no separate required make-up license in Virginia.

## TUITION PAYMENT METHODS

Students may opt to use Financial Aid on the eligible Financial Aid programs to pay for tuition. Please see the Financial Aid office for additional information on who is eligible to apply. A student who opts to pay out of pocket may apply for a payment plan with AVI Career Training. To consider a payment plan, the student must fill out a payment plan agreement. Please contact the school for more information.

## 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](mailto:saa@dvs.virginia.gov).” The student or employee will not be subject to adverse action because of initiating a complaint.

### **The Uniformed Services Employment and Reemployment Rights Act Reemployment Rights**

Veterans have the right to be reemployed in civilian job if leave the job to perform service in the uniformed service and:

- ensure to give advance written or verbal notice of service.
- have five years or less of cumulative service in the uniformed services.
- return to work or apply for reemployment in a timely manner after conclusion of service; and
- have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you will be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### **Right To Be Free from Discrimination and Retaliation if you:**

- are a past or present member of the uniformed service
- have applied for membership in the uniformed service, Or
- are obligated to serve in the uniformed service then we will not deny you:
  - initial employment
  - reemployment
  - retention in employment
  - promotion; or
  - any benefit of employment because of this status

In addition, we will not retaliate against employees assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### **Health Insurance Protection**

- An employee who leaves job to perform military service, have the right to elect to continue existing employer-based health plan coverage for self and dependents for up to 24 months while in the military.
- Even if don't elect to continue coverage during military service, has the right to be reinstated in our health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

### **Enforcement**

- The US Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be



referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

**Title 38 United States Code Section 3679(c)**

The following individuals are charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® – Active-Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- Anyone using transferred post-9/11 GI Bill benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- A spouse or child using benefits under Survivors' and Dependents' Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

**NOTE:** A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill benefits, or chapter 35, Dependents Education Assistance.

- AVI permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33, or 35 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - The date on which payment from VA is made to the institution.
  - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- AVI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31, 33, or 35.
- In addition, AVI requires the covered individual to take the following additional actions:



- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary for the proper certification of enrollment by the educational institution.
- AVI also requires additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## PROGRAMS

### Cosmetology

**Objective:** To train students in the challenging and fast-growing field of cosmetology. Students will gain competence in all aspects of the field of cosmetology to include: The study of skin care, nail care, hair care, hair shaping, chemical designing and relaxing, permanent waving and hair coloring, business theory, and ethics. The student will be prepared to pass the state board examination to obtain their license to practice and transition to workforce. Cosmetology program objective/description is consistent with the institution's stated purpose.

**Occupations Available:** Numerous positions are available in the field of cosmetology such as owner or manager of a salon, the entertainment industries, as well as working as an instructor.

**Textbook:** Milady Standard Cosmetology, 13th Edition, Milady, New York, 2016. ISBN-13: 9781305721852

**Clinical Requirements:** The curriculum requirements for cosmetology includes the following minimum performances and logged:

- Shampooing, Rinsing & Scalp Treatments for all hair types, including textured hair 20
- Hair styling for all hair types, including textured hair 60
- Hair cutting for all hair types, including textured hair 60
- Permanent Waving and chemical relaxing for all hair types, including textured hair 60
- Hair coloring & bleaching for all hair types, including textured hair 40
- Wigs & Hair pieces & Related History 5
- Straight Razor use and shaving 12
- Manicuring & Pedicuring 47
- Skin Care 15
- Make up 15
- Body & Other Treatments 15
- Hair Removal 15

Observation and weekly evaluations will be conducted. Students will have the opportunity to work on each other, as well as clients visiting the salon.



<b>Cosmetology 1000 CL. Hrs.</b> <b>Theory: 633CL, Practical 367 CL. Total: 1000 CL Hrs.</b>			
Courses	Theory	Practical	Total
Orientation, Business Topics, Safety, Health & Fire Prevention	45		45
Laws & Regulations	10		10
General Sciences	55		55
Applied Sciences	40		40
Shampooing, Rinsing, & scalp treatments for all hair types, including textured hair	5	20	25
Hair styling for all hair types, including textured	5	60	65
Hair cutting for all hair types, including textured hair	65	60	125
Permanent waving and chemical relaxing for all hair types, including textured hair	55	60	115
Hair coloring & bleaching for all hair types, including textured hair	110	50	160
Wigs, Hairpieces & Related theory	10	5	15
Straight Razor use and shaving	8	12	20
Manicuring & Pedicuring - Individual Sculptured nail and nail tips	30	45	75
Skin Care	145	15	160
Makeup	15	20	35
Body & Other Treatments	15	5	20
Hair Removal	20	15	35
<b>TOTAL CL.</b>	<b>633</b>	<b>367</b>	<b>1000</b>

## Esthetics

**Objective:** The program prepares the student to become a professional esthetician. You will be competent in all aspects of treating the skin, caring for the client, business theory and ethics, as well as manual and machine facial techniques. The student will be prepared to pass the Virginia State Board examination to obtain their license to practice and transition to workforce. Basic Esthetics program objective/description is consistent with the institution’s stated purpose.

**Occupations Available:** Numerous positions are available for licensed estheticians including resorts, local salons, the leisure, and entertainment industries as well as working with Dermatologists or becoming a licensed Instructor.

**Textbook:** Milady Standard Esthetics: Fundamentals, 12th Edition, Milady, New York, 2013. ISBN-13: 9780357475546 Video Series: Milady’s Professional Skin Care.

**Clinical Minimum Requirements:** The curriculum requirements for Basic Esthetics includes the following minimum performances and logged:

- Consultations, cleansings and analysis of face and body 35



- Manual facials and treatments 65
- Tinting 15
- Machine or electrical facials and treatments 50
- Body treatments and back treatments 10
- Makeup 30
- Hair Removal 30

Observation and weekly evaluations will be conducted. Students will have the opportunity to work on each other, as well as clients visiting the salon.

<b>Esthetics 600 CL. Hrs.</b> <b>Theory: 390 Cl, Practical 210 Cl, Total 600 Cl Hrs.</b>			
Courses	Theory	Practical	Total
Orientation & Safety, Health & Fire Prevention	25		25
Laws and Regulations	10		10
General Sciences	65	15	80
Applied Sciences	75	20	95
Skin Care	150	105	255
Makeup	35	30	65
Body & other treatments	10	10	20
Hair Removal	20	30	50
<b>TOTAL CL.</b>	<b>390</b>	<b>210</b>	<b>600</b>

## Master Esthetics

**Objective:** The program prepares the student to become a master esthetician and to be competent in all aspects of treating the skin with chemical acid peels, microdermabrasion, and IPL facials with micro current treatments, caring for the client, business theory, and ethics, as well as manual and machine facial techniques. Advances in cosmetic chemistry, advanced anatomy and physiology, stone therapy, ultrasound facial treatments, treating ethnically diverse skin, causes and treatments of hyper pigmentation, understanding rosacea and skin sensitivities, salon/business management, advances facials using machines, acne treatments and management, and aromatherapy. Master Esthetics program Objective/Description is consistent with the institution’s stated purpose.

**Occupations Available:** Numerous positions are available for the professional Master Esthetician including Med Spas, resorts, local salons, as well as working with dermatologists and Plastic surgical treatment offices or other medical doctors or becoming a licensed instructor.

**Textbook:** Milady Standard Esthetics: Advanced, 2nd Edition, Milady, New York, Additional Suggested Readings: Lymphatic Drainage Massage, by Ramona Moody French, Microdermabrasion, by Pamela Hill Additional Handouts,



to be given by the instructor.

**Clinical Minimum Requirements:** The curriculum for master estheticians shall include the following minimum performances needs to be performed.

- Advanced treatments 40
- Microdermabrasion 50
- Chemical exfoliation 135
- Lymphatic drainage treatments 75

Observation and weekly evaluations will be conducted. Students will have the opportunity to work on each other, as well as clients visiting the salon.

<b>Master Esthetics 600 CL. Hrs.</b> <b>Theory: 330 Cl, Practical 270 Cl, Total 600 Cl Hrs.</b>			
Courses	Theory	Practical	Total
Orientation, Advanced subject & Infection Control	45		45
State laws, rules & regulations, Safety, Health & Fire Prevention	10		10
Advanced anatomy & physiology	65		65
Advanced skin care & advanced modalities	30	60	90
Advanced procedures chemical exfoliation	135	135	270
Lymphatic Drainage	45	75	120
<b>TOTAL CL.</b>	<b>330</b>	<b>270</b>	<b>600</b>

## Electrolysis

**Objective:** To offer comprehensive studies in electrolysis, thermolysis, blend epilation, sterilization, and sanitation as well as marketing strategies. Upon completion of this course, students will be confident in the permanent hair removal process. Electrolysis program objective/description is consistent with the institution’s stated purpose.

**Occupations Available:** You will be able to work in an established salon or start your own business. Updated materials, articles, & magazines from different Electrology associations will also be studied. Students will review videotape presentations of Electrolysis, Thermolysis, Blend & Galvanic methods. In addition, there will be classroom discussions and demonstrations regarding these methods. There will be a quiz following each section of the study, a mid- term, and a final exam. A final average of 70% is required to complete the course.

**Textbooks:** Modern Electrology, By Fino Gior.

**Clinical Requirements:** Minimum of 150 hrs. on the area treatments.



Observation and weekly evaluations will be conducted. Students will have the opportunity to work on each other, as well as clients visiting the salon.

<b>Electrolysis 600 CL. Hrs.</b> <b>Theory: 240 Cl, Practical 360 Cl, Total 600 Cl Hrs.</b>			
Courses	Theory	Practical	Total
Orientation Safety, Health & Fire Prevention	20	20	40
Trichology (Hair growth)	20	20	40
Endocrinology	20	20	40
Dermatology	30	30	60
Neurology & Angiology	20	20	40
Bacteriology	25	65	90
Principles of Electricity	20	80	100
Equipment	65	85	150
Business Development	20	20	40
<b>TOTAL CL.</b>	<b>240</b>	<b>360</b>	<b>600</b>

### Instructor-Esthetics

**Objective:** To master the subject matter, be able to impart this knowledge to others using the latest teaching principles and become an Instructor- Esthetic. Instructor-Esthetics program Objective/Description is consistent with the institution’s stated purpose.

**Textbooks:** The Standard Milady Educator, Milady Publishing Corporation, Bronx, New York, 2002 edition. The student-instructor observes and assists experienced/ licensed instructors in the performance of their duties as part of their practical learning process.

The Esthetic profession needs well-trained, qualified Instructor- Esthetic. This course of study is planned to present a program for the training of the personnel required to supply the need for education in the field. In addition, the course will include information on preparing students for seeking and obtaining employment as well as preparing for the state board exam. Instructors should attend a Continuing Education Seminar, at least once every two years.

**Clinical Requirements:** Minimum clinical requirements of classroom performance are 220 hours.



<b>Instructor-Esthetic CL. Hrs.</b> <b>Theory: 180 Cl, Practical 220 Cl, Total 400 Cl Hrs.</b>			
Courses	Theory	Practical	Total
Orientation, Safety, Health & Fire Prevention	10		10
Esthetic Curriculum	5		5
Esthetic Course outline development	10		10
Esthetic Lesson planning	5		5
Esthetic Classroom management	5		5
Esthetic Teaching techniques	15		15
Methods of instruction	15		15
Learning styles	5		5
Learning disabilities	5		5
Teaching aids	5		5
Developing, grading & administering exams	15		15
School administration	5		5
Record keeping	5		5
Esthetic Laws and regulations	15		15
Presentation of theoretical subjects	30	30	60
Presentation of practical subjects	30	30	60
Supervision of Esthetic clinic floor		80	80
Practicum Esthetic teaching		80	80
<b>TOTAL CL.</b>	<b>180</b>	<b>220</b>	<b>400</b>

## Instructor-Cosmetology

**Objective:** To master the subject matter, be able to impart this knowledge to others using the latest teaching principles and become a Cosmetology Instructor. Instructor-Cosmetology program objective/description is consistent with the institution’s stated purpose.

**Textbooks:** Milady's Master Educator by Letha Barnes, 2nd Edition

The student-instructor observes and assists experienced/ licensed instructors in the performance of their duties as part of their practical learning process.

The profession needs well-trained, qualified Cosmetology teachers. This course of study is planned to present a program for the training of the personnel required to supply the need for education in the instructor- Cosmetology field. In addition, the course will include information on preparing a resume for seeking and obtaining employment as well as preparing for the state board exam. Instructor- Cosmetology should attend a Continuing Education Seminar,



at least once every two years.

**Clinical Requirements:** Minimum clinical requirements of classroom performance are 220 hours.

Instructor- Cosmetology 400 CL. Hrs.			
Theory: 180 CL, Practical 220 CL, Total 400 CL			
Courses	Theory	Practical	Total
Orientation, Safety, Health & Fire Prevention	5		5
Cosmetology Curriculum	5		5
Cosmetology Course outline development	10		10
Cosmetology Lesson planning	10		10
Cosmetology Classroom management	5		5
Cosmetology Teaching techniques	15		15
Methods of instruction	15		15
Learning styles	5		5
Learning disabilities	5		5
Teaching aids	15		15
Developing, grading & administering exams	15		15
School administration	5		5
Record keeping	5		5
Cosmetology Laws and regulations	10		10
Presentation of theoretical subjects	30	30	60
Presentation of practical subjects	30	30	60
Supervision of Cosmetology clinic floor		75	75
Practicum Cosmetology teaching		80	80
<b>TOTAL CL.</b>	<b>180</b>	<b>220</b>	<b>400</b>

## Massage Therapy

**Objective:** To enable its participants to help others enhance their wellbeing through massage therapy Rather than approaching every client with the same “formula,” students are trained to tailor each massage treatment to the specific needs and objectives of the individual. Massage Therapy program objective/description is consistent with the institution’s stated purpose.

**Occupations Available:** Graduates of this program are provided with the tools to practice in a variety of settings, including private practice, health clubs, chiropractic or osteopathic offices, beauty salons, stress reduction, sports centers, as well as many other locations.

**Textbook:** Mark F. Beck, Theory & Practice of Therapeutic Massage 6th Edition, Milady, New York, 2014



**Clinical Requirements:** Minimum of 50 treatments on the public in the clinic.

**Clinical Requirements:** Minimum 100 clinical requirements.

<b>Massage Therapy 600 CL. Hrs.</b> <b>Theory: 360 Cl, Practical 240 Cl. Total: 600 Cl Hrs.</b>			
Courses	Practical	Theory	Totals
Foundation of Massage Therapy		60	60
Anatomy Physiology 1: Head, Neck& Face	40	60	100
Anatomy Physiology 2: Torso	30	60	90
Anatomy Physiology 3: Lower Leg & Foot	40	50	90
Anatomy Physiology 4: Hip and Thigh	20	50	70
Anatomy Physiology 5: Shoulder, Lower Arm & Hand	40	50	90
Massage: Sports, Swedish and Deep Tissue	70		70
Professional Ethics and Business Management Safety, Health & Fire Prevention, Disinfection, Sanitation & Sterilization		30	30
<b>Total</b>	<b>240</b>	<b>360</b>	<b>600</b>

## PROGRAM DESCRIPTIONS

### Basic Esthetics

#### Orientation and Business Topics 25 hrs.

Students are introduced to schools’ policies and regulations. Students also learn the Business of Esthetics including employment opportunities and career choices. In addition, business payroll taxes and insurance are discussed. Emphasis is placed on ethics, professional image, and client communication.

#### Laws and regulations 10 hrs.

The course focuses on Laws Regulations in compliance with the state, with emphasis on the esthetic scope of practice.

#### General Sciences 75 hrs.

Students learn essential and practices of infection control (Disinfection/ Sterilization) and OSHA regulations MSDS, basics of chemistry and nutrition. Students also learn about products' ingredients.

#### Applied Science 95 hrs.

In Course 4 students learn the structure, composition, and functions of the skin. The focus is on anatomy and physiology. In addition, students learn skin types and skin diseases and disorders. Students become familiar with skin analysis and client consultation.



**Skin Care 255 hrs.**

This course develops student proficiency in the cleansing procedure, extraction techniques, and masks, with emphasis on skin analysis and client consultation. Students are introduced to machines, equipment, and electricity. In addition to building skills, general procedures and safety measures continue to be developed.

**Make-Up 65 hrs.**

Students learn to set up supplies/ implements for make-up, use of color theory, and consultation process. Students become familiar with general and basic occasion make-up.

**Body & Other Treatments 25 hrs.**

Students are introduced to Body Treatment Procedures developing proficiency in performing treatments safely and efficiently. Includes, Light therapy, Cellulite Therapy, Wraps, Masks, Exfoliation (scrubs), and Aromatherapy.

**Hair Removal 50 hrs.**

Students will learn different wax types and develop proficiency in wax hair removal for the full body. In addition, students become familiar with tweezing and eyebrow shaping. Other methods such as Electrolysis treatment chemical depilation and laser permanent hair removal are also discussed.

## **Master Esthetics**

**Orientation, Advanced Subject & Infection Control 45 hrs.**

This course introduces the evolution of the Esthetics industry and the need for advanced education. Students will be introduced to the list of employment opportunities. Students study essential steps of critical thinking and problem-solving. Students will also learn how to incorporate soft skills into their work and become familiar with HIPAA and the legal obligations to the client's privacy. The purpose and mission of OSHA are also discussed in the class.

**Laws and Regulations 10 hrs.**

The course focuses on Laws Regulations in compliance with the state, with emphasis on the Esthetic scope of practice.

**Advanced Anatomy & Physiology 65 hrs.**

In this course students study the internal cellular differentiation and major functions and structures of the skin. Students are introduced to the different classifications of the skin types and conditions to include the process of wound healing and the recognition of short and long-term sun photodamage and skin disorders. The course also discusses the used cosmetic and skincare ingredients and the importance of home care regimens before and after clinical treatments.

**Advanced Skin Care & Advanced Modalities 90 hrs.**

In this course, students are introduced to microdermabrasion and derma planning. Students learn indications and contraindications for crystal and microdermabrasion and crystal-free microdermabrasion. Students will learn general procedures and safety measures and a proper protocol for both crystal and crystal-free microdermabrasion.



**Advanced Procedures Chemical Exfoliation 270 hrs.**

In this course, students are introduced to Microdermabrasion. Students learn indications and contraindications for crystal and microdermabrasion and crystal-free microdermabrasion. Students will learn general procedures and safety measures and a proper protocol for both crystal and crystal-free microdermabrasion.

**Lymphatic Drainage 120 hrs.**

This course develops student's proficiency in practicing manual lymphatic drainage. Emphasis is placed on the study of tissue and organs, and the functions of the lymphatic system. Students will also learn how to incorporate Lymphatic Drainage into other treatments.

## **Cosmetology**

**Orientation 90 hrs.**

The teacher will review the school Mission Statement along with Student Handbook/Orientation Manual. School policies will be discussed and reviewed as well as assigned by the instructor and student. The different state laws and regulations will be covered as well as the professional ethics and standards. Students will be introduced to proper personal hygiene techniques to ensure a professional appearance. They will review the curriculum and fundamentals of Bacteriology, sterilization, and sanitation for their equipment. Students will be allowed to tour the facility and meet all staff/faculty. Students are expected to meet required benchmarks this is covered during the orientation. If benchmarks are met students will be provided with a progress report to ensure that they are successful in their intended careers.

**Manicuring and pedicuring 75 hrs.**

Students will be required to demonstrate proper sanitation, disinfection, and safety requirements. Students will learn the four types of nails implements as well as demonstrate the correct handling of tools. Students will be able to identify five basic nail shapes. They will learn the proper nail polish application. They will also be able to identify diseases and disorders. The student will be required to complete a coloring book for Anatomy and Physiology. They will learn the proper sterilization techniques and procedures for various equipment. Students will learn the proper procedure for artificial applications as well as the proper way to maintain natural nails. Students will learn the proper setup for materials and equipment for pedicures. Students need to be able to demonstrate proper techniques for filing and trimming toenails. Demonstrate the ability to massage hands and feet.

**Shampooing, rinsing & Scalp treatments 25 hrs.**

Students learn the importance of explaining pH in shampoo selection. Explain the role of surfactants in shampoo. Students will be able to discuss the benefits and use of various types of shampoos and conditioners. Students will perform proper scalp manipulations as part of shampoo services. As well as being able to analyze the client's hair and scalp for suspected diseases and disorders. The student will be able to perform correct hair brushing. Students will learn to provide treatment plans for different hair types. Students will be able to provide a scalp massage. Students will learn proper draping of clients as well as proper rinsing. They will learn to perform client consultation. Students will be able to identify the different parts of the scalp. Students will be able to determine the hair types and their conditions to provide the best service possible. Students will be able to distinguish the different types of scalp disorders. Students will be taught the differences between dandruff, fungal, parasitic, and staphylococci infections.



Students learn the different types of scalp manipulations. Students learn the various treatments to control different scalp diseases and disorders.

**Hairstyling 65 hrs.**

Students will be able to distinguish between the seven facial shapes. Students will learn the implements, materials, and procedures necessary for finger waving. Students will become familiar with the cleanup and sanitation procedures. Students will be taught the parts of a curl, mobility, and shaping for pin curl placements. Students will learn the different art of back-brushing techniques as well as backcombing techniques. Students learn roller curling, parts of a roller curl, choosing roller size, roller placement, and roller direction. Students will learn the different types of heat curling using a hot roller, electric, or stove curling irons. Students learn the two classifications of braiding styles visible and invisible. The student will be taught the technique of the various styles of braids. Students learn the three types of hair pressing: soft, medium, and hard press. Students learn to analyze the condition of the client's hair and scalp. Students will learn the two types of pressing combs: regular and electric. They will learn the use of pressing oils and creams. They will learn about the heating and cleaning process of combs.

**Haircutting 125hrs.**

Students will learn to identify reference points on the head form and understand their role in haircutting. They will learn to define angles, elevations, and guidelines. Students will list the factors involved in successful client consultation. Demonstrate the safe and proper use of the various tools of haircutting. The student will be able to demonstrate mastery of the four basic haircuts as well as demonstrate mastery of other haircutting techniques.

**Permanent waving chemical relaxing 115 hrs.**

Students will learn to conduct a consultation to provide an accurate analysis before chemically treating hair. Students will learn to keep records of the chemical texture services that clients have performed as well as to find out about previous treatments. Students will learn to use the five most important factors to consider in a hair analysis: texture, density, porosity, electricity, and growth direction. The student will learn the types of rods used in permanent waving: concave rods, straight rods, soft bender rods as well as loop or circle rods. Students will learn the various types of procedures and applications for permanent waving. Instructors will teach the chemistry of permanent waving, and the types of reactions received. Students will learn the safety precautions to follow when permanent waving.

**Hair coloring and bleaching 160 hrs.**

Students will be able to identify the principles of color theory and relate them to hair color. They will be able to explain the level and tone and their role in formulating hair color. They will be able to list the four basic categories of hair color, explain their chemical effects on the hair, and give examples of their use. Students will be able to explain the action of hair lighteners. The prospective cosmetologist will be able to demonstrate application techniques for temporary colors, semi-permanent colors, demi-permanent colors, and lighteners. The student will learn to analyze hair as well as to do accurate recordkeeping. Students will be able to learn the proper use of supplies and equipment as well as the proper safety techniques. Students will learn to demonstrate special-effects hair coloring techniques.

**Skincare and make-up 195 hrs.**

Students will learn the proper technique for skin analysis. Students will learn to do consultations with clients that include getting necessary health information before providing services. Students will be able to describe the structure and composition of the skin as well as list the functions of the skin. Students shall receive a basic understanding of how best to maintain healthy skin. Instructors will be covering safety and sanitary rules. Students will learn the types



of light therapy and their benefits. The various methods of temporary hair removal will be taught, including shaving, tweezing, depilatories, and epilators. They learn the proper implements and material used in performing procedures. Students will be able to describe various types of cosmetics and their uses. Demonstrate an understanding of cosmetic color theory and basic makeup procedures. Identify different facial types and demonstrate procedures for basic corrective makeup. Safety measures to be followed during makeup applications are taught as well.

**Wigs, hairpieces, and related theory 15 hrs.**

Students will learn the concept of how wigs and hairpieces came into existence. Students will learn to list the elements for client consultation for wig services. They will be able to explain the differences between human hair and synthetic wigs as well as describe the two basic categories of wigs. Students will be taught to demonstrate the procedure for taking wig measurements. Demonstrate the various types of hairpieces and their uses. Students will learn proper sanitation and sterilization processes for wigs and hairpieces.

**Salon management 25 hrs.**

Students will be taught the different aspects of how to run a business. Students will learn good ethical business practices. They will learn the business regulations and laws. Students will learn to properly maintain various pieces of equipment in the salon atmosphere.

## **Instructor-Esthetics**

**Orientation & Safety, Health & Fire Prevention: 10 hrs.**

Students working towards an Esthetics Instructor Certificate will learn how to teach others the art of massage manipulation, skin care, and other beauty and wellness skills. They will learn how to create teaching materials, develop lesson plans & know how to apply these skills in the classroom.

**Curriculum: 5 hrs.**

In this course, the student instructor will develop techniques and methods for preparing a course curriculum. Students will also learn how to manage a class based on the outlined curriculum.

**Course Outline and Development: 10 hrs.**

Students will learn how to develop a course outline based on the course material that they are presenting. The course emphasized different course outline methods.

**Lesson Planning: 5 hrs.**

Students will master developing a lesson plan paying attention to the subject being covered, the time given to teach the lesson, the need and the student's level. As there may be a school with a developed lesson plan, students will learn how to follow the designated lesson plan.

**Classroom Management 5 hrs.**

Students will learn how a class is based on the course material that they are presenting. The course emphasized different course outline methods.



**Teaching Techniques: 15 hrs.**

Instructor's techniques can differ from one instructor to another. Students will learn how to prompt and facilitate classwork focusing on guiding the student, by asking questions that lead them to their own conclusion on the subject.

**Methods of Instruction: 15 hrs.**

Students will be exposed to the different Instructional methods during this course. This is the most used method of instruction, where the instructor becomes the sole disseminator of information. The instructor presents information to the student systematically in this method. This approach is considered the best method to use because the instructor interfaces with the students by presenting segments of instruction, question the students frequently, and provides periodic summaries or logical points of development.

**Learning Styles: 5 hrs.**

During the course, the class will examine more closely the advantages and disadvantages of each method of instruction. And how they can be used to reinforce the teaching points and reach the objectives effectively.

**Learning Disabilities: 5 hrs.**

Students will demonstrate an understanding of the characteristics, diagnosis, assessment, and specific remedial techniques of students with learning disabilities. Students will be prepared as professional educators of students with learning disabilities. Upon successful completion of this course, the students will be able to Plan appropriate academic and social activities in the areas of math, reading, writing, social development, and communication for students with learning disabilities. Identify and explain the educational placement options for students with learning disabilities. Identify components and plan for the transition from school to work for students with learning disabilities. Discuss and apply the concepts of learning from text to the actual classrooms. Obtain and analyze research articles pertinent to students with learning disabilities and compare information in the articles with class discussions and activities.

**Teaching Aids: 5 hrs.**

Students will learn how to incorporate learning aids that will follow the class. Different methods will be used (slides, power point etc.).

**Developing, Grading and Adminstrating Examinations: 15 hrs.**

Most veteran instructors agree that examinations and grading remain one of the more challenging aspects of teaching. While the basic academic Senate Regulations on grading are straightforward, special circumstances often confuse the process and have the potential to lead to complex decisions. The following information offers suggestions for addressing difficult situations.

**School Administration: 5 hrs.**

The course discusses the importance of communication between the instructor and the school administration.

**Record Keeping: 5 hrs.**

In this course, the instructor will develop record keeping techniques compatible with the class instructed.



**Laws and Regulations: 15 hrs.**

In this module, students will learn about teaching within the industry. Students begin to understand the Qualities and Characteristics of a Master Educator, emphasis effective communication skills, in addition to Educator Relationships.

**Presentation of Theoretical Subjects: 60 hrs.**

In this course, students will learn strategies for learning concepts, the steps in curriculum development and lesson plan development. Students will also learn how to develop and use educational aids~ with emphasis on Teaching Skills and Presentation Techniques. Results- oriented Classroom Management will be discussed, and Administrative Responsibilities will be introduced.

**Presentation of Practical Subjects: 60 hrs.**

Industry Needs will be discussed. Students will be taught how to build and supervise a Dynamic Clinic, and about promoting the clinic in the Community. In addition, students will learn detailed Evaluation and Testing Methods.

**Supervision of Clinic Floor: 80 hrs.**

Students will demonstrate their understanding of teaching to Diverse Learning Styles and become confident in Teaching and Learning Methods. Powerful Teaching, Learning Tools, and Techniques will be discussed. Emphasis is placed on achieving Learner Results, including Special Needs Learners.

**Practicum Teaching: 80 hrs.**

The students will examine Professional Career Development, and the General standards. Students will also explore Preparation for Licensure and Employment. Preparing for the Test, Resume Development, and Interview Preparation are discussed.

## **Instructor-Cosmetology**

**Orientation: 10 hrs.**

Students working towards an Instructor- Cosmetology Certificate will learn how to teach others the art of massage manipulation, skin care, cosmetology and other beauty and wellness skills. They will learn how to create teaching materials, develop lesson plans, and know how to apply these skills in a classroom setting.

**Curriculum: 10 hrs.**

In this course, the student instructor will develop techniques and methods for preparing a course curriculum. Students will also learn how to manage a class based on the outlined curriculum.

**Course Outline and Development: 15 hrs.**

Students will learn how to develop a course outline based on the course material that they are presenting. The course emphasized different course outline methods.

**Lesson Planning: 15 hrs.**

Students will master developing a lesson plan paying attention to the subject being covered, the time given to teach the lesson, the need and the student's level. As there may be a school with a developed lesson plan, students will



learn how to follow the designated lesson plan.

**Classroom Management: 10 hrs.**

Students will learn how a class is based on the course material that they are presenting. The course emphasized different course outline methods.

**Teaching Techniques: 15 hrs.**

Instructor's techniques can differ from one instructor to another. Students will learn how to prompt and facilitate classwork focusing on guiding the student, by asking questions to the class that lead them to their own conclusion on the subject.

**Methods of Instruction: 15 hrs.**

Students will be exposed to the different Instructional methods during this course. This is the most used method of instruction, where the instructor becomes the sole disseminator of information. The instructor-Cosmetology presents information to the student systematically in this method. This approach is considered the best method to use because the instructor interfaces with the students by presenting segments of instruction, question the students frequently, and provides periodic summaries or logical points of development.

**Learning Styles: 10 hrs.**

During the course, the class will examine more closely the advantages and disadvantages of each method of instruction, and how they can be used to reinforce the teaching points and reach the objectives effectively.

**Learning Disabilities: 10 hrs.**

Students will demonstrate an understanding of the characteristics, diagnosis, assessment, and specific remedial techniques of students with learning disabilities. Students will be prepared as professional educators of students with learning disabilities. Upon successful completion of this course, the students will be able to Plan appropriate academic and social activities in the areas of math, reading, writing, social development, and communication for students with learning disabilities. Identify and explain the educational placement options for students with learning disabilities. Identify components and plan for the transition from school to work for students with learning disabilities. Discuss and apply the concepts of learning from text to the actual classrooms. Obtain and analyze research articles pertinent to students with learning disabilities and compare information in the articles with class discussions and activities.

**Teaching Aids: 10 hrs.**

Students will learn how to incorporate learning aids that will follow the class. A variety of methods will be used (i.e., slides, power point etc.).

**Developing, Grading and Administrating Examinations: 20 hrs.**

Most veteran instructors agree that examinations and grading remain one of the more challenging aspects of teaching. While the basic academic Senate Regulations on grading are straightforward, special circumstances often confuse the process and have the potential to lead to complex decisions. The following information offers suggestions for addressing difficult situations.



**School Administration: 10 hrs.**

The course discusses the importance of communication between the instructor and the school administration.

**Record Keeping: 10 hrs.**

In this course, the instructor - Cosmetology - will develop record keeping techniques compatible with the class instructed.

**Laws and Regulations: 20 hrs.**

In this module, students will learn about teaching within the Cosmetology Industry. Students begin to understand the Qualities and Characteristics of a Master Educator, with emphasis on effective communication skills, in addition to Educator Relationships.

**Presentation of Theoretical Subjects: 80 hrs.**

In this course, students will learn strategies for learning concepts, the steps in curriculum development and Lesson Plan development. Students will also learn how to develop and use educational aids~ with emphasis on teaching skills and presentation techniques. Results-oriented classroom management will be discussed, and administrative responsibilities will be introduced.

**Presentation of Practical Subjects: 80 hrs.**

Industry Needs will be discussed. Students will be taught how to build and supervise a Dynamic Clinic, and about promoting the clinic in the Community. In addition, students will learn detailed Evaluation and Testing Methods.

**Supervision of Clinic Floor: 130 hrs.**

Students will demonstrate their understanding of teaching to Diverse Learning Styles and become confident in Teaching and Learning Methods. Powerful Teaching, Learning Tools, and Techniques will be discussed. Emphasis is placed on achieving Learner Results, including Special Needs Learners.

**Practicum Teaching: 130 hrs.**

The students will examine Professional Career Development, and the General standards. Students will also explore Preparation for Licensure and Employment. Preparing for the Test, Resume Development, and Interview Preparation are discussed.

## **Electrolysis**

**Introduction and Orientation 40 hrs.**

Students are introduced to the history and the different methods of hair removal. Emphasis is placed on permanent hair removal methods (Electrolysis and Laser). The course goes over the basics of electricity, the modalities of electricity, and the safety precautions for the electrologist. In addition, the student will learn the application of the different hair removal methods and the chemistry of the Electrologist.

**Trichology (Hair Growth) 40 hrs.**

Trichology will go over the causes of unwanted hair growth, average time for hair regrowth statistics.



**Endocrinology 40 hrs.**

The course focuses on the molecular, cellular, and physiological effects of hormones in health and disease. Topics include molecular mechanisms of hormone action in reproductive physiology, growth, and development as well as defects in hormonal regulation underlying clinically important syndromes.

**Dermatology 60 hrs.**

The Dermatology course focuses on the study of the skin, its diseases, and the right treatment. The course serves as a practical guide to the electrologist as it elaborates on the pre-treatment and post-treatment disorders and effects.

**Neurology & Angiology 40 hrs.**

This course focuses on the branch of science that deals with the nervous system and its disorders. The course discusses blood vessels and lymphatics.

**Bacteriology 90 hrs.**

This course will enable the student to determine the types of bacteria, their growth, and reproduction. The course will also go over the symptoms of bacterial infections and the importance of disinfection in Electrology. The focus will be on disease prevention, sanitation, and sterilization before every treatment.

**Principles of Electricity 100 hrs.**

The course covers the basic principles of electricity, positive and negative galvanism, and the devices that alter or control the current. Students will be able to understand the principle of polarity and the electron flow and measurement and classification of electricity.

**Equipment 150 hrs.**

The course goes over the different equipment and accessories for Electrolysis Practice. Students will learn the controls on a thermolysis epilator and the process that utilizes dual epilation and the importance of the magnifying mirror.

**Business Development 40 hrs.**

The Business Development course focuses on professional image development for the Electrologist well as Human relations and the psychology of human relations in business. Students will be given customer service problem-solving situations. Planning and starting a business practice will also be discussed in the class.

## **Massage Therapy**

**Foundation of Massage Therapy 60 hrs.**

This course introduces students to the field of massage therapy. Students explore the professionalism and ethical behavior of massage therapists. Students learn a complete Swedish massage sequence incorporating six basic massage strokes. Students begin to explore the study of the organization of the human body. Students are responsible for learning about the bones and bony landmarks of the human body. Students explore the concept of Asian, Chinese, Japanese, Chakras, reiki as well as Arvada Bodywork Therapy and energetic work.



**Anatomy Physiology: Head, Neck & Face 100 hrs.**

After completing the Head, Neck, and Face course, students can describe the anatomy and physiology of the integumentary and skeletal systems, determine which pathologies massage would be indicated for, recognize what would be contraindications for massage; list the origin, insertion, and action for the muscles of the head, neck, and face, demonstrate advanced massage techniques for the region, perform a standard 15-minute chair massage while incorporating proper body mechanics.

**Anatomy Physiology: Torso 90 hrs.**

After completing the Torso course, students can describe the anatomy and physiology of the muscular system (myology) using correct medical terminology and identify pathological conditions that may or may not be indicated for massage. Students identify and palpate the origin, insertion, and actions for the muscles of the torso, as well as demonstrating advanced techniques for the region.

**Anatomy Physiology: Lower Leg and Foot 90 hrs.**

After completing the Lower Leg and Foot course, students can list the anatomical structures and describe the physiological properties of the nervous and endocrine systems. Students analyze common pathologies of the nervous and endocrine systems and decide whether massage would be appropriate based on the condition. They also palpate origin and insertions for muscles of the leg and demonstrate actions of each. Students also demonstrate advanced massage techniques for the region. Students gain exposure to utilizing a side-lying massage which can be used for pregnant clients or clients who have trouble in the supine or prone positions.

**Physiology: Hip and Thigh 70 hrs.**

After completing the Hip and Thigh course, students can describe the anatomy of the circulatory system and explain how massage therapy affects its physiology. Students explore the pathological conditions of the circulatory system and determine if massage is indicated or contraindicated. They palpate the origin and insertion for the muscles of the hip and thigh and demonstrate the actions for each. Students demonstrate advanced massage techniques for the region. They formulate a treatment plan using hydrotherapy or cryotherapy as appropriate and recognize basic spa techniques and benefits. Students learn the aspects of clinical massage and pre-event and post-event techniques which can be utilized at sporting events.

**Physiology: Shoulder, Lower Arm, and Hand 90 hrs.**

After completing this course, students can perform a basic 45-minute foot reflexology session for relaxation. Students describe the anatomy of the respiratory and digestive systems and explain how massage therapy can affect the physiology of both. They describe the pathological conditions of the respiratory and digestive systems and determine if massage therapy is indicated or contraindicated. Students palpate the origin and insertion of the muscles of the shoulder and can demonstrate actions for each. Students also practice research literacy skills through an assignment on a specific massage modality. Students are also able to describe the anatomy of the urinary and reproductive systems and will practice research literacy skills by analyzing a current research article on massage therapy and presenting the information contained in the article. Students palpate the origin and insertion for the muscles of the lower arm and hand and can demonstrate actions for each.



**Sports Massage, Swedish, and Deep Massage 70 hrs. Professional ETHICS and Business Management 30 hrs.**

Upon completion of this course, students have extensive knowledge of the theory of sports, Swedish and deep massage as well as techniques that can be applied to enhance the performance of professional athletes, amateur athletes, and even weekend warriors. In addition to learning specific sports massage techniques, students learn cramp relief techniques and stretching to help increase performance and reduce the risk of injury.

**Emphasis on nonsexual massages and how to treat immoral behavior and end the session.**

## STUDENT CLINIC

AVI clinic is staffed by advanced students who practice and integrate their skills with clients from the public, under supervision or independently. Clients may pay a reduced fee, which covers clinic costs. The clinic's professional teaching environment enables the students to have "real practice situations," preparing them for the transition to professional practice. Accordingly, classes are serious and yet relaxed and informal. The programs are designed for individuals who want to become professional practitioners, or who want to use the skills within their current professions.

All our students are required to fulfill their clinical requirements. Those requirements are met through our affiliation with AVI Day Spa. We advertise through various social media platforms our student services and offer our students the additional required training. Each program has a minimum hands-on procedures as clinical requirements, and all students are advised that those need to be completed to graduate successfully. Here at AVI, we believe that the student should be confident and secure in their abilities before going out into the working world. Students get evaluated by clients and reviewed by faculty for improvement.

## Hours of Operation

AVI Career Training administrative offices are open from 9:00 am to 6:00 p.m., Monday through Friday with some Saturdays upon request.

You may contact any of the administrative staff at: [mailto: Education@AviCareerTraining.com](mailto:Education@AviCareerTraining.com) or call the office at (703) 943-9841. Faculty is available to meet with students outside of normal class by appointment.

## Work-based Activity Plan

AVI Career Training has a spa attached that provides work-based activity that are current and specify expectations for all students in all programs' practical requirements for each program curriculum and ensure the health, safety, and protection of students. Students are provided with this written instructional plan for each work-based activity specifies the objectives, experiences, competencies, and evaluations of their program of study that are required in curriculum.

Ms. Tanisha Burton-Donovan is designated on-site responsible administrator, guiding, and overseeing the students' learning experiences and participating in the students' written evaluations by clients. All work-based activities conducted by the institution are supervised by a designated admin employee possessing appropriate qualifications required to complete the program practical requirement. Students are guided and supported through the services and instructor will review the client's evaluation and give students guidance and training on spa and salon services and



her rating based on entire observation from client to front desk and spa manager.

AVI Career Training also has work-based activity contract for internship, externship hands on experience that helps students to get job placed with few salons in the area and follow the same protocol and monitor the student’s outcome weekly.

And this plan is evaluated in Faculty and Staff meetings as well as Occupational Advisory Board members semiannually.

## TUITION AND FEES

<b>Tuition and Fees: \$100.00 non-refundable registration fee. Textbooks, supplies are not refundable.</b>					
<b>Program</b>	<b>Clock Hours</b>	<b>Tuition</b>	<b>Textbook</b>	<b>Supplies</b>	<b>Total</b>
Cosmetology	1000 cl.	\$18,900	\$595	\$990	\$20,585
Basic Esthetics	600 cl.	\$11,700	\$495	\$495	\$12,790
Master Esthetics	600 cl.	\$11,500	\$495	\$495	\$12,590
Massage Therapy	600 cl.	\$10,950.00	\$495	\$495	\$12,040
Electrolysis	600 cl.	\$10,950.00	\$295	\$245	\$11,590
Instructor Cosmetology	400 cl.	\$6,900	\$495	\$395	\$7,890
Instructor- Esthetics	400 cl.	\$6,900	\$495	\$395	\$7,890

## Additional Fees

Students with an overdue balance are contacted by AVI’s Career Training Business Office to clear their account.

Students are required to purchase a lab coat (\$35.00) to be worn while in attendance. The product, supply, and materials fees cover the in-classroom training, and a kit was given to students a list of the supply is available upon request.

*There will be an hourly charge of \$25 on makeup time due to unexcused absentees.*



## EQUAL EMPLOYMENT EDUCATIONAL OPPORTUNITY

It is the policy of AVI Career Training to maintain and promote equal employment and educational opportunity without regard to race, color, sex, age, religion, handicap, or national origin. Sexual harassment will not be tolerated at AVI Career Training and is considered a violation of its institutional policy. Inquiries concerning these policies should be addressed to:

**Ramakrishna Grandhi President,**

AVI Career Training

1595 Spring hill rd.

Ste#720, Vienna,

VA,22182

Tel: (703) 759-2700

[Education@AviCareerTraining.com](mailto:Education@AviCareerTraining.com)

[www.AviCareerTraining.com](http://www.AviCareerTraining.com)

## REGULATIONS

AVI Career Training reserves the right to change any or all its regulations, requirements, or finance charges, and to cancel or change the course offerings published in this Catalog. Students are expected to familiarize themselves with current regulations, requirements, and changes.

## STAFF BIOS

### **President: Krishna Grandhi**

Mr. Grandhi has acquired experience in the educational sector, Information Technology and Management skills, during the past 20 years. He managed educational and training related corporations. One of the training programs he designed is the Technology QA IV & V process program. He is President, Principal Administrator, The chief operating officer, The governing board of AVI Career Training school. He is also our SCO for Department of Veteran affairs Enrollment Manager

### **Director: Tanisha Burton-Donovan**

Ms. Tanisha Burton-Donovan has 19 years of experience in higher education and Financial Aid. Tanisha achieved her master's in business administration in 2009. Higher education has always been a passion of hers as she enjoys helping others achieve their career goals as well as assisting students to be as successful as they can be. Tanisha is bilingual, speaks English and Spanish. She is responsible for Admissions and Infrastructure Technical Support. Certification in fundamentals of Title IV with 19 years of experience in financial aid and verification. Tanisha loves to tell people her motto is, "you'll always be your best investment.". She is also our SCO for Department of Veteran affairs System



### **Admissions Director/ COO -Zeshan Syed**

Ms. Zeshan Syed is a professional skilled in sales and admiration, with over 10 years of experience beginning in business, documents transition and languages interpretation for import and export companies as well for social media management, in skin therapy sales professional customer service provider as a skin problem solver and pharmaceutical products. His MBA from Lahore Business College gives him an advantage in assisting students in the admissions process and managing daily operations of the spa and clinic.

### **Senior Financial Aid Officer: Tanisha Burton**

Ms. Tanisha Burton-Donovan has 19 years of experience in higher education and Financial Aid. Tanisha achieved her master's in business administration in 2009. Higher education has always been a passion of hers as she enjoys helping others achieve their career goals as well as assisting students to be as successful as they can be. Tanisha is bilingual, speaks English and Spanish. She is responsible for Admissions and Infrastructure Technical Support. Certification in fundamentals of Title IV with 19 years of experience in financial aid and verification. Tanisha loves to tell people her motto is, "you'll always be your best investment." She is also our SCO for Department of Veteran affairs System

### **Chief Financial Administrator/ Nag Sadu**

Nag is a seasoned IT professional with nearly a decade of experience in Software Development, project management and financial operation. He holds a master's degree in software engineering from Stratford University, completed in 2014. Nag joined the AVI Team as the CFO (chief financial officer) where he oversees the financial operations and strategies to support institutional growth. Alongside his financial responsibilities, Nag also manages all the technical aspects on campus, ensuring the smooth operation of the IT systems. Nag is a dedicated professional with a strong business sense. AVI considers him a great asset

### **Basic/Master Esthetics/Massage Therapy Instructor: Ms. Rhonda Ellison**

Ms. Rhonda knows first-hand how important health and wellness are as an Army veteran. After retiring from the military after 25 years in 2013, she became very passionate about health and beauty. Shortly thereafter, she earned her Esthetics, Massage, and Electrolysis Certifications and has worked at many reputable spas in Virginia. Ms. Rhonda has taught at esthetic schools since 2016. Her passion for excellence is founded upon an insatiable desire for knowledge. Knowledge, she believes, must be shared with those desiring to begin a career in Esthetics. She is responsible to teach master esthetics aspects of treating the skin with chemical acid peels, microdermabrasion,

### **Cosmetology Instructor: Ms. Susan Alraban (Frances)**

Ms. Susan is a licensed Hairstylist and Cosmetology instructor. She aspires to teach her students more than just the basic skills of hair. Her goal is to prepare students as much as she can for their professional careers as cosmetologists. Creative, Versatile and Passionate about the craft, she is established professional hairstylist for over



20 years. As a young girl she always had an interest in the art of hair design. She took advantage of the vocational training of cosmetology in high school and was a licensed cosmetologist prior to graduating from high school. From there, working and growing in various salons, elevating her skills and love for the beauty industry. She specializes in all forms of haircare from trendy cuts, custom color, and all hair enhancement techniques. In 2007, she became a licensed educator of cosmetology, and as an asset to AVI team, considers it a blessing to pass on her many years of knowledge to upcoming beauty professionals. She is responsible for teaching the students to become a professional in Cosmetology. teaches aspects of treating hair and all aspects of Cosmetology, as well as manual and machine techniques.

### **Cosmetology Instructor: Jasmine Brownlee**

Jasmine is a licensed Hairstylist and Cosmetology instructor. Experienced and dedicated Cosmetology Instructor with over a year of teaching expertise in the beauty industry. Jasmine obtained her cosmetology education at Paul Mitchell and has worked for various salons. Jasmine's passion for hair and love of art that is cosmetology pushed her to become an amazing instructor by providing quality education to her students. Jasmine is a great asset to AVI.

### **Basic Esthetics Instructor: Khalalah Williams**

Ms. Williams developed a deep passion for health and beauty, leading her to earn certifications in Esthetics and Cosmetology. She has since gained extensive experience working at numerous reputable spas in Virginia. Khalalah

owned and operated her own facility for some time before becoming a licensed instructor. Her passion to be an educator at an esthetic school is driven by her insatiable desire for knowledge and a commitment to sharing it with those aspiring to enter the field of Esthetics.

### **Basic / Master Esthetics Instructor: Ms. Supreet Kaur Sohi**

Ms. Supreet holds certifications in Esthetics and Laser treatments and has cultivated extensive professional experience through her tenure at several prestigious spas throughout Virginia. Passionate about health, beauty, and wellness, she has dedicated herself to the Esthetics field, continually expanding her expertise. Since 2013, Ms. Supreet has embraced her role as an educator at leading esthetic schools, driven by an unwavering passion for learning and a profound commitment to mentoring students who aspire to careers in beauty and skincare.

### **Massage Therapy Instructor: Yaw P. Baidoo**

Yaw P. Baidoo is a dedicated Massage Therapy instructor at AVI Career Training, bringing extensive practical knowledge and professional experience to his role. Passionate about holistic wellness, Yaw excels in teaching classical Swedish massage, therapeutic techniques, anatomy, and kinesiology. His engaging teaching style ensures students grasp essential concepts and develop practical skills effectively, preparing them for successful careers in massage therapy. Students appreciate his approachable demeanor, patience, and commitment to helping them achieve professional success.



**Telecommunications/ Distance Education Activity**

CIMA from Milady publisher Cengage software will be used to present delivery of online theory. This platform allows student's theory to submit assignments. The instructor will monitor students' theory requirements. The instructor will use handouts, audiovisual aids, and Milady's textbook as e-book online from <https://miladycima.com>. Students will be taking their tests in Class-Marker software with a given login and password provided from a secure portal of AVI Career Training website or [www.miladycima.com](http://www.miladycima.com) and graded by assistant instructors and administrators in the classroom.

Only the general or introductory portions of the curriculum will be offered online as permitted by the Department of Professional and Occupational Regulations (DPOR).

The students will have access to Milady's textbook as e-book online from <https://milady.cima.com>. This is the library or resource for accessing research and study materials.

**Types of assignments:**

Students will be e-mailed log-in links and codes for access to their live sessions for questions answers and discussions of chapters & theory work in classroom. The instructor will use handouts, audiovisual aids, and Milady's textbook from <https://milady.cima.com>.

Coursework will be the same as shown in the syllabus for on-site students for these portions of the curriculum.

**Student/Instructor interaction requirement:**

AVI Career Training requires substantive interaction between faculty and student. The hybrid delivery permits live exchanges for questions, discussion, exams, and feedback and assure exchanges are regular, meaningful, and subject-focused in classroom. All students are required to take the respective program certification examination upon successful completion of the program. Virginia licensing prep for Board for Barbers & Cosmetology is required on theory and clinical to practice in the respective fields in classroom.

**Attendance:**

Distance education students will receive invitations to their respective course live sessions and the session will be required to answer questions and participate in discussions of chapters & theory work. Failing to complete an assignment and participate in the live session does not constitute official attendance.

**Types of Exams/quizzes:**

Testing occurs on-site in the classroom. Students will take tests in Class-Marker software with login and password provided from a secure portal of AVI Career Training website [/www.mliadycima.com](http://www.mliadycima.com) in school and graded by instructors and administrators in the classroom. All examinations will be given in the traditional classroom. An examination will be administered to ensure the student has the competency of the subjects and will be completed in a traditional brick and mortar classroom. AVI Career Training also administers the pacing of each student while doing their online portion using MindTap and CIMA. Students are tested after each module/course in both theory and practical. All tests theory and practical are administered in class. In measuring students' academic performance, progress is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

Grading System: A student must maintain at least a "C" average to be eligible for graduation.

The grading system is as follows: Participation in discussion, quizzes, homework = 50% Final Exam = 20%



Clinic Final = 20% Tests = 10% Total 100% A = 90 to 100 B = 80 to 89 C = 70 to 79 F = Below 70

**Instructor/Student Training:**

To ensure that students have the necessary technical skills to be successful in the online program, all students are introduced to the online system before starting the program. All instructors and students will undergo training on the tutorial and use of Cengage presentations. Once students are enrolled there is a required orientation to ensure students can navigate the Centtage and Milady programs. Students who require additional assistance with the technical requirements of the online program are directed to seek guidance from their instructor or an AVI staff member.

**Quality Assurance:**

Online courses are administered by the same faculty and from the same syllabi and lesson plans as already approved by the Department of Professional Occupations and Regulations (DPOR) and SCHEV. All programs are reviewed periodically by faculty and feedback from students through written evaluations and discussion. Employers are routinely queried regarding the quality of performance of our graduates to demonstrate competency and to ensure the education meets the client's needs. Also, assessing the pass rate of students in the Virginia Board for Barbers and Cosmetology licensing exam.

**Proof of Acceptance by licensing agency:**

DPOR approved online programs.

**Proof of Meeting accreditor requirements:**

COE approved hybrid programs.

**Support Services:**

AVI Career Training provides technical support to students for issues regarding access to MiLady programs. Students are required to have their own computers for online work, however, limited support is available relating to computer maintenance and other technical matters.

**Recruitment:**

Recruitment of students for online classes is limited to residents of Virginia.

## VA Student Attendance and Online Learning Policy

**Applies To:** All students receiving Veterans Affairs (VA) educational benefits

**Key Policy Changes:**

1. **Online Learning Restriction for VA Students:**

- VA students are not permitted to complete any portion of their program online.
- Although access to online videos and learning materials will be provided as supplemental resources, time spent on these materials will not count toward the required instructional hours for



program completion.

**2. Mandatory On-Campus Attendance:**

- All VA students must attend their scheduled classes **in person** and be physically present on campus.
- Failure to attend classes consistently will result in immediate administrative attention.

**3. Stricter Attendance Monitoring:**

- Students who miss consecutive days without valid documentation or prior approval may be subject to withdrawal from their program.
- A tightened attendance policy has been enforced to ensure all VA students meet the federal and institutional attendance requirements.
- Regular attendance as per the official schedule is **mandatory** for continued enrollment.

**4. Withdrawal for Non-Compliance:**

- VA students who do not meet attendance requirements or continue to be absent without proper justification will be **withdrawn** from the program, and the VA will be notified accordingly.

**5 Controlled Use of the CIMA Online Evaluation Platform**

- VA students are permitted to access the Milady CIMA platform for evaluations, tests, and assignments only in the classroom and in the presence of an instructor.
- Hours spent on CIMA under supervised, in-class conditions **will be counted** toward the students' required program completion hours.
- This ensures CIMA usage aligns with VA requirements for in-person instructional engagement.



## ADMINISTRATIVE STAFF AND INSTRUCTORS

### **Governing Body & Corporate Owner:**

**Ramakrishna Grandhi – President**

### **Administrative Staff:**

**Tanisha Burton-Donovan – Director** at the school in Virginia [Responsible for Recertification, Career placement. In her capacity, Employee shall render such management and executive services, Overseas Operation, to the Company as are commensurate with the customary duties, responsibilities, and authority of her office. She is also our SCO for Department of Veteran affairs Enrollment Manager system. Senior Financial Aid Officer responsible for processing financial aid, verifications and educating students on the financial aid process

**Zeshan Syed – Admissions Director** /Chief Operating Officer responsible for managing the logistics associated with running a business and carrying out all of a company’s essential duties [Responsible for Assisting Admissions, Management, Daily Operations Spa/Clinic Operations.] Daily Operations Spa/Clinic Operations.

**Ms. Rhonda Ellison** - Instructor [Esthetics, Master Esthetics, Electrolysis, Massage Therapy]

**Supreet Kaur**- Instructor Esthetics/Master Esthetics

**Khalalah Williams** - Instructor Esthetics

**Kerah Garvin** – Instructor Cosmetology

**Jasmine Brownlee** - Instructor Cosmetology

**Sawsan Alraban (Frances)** - Instructor Cosmetology

## DIRECTIONS AND LOCATION

AVI Career Training is located at 1595 Spring hill rd. Ste#720, Vienna, VA,22182

On I-495 take exit 47A (Leesburg Pike, West) towards Tyson’s Corner. AVI is walkable from Springhill Metro station.

***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