



AMERICAN
ACADEMY OF
NAIL TECHNOLOGY

~ HANDBOOK & CATALOG ~
AMERICAN ACADEMY OF NAIL TECHNOLOGY

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WELCOME TO AANT

With the rising day spa popularity, there is an ever-increasing demand for qualified, well-trained professional nail technicians and estheticians. Recognizing these needs, the American Academy of Nail Technology (AANT), welcomes you to a place where you can receive an education that is both challenging and rewarding in the field of nail technology and esthetics.

In the interest of providing our students with a well-rounded education in all aspects of nail technology and esthetics, we include classes in business, ethics and massage techniques for hands and feet along with nail artistry and esthetics. This gives our students a competitive edge when they enter the marketplace.

Here you can undertake a challenge to achieve your full potential in becoming a qualified, licensed nail technician or esthetician. We, the faculty and staff at AANT, will work hard to insure your successful completion of the programs that will prepare you for your new profession.

To this end, we demand dedication, discipline and determination from every student. This insures the community that the American Academy of Nail Technology certifies only the most vigorously trained and qualified graduates entering this field.

OUR FACILITY

The AANT school facility is located in Post Falls, Idaho and its classrooms and administrative office occupies 2,400 square feet. It is easily accessed from I-90 and Highway 41, near a major medical office park, restaurants and fast-food establishments. The school offers classrooms, a break area and an area for student/faculty communications. To insure quality education, the maximum size per class has been established to be no more than eight students. A bulletin board displaying job opportunities is found in the school's classrooms to serve AANT alumni and other nail practitioners in the North Idaho/Spokane area. The school's administrative office is also located in the school facility, easily accessible for student concerns.

ADMISSIONS REQUIREMENTS & PROCEDURES

General Admittance

In order to be considered for admission, those interested in the program must complete the Application for Admittance form (found in the back of this handbook) and submit it along with the non-refundable registration fee. Upon receipt of the application and registration fee, the student will be contacted to let them know we have received their application. The registration fee is non-refundable.

AANT Nail Certification Program

450 hours

Objective

The objective of this program is to provide the student with all the necessary theory and manual skills to receive an Nail Technology Diploma and to provide the background for entry-level employment in Nail Artistry.

Graduation

Upon completion of 450 hours, a Certificate of Completion is awarded by The American Academy of Nail Technology. The certificate is recognized as satisfying the required coursework by the Bureau of Occupational Licensing of the State of Idaho.

AANT Esthetics Certification Program

700 hours

Objective

The objective of this program is to provide the student with all the necessary theory and manual skills to receive an Esthetics Diploma and to provide the background for entry-level employment in Esthetics.

Graduation

Upon completion of 700 hours, a Certificate of Completion is awarded by The American Academy of Nail Technology. The certificate is recognized as satisfying the required coursework by the Bureau of Occupational Licensing of the State of Idaho.

NAIL CURRICULUM

Orientation - 5 hours

- School rules and regulations
- Touring of school facilities and supplies
- Dress code
- Professional attitude
- Attendance policy
- Work assignments
- Clinic floor procedures

Your Professional Image - 5 hours

- Qualities of a Professional Nail Technician

Salon Safety & Sanitation - 20 hours

- Decontamination
- Sanitation procedures
- Rules and regulations of governing agency for Nail Technicians
- MSDS
- HAZMAT
- Lab floor safety

Bacteriology - 10 hours

- Bacterial infections
- Immunity
- Aids/Hepatitis/TB (Blood borne/airborne pathogens)

Infection Control - 15 hours

- Viruses
- Molds
- Fungus

Anatomy and Physiology - 15 hours

- Anatomy of hands, arm, leg, and foot
- General anatomy and physiology
- Cells
- Tissue and organs
- Bones, muscles, nerves, of the hand, arm, leg, and foot

Client Consultation - 10 hours

- Skin and nail analysis
- Completing consultation forms
- Completing health records

Nail Products & Chemistry - 20 hours

- Products used in a nail salon
- Safety requirements
- Dangers
- Understanding how products work

Manicuring - 25 hours

- Basic manicuring
- Men's manicuring
- Warm oil manicures
- Nail shapes
- Safety and sanitation
- Precautions
- Demonstration

Pedicuring - 25 hours

- Procedures
- Massage
- Safety and sanitation
- Precautions
- Demonstrations

Massage Techniques - 15 hours

- Manipulations
- Arms
- Hands
- Feet
- Safety and sanitation
- Precautions
- Demonstrations

The Nail & Its Disorders - 20 hours

- Nail structure
- Nail disorder
- Nail diseases

The Skin & Its Disorders - 20 hours

- Skin structure
- Skin disorders
- Skin diseases

Nail Tips - 20 hours

- Tip adhesion
- Fitting tips properly
- Application techniques & procedures
- Tip Maintenance
- Tip removal
- Safety and sanitation
- Demonstration

Nail Wraps - 25 hours

- Types of wraps and usage
- Performing on natural nails
- Mending
- Tip with overlay
- Liquid wrap
- Application
- Wrap maintenance
- Wrap removal
- Safety and sanitations
- Precautions
- Demonstrations

Acrylic Nails - 60 hours

- Product Knowledge
- Application
- Overlay on tips
- Acrylic nail removal
- Repairs
- Backfills
- Safety and sanitation
- Precautions
- Demonstrations

Gels - 25 hours

- Procedures
- Natural nails
- Tips and overlays
- Gel nails
- Application
- Safety and sanitation
- Precautions

Electric Filing - 20 hours

- Types of bits
- Usage
- Procedures
- Safety and sanitation
- Precautions
- Demonstration

Aromatherapy - 10 hours

- History
- Usage
- Types of oils and use of each
- Safety and sanitation
- Precautions
- Demonstrations

Nail Art - 20 hours

- Nail art designs
- Procedures
- Demonstrations

Salon Business - 15 hours

- Reception duties
- Dispensary duties
- Operations
- Planning your salon
- Business forms
- Accounting and inventory control
- Types of compensation

Selling Nail Products & Services - 10 hours

- Sale techniques
- Add on services
- Advertising suggestions
- Business building techniques
- Selling techniques

State Board Rules and Regulations - 40 hours

- Board rules
- Board regulations
- Mock boards
- Exam testing

ESTHETICS CURRICULUM

Orientation - 5 hours

- School rules and regulations
- Touring of school facilities & supplies
- Dress code
- Professional attitude
- Attendance policy
- Work assignments
- Clinic floor procedures

Anatomy & Physiology - 30 hours

- Skin Function
- Cell Physiology and Biochemistry
- Specialized Cell Function and Tissues
- Layers of the Skin

Body Systems - 15 hours

- Endocrine System
- Circulatory System
- Immune System

Bones, Muscles, & Nerves of the Face and Skull - 20 hours

- Bones of the Skull
- Muscles of the Face, Neck and Scalp
- Nerves
- Nerve Motor Points of the Face & Neck

Bacteriology & Sanitation - 30 hrs.

- Microorganisms
- Sterilization
- Policies and Procedures

Nutrition - 25 hours

- Macronutrients
- Micronutrients: Vitamins
- Minerals
- Nutrition and Esthetics

Technological Tools - 25 hours

- Skin Analysis Equipment
- Skin Care Machines
- Microcurrent Machines
- Other Tools and Accessories

Basics of Electricity - 25 hours

- Basics of Matter: The Atom
- Circuits
- Basic Forms of Electricity
- Esthetic Machines
- Safety

First Impressions — Setup and Supplies - 10 hours

- Elements of Meet and Greet
- Facial Bed Setup
- Supplies
- Product Masks
- Dispensary
- Safety
- End of the Day

Skin Types & Conditions - 35 hours

- Skin Types
- Skin Conditions

Skin Analysis - 35 hours

- Skin Analysis Tools
- The Analysis Procedure
- Record Keeping
- Closing the Analysis

Anatomy of a Facial - 30 hours

- Products Used in Facials
- General Facial Steps
- Facial Massage
- The Basic Facial
- The Minifacial

Men's Facials - 5 hours

- Men's Skin Care Products
- Professional Treatments for Men

Postconsultation and Home Care - 10 hours

- Closing Consultation
- Developing Long-Term Programs
- Achieving Results
- Follow-Up
- Home Care Products
- The Home Care Guide

Disorders & Diseases - 35 hours

- Common Dermatological Terms
- Lesions
- Common Conditions and Diseases of the Skin
- Common Allergens in the Skin Care Business
- Contagious Diseases
- Other Diseases of the Skin
- Autoimmune Diseases

Pharmacology - 15 hours

- Over-the-Counter & Prescription Drugs
- Skin Lightening Products
- Corticosteroids
- Prescription Steroids
- Allergic Reactions, Hives and Redness
- Retinoids
- Drugs for the Treatment of Rosacea
- Antibiotics

Product Chemistry - 25 hours

- Basic Chemistry
- Cosmetic Ingredients

Advanced Ingredient Technology - 10 hours

- Food and Drug Administration Regulations
- Serums
- Delivery Systems
- Improving Cell Metabolism and Oxygenation
- Nature versus Biotechnology

Aging Skin: Morphology and Treatment - 15 hours

- Intrinsic Aging
- Extrinsic Aging
- Sunscreens
- Analysis of Sun-Damaged Skin
- Treatment Concepts for Sun-Damaged Skin
- Advanced Mature Skin Treatments

Hyperpigmentation: Morphology and Treatment - 5 hours

- Analysis
- Treatment for Hyperpigmentation

Acne: Morphology and Treatment - 15 hours

- What Causes Acne?
- Hormones and Acne
- Stress Factors
- Foods and Acne
- Cosmetics, Skin Care Products and Acne
- Grades of Acne
- Concepts of Acne Management
- Analysis and Treatment of Problem Skin

Ethnic Skin: Morphology & Treatment - 10 hours

- Black Skin
- Asian Skin
- Hispanic and Native American Skin

Exfoliation - 25 hours

- Mechanical versus Chemical Exfoliation
- Mechanical Exfoliation
- Chemical Exfoliation
- Enzymes

Holistic/Alternative Skin Care - 5 hours

- Psychological Benefits of Holistic Practices
- Mind-Body Connection
- Methods of Holistic Therapy

Curriculum cont. on next page.

ESTHETICS CURRICULUM cont.

Advanced Home Care - 10 hours

- Understanding Your Client
- Advanced Product Types and Features
- Introducing Advanced Products to the Client
- The Home Care Treatment Form
- Advanced/Enhanced Selling
- Sample Advanced Product Plans

Methods of Hair Removal - 15 hours

- Morphology of Hair
- Differences in Hair Growth and Characteristics
- Hair Removal
- Furniture and Accessories
- Tools and Supplies
- Sanitation
- Room Preparation
- General Hair Removal (Waxing)

Waxing Procedures - 15 hours

- Eyebrow Shaping
- Waxing the Ear
- Waxing the Upper Torso
- Waxing the Leg
- Ingrown Hair Service

Color Theory, Facial Features and Setup - 5 hours

- Color Theory
- Facial Proportion and Shape
- Facial Profile
- Choosing and Using Makeup Products
- Makeup Tools

Makeup Applications - 15 hours

- The Makeup Work Area
- Client Consultation
- The Closing
- Choosing a Makeup Product Collection
- Makeup Services
- Beyond the Basics

The Value of Body Services - 25 hours

- Who Can Do Body Treatments?
- Concerns
- Client Health
- Body Treatment Principles
- Hydrotherapy
- Service Treatment Protocols
- Techniques for Body Treatments
- Body Masks and Wraps
- Aromatherapy
- Other Performance Ingredients

Career Opportunities in Medical Esthetics - 5 hours

- Joining a Medical Team
- Esthetician as a Resource

Plastic and Reconstructive Surgery - 10 hours

- The Disciplines
- Common Types of Plastic Surgery
- Facial Procedures
- Body Procedures

Patient Profiles - 5 hours

- Preoperative Preparation
- Postoperative Care
- Survivors of Domestic Violence
- Elderly
- Physically Challenged
- Mentally Ill, Obsessive-Compulsive and Self-Abused
- Pre – and Postoperative Care
- Medical Documentation

Pre – and Postoperative Care - 10 hours

- Procedures and Treatment Plans
- Treatments Defined

Camouflage Therapy - 10 hours

- Short-Term Use of Camouflage Therapy
- Makeup Applications for Specific Cosmetic Procedures
- Medical Applications

State Board Rules and Regulations - 25 hours

- Board Rules
- Board Regulations
- Mock Boards
- Exam Testing

Spa Body Treatments - 15 hours

- Mud Wraps
- Herbal Wraps
- Full Body Exfoliation
- Apply Lotion to Body

Business & Ethics - 20 hours

Spray Tanning Procedures - 15 hours

- Client consultation
- Spray tanning techniques
- Tools & supplies
- Safety procedures
- Sanitation

Eyelash tinting – 10 hours

- Client consultation
- Tools & supplies
- Tinting eyelash steps
- Safety procedures
- Sanitation

Eyebrow tinting – 5 hours

- Client consultation
- Tools & supplies
- Tinting eyebrow steps
- Safety procedures
- Sanitation

Eyelash extensions -25 hours

- Client consultation
- Tools & supplies
- Eyelash extensions steps
- Safety procedures
- Sanitation

AANT

Programs & Policies

All applicants must also meet the following basic requirements:

1. Student must be at least 16 ½ years of age upon enrollment in the Nail Certification Course. Student must also show completion of the 10th Grade and acceptance into the 11th Grade by way of letter from High School on School Letterhead and signed by a School Official.
2. Be able to meet financial agreements

Non-Discrimination Policy

AANT is a school which admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. AANT does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, scholarships or loan programs, or other school administered programs.

Transferring from Other Schools

AANT does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students who have already withdrawn from their prior school may enroll in AANT.

In order to be considered a graduate of AANT, transfer students must meet all regular graduation requirements and all written and practical evaluations.

AANT will provide all former students and graduates copies of their records, including records of hours earned, official transcripts and certificates of completion upon satisfaction of any outstanding debt owed to the school.

TUITION & OTHER STUDENT CHARGES

A one-time registration fee of \$125.00 must be included with the application for admittance to AANT and is not included in the cost of tuition. This fee is due prior to the first day of class. All program tuition must be paid in full in order to receive a certificate of completion for the course and permission to take the Idaho State Licensing Examination.

If a student does not graduate by the specified graduation date (given to student on the first day of class), the student will be charged \$20.00 per class day until he or she completes all the requirements for graduation. Exceptions may be granted if a student can provide a signed document from a medical doctor, or a court document explaining the time missed.

If the student cannot qualify for outside financing, options are available at the school.

Students may pay tuition in full or schedule a payment plan with our finance department, with the first payment due on the first day of class and all remaining payments are due on the 15th of each following month. If the 15th of the month falls on a Holiday or weekend, payment must be received on the weekday prior to the holiday or weekend. A late fee of \$10.00 will be assessed if payment is received after the 15th of each month. Failure to keep current with payments may result in the student being removed from the program. If payment arrangements have not been made with the Finance Department within 30 days prior to graduation, tuition balance will be sent to a collection agency or legal action will be sought.

ALL PROGRAM TUITION must be paid in full in order to receive a Certificate of Completion for the course and permission to take the Idaho State Licensing Examination.

If tuition is not paid & payment arrangements are not made before the final day of school, your tuition will be sent to collections and a 40% increase to the remaining balance will be added to your remaining balance.

Financial Assistance

Financial assistance may be offered by various financial institutions and the following agencies:

- Idaho Department of Labor: 208-769-1558
- Idaho Dept. of Vocational Rehabilitation: 208-769-1441 or 208-769-1406

REFUND POLICY

Discontinued Programs

1. If the school continues to operate under its license, but discontinues instruction on any program after training of students has begun, the students enrolled in the discontinued program are entitled to a pro rata refund of all tuition monies paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student.
2. Notice in advance of the discontinuance must be provided to the agency and to the students in writing.
3. The term "discontinued" generally applies to the elimination by the school of a particular course offering prior to its completion. However; the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to a substituted physical site.
4. A student affected by relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/ her training or may file a refund claim.
5. Requests for refunds pursuant to this provision must be made in writing by the enrolled student within 30 calendar days following discontinuation of the program. Money due the applicant/student shall be refunded within 30 calendar days after receipt of the request.

Cancellation of Classes

AANT reserves the right to cancel a class before it starts for any reason it deems necessary. In which case, the enrolled student is entitled to a full refund of tuition monies within 30 calendar days. AANT also reserves the right to suspend, cancel or postpone a class or classes after training has begun for any reason, including but not limited to, such events as fire, flood, storm, war or civil disorder. In such events, a pro-rata refund will be made on tuition monies prepaid by the student within 30 calendar days of the official termination date unless the student elects to continue the training in a later class.

Refund Before Entering Classes

1. A full refund of all tuition money will be paid if the school does not accept the applicant.
2. A refund of tuition cost, or one hundred twenty-five dollars, whichever is less, will be paid if the applicant withdraws no later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to 10% of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.
4. The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

Refund After Entering Classes

If training is terminated after entering classes, the student is financially obligated to the school according to the following formulas or maximum charges:

1. If the student terminates during the first week or 10% of contracted instructional time, whichever is less, the school may retain 10% of tuition cost plus registration fee.
2. If the student terminates after the first week or 10% of contracted instructional time, whichever is less, but prior to completion of 25% of contracted instructional time, the school may retain 25% of the tuition costs plus registration fee.
3. If the student terminates after completion of 25% and up to and including 50% of contracted instructional time, the school may retain 50% of tuition cost plus registration fee.
4. If the student terminates after completion of more than 50% of contracted instructional time, the school may retain the full tuition cost plus registration fee.

GRADING SYSTEMS

AANT uses a decimal grading system in its courses. All final passing grades are expressed within a range of numbers between 4.0, the highest, and 2.9, the lowest. A grade under 2.9 is recorded on the transcript exactly as awarded, but is listed as "No Credit." A grade under 0.7 will be recorded on the transcript as 0.0. No credit is earned for courses failing to meet the minimum grade requirements and such courses must be repeated. The alphabetic and numerical notations accompanying the list of decimal grades are without official standing and are offered solely as an interpretive guide (See chart below). AANT's grading system also officially includes certain alphabetical notations.

Decimal Grade	Scale Grade	Alpha Grade	Decimal Grade	Scale Grade	Alpha Grade
100 – 98.75	4.0	A	78.74 – 77.50	2.3	C+
98.74 – 97.50	3.9	A	77.40 – 73.25	2.2	C
97.49 – 96.25	3.8	A	76.24 – 75.00	2.1	C
96.24 – 95.00	3.7	A	74.99 – 73.75	2.0	C
94.99 – 93.75	3.6	A	73.74 – 72.50	1.9	C
93.74 – 92.50	3.5	A	72.49 – 71.25	1.8	C
92.49 – 91.25	3.4	A	71.24 – 70.00	1.7	C-
91.24 – 90.00	3.3	B+	69.99 – 68.75	1.6	C-
89.99 – 88.75	3.2	B+	68.74 – 67.50	1.5	C-
88.74 – 87.50	3.1	B+	67.49 – 66.25	1.4	D+
87.49 – 86.25	3.0	B	66.24 – 65.00	1.3	D+
86.24 – 85.00	2.9	B	64.99 – 63.75	1.2	D+
Lowest Passing Grade: 2.9 or 85% GPA			63.74 – 62.50	1.1	D+
84.99 – 83.75	2.8	B	62.49 – 61.25	1.0	D
83.74 – 82.50	2.7	B-	61.24 – 60.00	0.9	D
82.49 – 81.25	2.6	B-	59.99 – 58.75	0.8	D
81.24 – 80.00	2.5	B-	58.74 – 58.00	0.7	D-
79.99 – 78.75	2.4	C+	57.99 – 0.0	0.6	F

I — Incomplete: A temporary grade assigned at the discretion of the instructor to a student who is doing passing work and has been in regular attendance, but who has not completed course requirements by the end of the term.

W — Withdrawal

UW — Unofficial Withdrawal

Z — Course interrupted by military service assignment

* Grade Point Average

The cumulative grade point average (GPA) is computed at the end of the program, or upon withdrawal from the school, and is based solely on the sum of the numerically graded courses taken at AANT. The GPA is determined by dividing the sum of the quality points earned by the total number of points attempted.

*Grade of Incomplete

At their option, instructors can assign a grade of "Incomplete" (I) to students who have been performing the required course work at passing level, but who, because of extenuating circumstances, have been unable to complete the course within the term. The student has 30 days from the last day of class to remove the grade of "I" by completing the required work, as stipulated by the instructor in writing.

*Extension of Incomplete

At the discretion of the Director of AANT, an extension of the "Incomplete" grade may be granted, whereby the student is granted a second 30-day period in which to complete the course work. Thereafter, no further extensions are granted without the approval of the Director of AANT.

AANT ATTENDANCE POLICY & POLICY RELATING TO MAKE-UP WORK

All students must attend 100% of scheduled class and clinic hours in order to meet graduation requirements for each program at AANT. Absences must be made up hour for hour in the class. Missed academic work and examinations must be made up as determined by the instructor, and/or before graduation day. Any student who arrives 15 minutes late will receive a **tardy**.

Once qualified to participate, students are required to participate in the Student/Public Clinic. Hours worked in the Student/Public Clinic are counted toward completion of the course. A student may also be placed on probation for repeatedly being tardy for class sessions and/or the Student/Public Clinic.

Excused absences are allowed for illness and other documented emergencies, but should these exceed two weeks in duration, the student may be required to utilize the tutorial system in order to continue. Students may also be placed on probation should absences exceed 5% of course time, or have a negative impact on academic performance.

All courses, including the Student Clinic may administer and require the passing of regular quizzes, examinations and practical demonstrations.

Related Topics

Tardiness - See "Attendance Policy & Makeup Work"

Makeup - See "Attendance Policy & Makeup Work"

Probation - See "Policy Relating to Conduct, Probation & Termination"

POLICY RELATING TO CONDUCT, PROBATION & SUSPENSION/ TERMINATION

A student enrolling in AANT assumes the responsibility for reasonable standards of behavior while on school property or while participating in program activities. Although AANT is dedicated to an open, free society, some actions are inappropriate in an institution of higher education. Inappropriate and/or illegal student conducts that are grounds for student probation, suspension and termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol or drugs
2. Disruption of class or classes
3. Violations of school regulations or policies
4. Interference with another student and/or instructor
5. Showing lack of respect for another student and/or instructor
6. Stealing or destruction of property
7. Failure to pay tuition due in a timely manner
8. Misrepresentation of self
9. Determination as mentally incompetent by valid authorities
10. Unprofessional or unethical conduct
11. Excessive absence or tardiness
12. Negligence or incompetence in the practice of your chosen study
13. Failure to maintain academic progress
14. Any other conduct which the school, teachers or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession
15. No cell phones or pagers allowed in the classrooms or buildings

STUDENT CODE OF CONDUCT

The disciplinary powers of AANT will not be used to duplicate the function of civil authorities. However, if a student's actions are judged to be detrimental to the health, welfare, or general well-being of the school, of the community, or of any individual therein, AANT may exercise its disciplinary authority.

The AANT Director reserves the right to assign additional Student/Public Clinic time and/or educational assignments in lieu of probation and/or termination from the school, for those conducts deemed detrimental to the atmosphere and function of the classroom and/or the Student/Public Clinic.

Due to the distraction of Cell Phones and Pagers, AANT requires students to leave their cell phones/pagers at home. The school's telephone can be used & phone number given out for **emergency's** only.

PROBATION

Students enrolled at AANT must maintain a 85% cumulative GPA throughout their enrollment at AANT. A student will be placed on academic probation when their cumulative GPA falls below 85%. Once placed on academic probation, a student must raise the cumulative GPA to 85% within 30 days time, and maintain perfect attendance, barring excused absences for emergency or unforeseen situations.

Probation Policy

A student may also be placed on probation for any of the following reasons:

1. Academics: * Missed examinations
 * Cumulative grade average below 85% or 2.9
2. Attendance: * Excessive absences over 5% of coursework
 * Any no-shows in the Student/Public Clinic
 * Consistent tardiness
3. Tuition: * failure to keep payments current
4. Conduct: * a student violates any of the conducts as written in the AANT handbook relating to conduct and termination

A student may be placed on probation for a period not to exceed 30 days. The student will then have 10 working days to file a request for review of the probation and show cause why the probation should not stand and be made a part of the student's file.

If within the probation period the student fails to correct the circumstances of the probation, the student will be terminated from the school.

TERMINATION

A student, who receives notice of termination and seeks re-admission to the school, must submit, via U.S. mail, a written petition to the Director of AANT. The petition must include a review of the reasons for the termination, and must contain an explanation of what has changed such that the student should warrant re-entry. Normally, a terminated student will not be re-admitted until a year has elapsed following the date of termination. A petition for re-admission may be filed earlier however, in the expectation that the Director of AANT will establish and communicate the conditions, if any, under which the student may resume studies. The decision of the Director of AANT shall be final.

Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. When the school receives notice from the student of the student's intention to discontinue the training.
2. When the student is terminated for a violation of a published school policy, which provides for termination.
3. When a student, without notice to the institution, fails to attend classes or Student/Public Clinic, for 14 calendar days.

Re-entering the School

Those students who have been dismissed, terminated, or have withdrawn from any of the programs at AANT, may submit a request, in writing, vis U.S. mail, to re-enter the school. The request must contain an explanation of what has changed such that the student should warrant re-entry.

The student must then proceed with the full process of admission, including payment of the registration fee.

Final judgment of re-entry is at the sole discretion of the AANT Director.

The above applies for continuing education courses, as well, if the student was asked to leave due to behavioral problems. In such cases, if the student is accepted to attend classes again, the full tuition for each course must be paid, regardless of how much of the class was finished before the student was expelled.

If a continuing education student leaves voluntarily and wishes to return, he/she need not request re-entry. The student should only re-enroll and pay the appropriate tuition.

AANT GRIEVANCE POLICY AND PROCEDURE

The Student, Staff, and Faculty Grievance Policy and Procedure is designed to provide an effective/acceptable means for persons to bring equal opportunity/non-discrimination, disciplinary or any conduct-related problems and complaints to AANT's attention. This enables students, staff, and faculty to file a grievance without fear of retribution or prejudice, and to help identify and eliminate legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues other than grades.

- a) Complaint should first be brought to the instructor or supervisor;
- b) If the instructor or supervisor is unable to satisfy the complaint, it should be brought to the AANT Director of Education;
- c) If the Director of Education is unable to satisfy complaint, it should be brought *in writing*, to the AANT **Grievance Committee;
- d) The Grievance Committee will meet with the person filing the grievance and a determination will be made, in writing, either during the meeting or within 48 hours;

** The AANT Grievance Committee is composed of five people consisting of the following:

- One AANT Instructor not associated with the complaint
- Three students in the Certification Program and not associated with the complaint.
- One general AANT employee not associated with the complaint.

The committee members will be determined by lot at the time the complaint is brought forth and has gone through the complaint process to "d" above. Those persons drawn by lot may refuse participation. Persons drawn by lot may not be accepted to serve if they have an involvement in the complaint or play a part of the situation being brought forth for consideration.

SCHOOL CALENDAR

AANT courses and programs are offered periodically throughout the year, and are dependent upon student enrollment and instructor and classroom availability. Call the AANT office for current listings.

A number of legal and religious holidays are observed by AANT with no classes held on the following days: Labor Day Weekend, Thanksgiving: Thursday–Saturday, Christmas: Dec. 24–Jan. 2, Memorial Day weekend, and Independence Day and the day after (July 4 & 5). Classes that fall on these days will be rescheduled so that the students will meet the required number of hours for completion of their program.

GENERAL INFORMATION

STUDENT RECORDS

A student's files may be reviewed and appended by the directors, instructors, staff, personal financial grantors and agents of the State Board as well as other legal entities, as the school deems appropriate.

A student has the right of access solely to his/her own personal file and only during school office hours. All files are confidential and will be released only upon proper written request by the student or an appropriate legal body. Files are kept at the school office for six years.

EMPLOYMENT PLACEMENT

Once students have committed to a career in nail technology or esthetics and have successfully completed the AANT courses, it is our policy to make every effort to assist our graduates in finding employment. We receive many requests for nail technicians and estheticians and keep our graduates informed as to employment opportunities. Although AANT provides placement assistance, the school cannot guarantee employment.

Many of our graduates prefer self-employment and we believe that by equipping our students with quality education in business, ethics and marketing skills they should be able to successfully develop their own private practice.

STUDENT SERVICES

The school does not provide housing, transportation or child-care, however special attention is given to those students who need additional academic assistance. Tutoring is available to students who need further assistance and practical application. Advising on where to obtain further assistance in areas of human resources from local agencies is available in the AANT office.

STAFF



Debbie Hummel Owner/Instructor

I have been an Idaho resident since 1979 & graduated from Coeur d'Alene High School in 1988. I attended Headmasters School of Hair Design and graduated in 2001. Since that time, I have worked in the cosmetology industry and graduated from instructor training courses. I am an Idaho State Board of Cosmetology member and a Master Educator for Tammy Taylor Nails.



Amy Peterson Owner/Instructor

I moved to the area from Montana in 1988. I attended Headmasters School of Hair Design and graduated in 2001. I received an instructors license in 2003. I am certified with Dermalogica skin care, certified in PCA skin peels and trained in Microdermabrasion. I am continually furthering my education and staying with current trends.

Amy and I both thoroughly enjoy teaching and owning our own business together.

Dusty Peterson Bookkeeping & Enrollment Manager



AMERICAN
ACADEMY OF
NAIL TECHNOLOGY

APPLICATION FOR ADMITTANCE NAIL SCHOOL

Name: _____ Date: _____

Last
First
Middle

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

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Age: _____ Birthdate: _____ Social Security #: _____ Marital Status: _____

Name of Course Applying For: _____ Course date: _____ Time: A.M. P.M.

How did you hear of this course? _____

Contact in Emergency (Name): _____

Home Phone: _____ Work Phone: _____

Are you employed?: Yes No If yes, where?: _____ Employer's Address: _____

Contact name: _____ Phone: _____

Educational Background:

High School: Graduate GED Non-Graduate If Non-Graduate, state last grade completed _____

College: Graduate Degree(s) Held: _____
 Non-Graduate Number of Years Attended: _____

Please Include With Application:

- **MUST BE 16 ½ years of age.**
- Must have completed 10th grade and accepted into the 11th grade (please provide this information on High School letterhead with High School Official's signature).
- A copy of High School Diploma, GED (a cutting score no less than 45 and no catalog below 40) or Equivalency test approved by the Department of Education to establish equivalency.
- Proof of age: a copy of Birth Certificate, Driver's License, Passport or Military ID.
- A Copy of marriage license if current I.D. and Diploma, GED or Equivalency have different names.
- A **\$125.00 fee** is required to process your application. Please return a check (not cash) with the above information to avoid any delays. This fee is on-refundable after 5 working days from receipt. **Send to:**

American Academy of Nail Technology

1600 E. Seltice Way, Ste. A • Post Falls, ID 83854

Nail School: 208-457-9094 • Esthetics School: 208-457-9094

Fax: 208-457-9434

email: info@AANTschool.com • website: www.AANTschool.com

~ Mastercard & Visa Accepted ~





AMERICAN
ACADEMY OF
NAIL TECHNOLOGY

APPLICATION FOR ADMITTANCE ESTHETICS SCHOOL

Name: _____ Date: _____
Last First Middle

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

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Age: _____ Birthdate: _____ Social Security #: _____ Marital Status: _____

Name of Course Applying For: _____ Course date: _____ Time: A.M. P.M.

How did you hear of this course? _____

Contact in Emergency (Name): _____

Home Phone: _____ Work Phone: _____

Are you employed?: Yes No If yes, where?: _____ Employer's Address: _____

Contact name: _____ Phone: _____

Educational Background:

High School: Graduate GED Non-Graduate If Non-Graduate, state last grade completed _____

College: Graduate Degree(s) Held: _____

Non-Graduate Number of Years Attended: _____

Please Include With Application:

- **MUST BE 16 ½ years of age.**
- Must have completed 10th grade and accepted into the 11th grade (please provide this information on High School letterhead with High School Official's signature).
- A copy of High School Diploma, GED (a cutting score no less than 45 and no catalog below 40) or Equivalency test approved by the Department of Education to establish equivalency.
- Proof of age: a copy of Birth Certificate, Driver's License, Passport or Military ID.
- A Copy of marriage license if current I.D. and Diploma, GED or Equivalency have different names.
- A **\$125.00 fee** is required to process your application. Please return a check (not cash) with the above information to avoid any delays. This fee is on-refundable after 5 working days from receipt. **Send to:**

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