NOTES

ACADEMY
of nail technology

CLASSES FORMING NOW

3553 W. Northern Ave
Phoenix, Arizona 85051
602-995-5666
8/5/2026 Vol. 32

NOTES

State Licensing

Academy of Nail Technology
is licensed by the following agencies:

Arizona State Board of Cosmetology

1740 W. Adams St. Suite 4400
Phoenix, AZ 85007
(480) 784-4539

Right to Privacy

In compliance with the Family Educational Rights and Privacy Act of 1974 Academy of Nail Technology follows policies that:

A. guarantee each student (or parent or guardian if the student is a dependent minor, 17 or younger) access to that student's records.
B. require a written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law.
C. Academy of Nails does not publish "directory information" about students.
D. provide and permit access to student and other school records.
E. Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifty cents per copy. *Cumulative education records are maintained for one year after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of Academy of Nail Technology.

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Academy of Nail Technology

Brian McKew - Owner

Brian purchased the Academy of Nail Technology in 1999 and again in 2018. His desire for details in products, processes, and business have allowed Brian to immerse himself into nails and all its offshoots.

Nisareli Razo - Lead Instructor

Ms. Razo comes to Academy with 6 years Cosmetology Instructor experience. She is a great fit for Academy, passionate about nails, lashes, and working with the students.

Michelle Cruz - Instructor Assistant

Ms. Michelle is a 2024 Academy graduate who discovered a love for teaching and is committed to empowering students to build confidence in their skills and achieve their goals.

Karina Garcia - Instructor

Ms. Karina is a 2023 Academy graduate who is enthusiastic about nail education and enjoys working closely with students to support their growth.

Anabel Ross - Director of Operations

Anabel has been with Academy and Manicure Mart for 16 years. Well versed in product and nail knowledge, Anabel is a friendly resource to anyone who has the pleasure of meeting her.

Cindy Truong - Administrator/Student Affairs

Cindy is a 2023 Academy graduate who brings an attentive eye to student needs and facilitates the administration of student records and reporting.

Academy has a roster of practicing nail technicians five to 25 years of experience who are onboard to substitute, guest demo, and present at the school. The school uses a proprietary text it developed after years of experience and supplements lessons using the the 7th & 8th edition theory and workbooks of Milady, Talent LMS, and the 2023 Pivot Point: Fundamentals of Nail Technology.

We have an excellent reputation among Arizona salons. Academy of Nail Technology is private school and is licensed by the Arizona State Board of Cosmetology.

Refund Policy

If a student cancels their enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the applicable registration fee will be made. Students must cancel in writing. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the earlier of the date of expiration of an approved leave of absence, or the date the student notifies the institution that he/she will not be returning from the leave, or after 30 consecutive calendar days have elapsed. For students who enroll and begin class but withdraw prior to course completion (after three business days of signing the contract) the following tuition earnings by the school will apply.

Time Attended	Tuition Due
6-91 hours	20%
91-250 hours	40%
251-350 hours	70%
351 and over hours	100%

Any monies due a student or applicant who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors each student's attendance on weekly basis.

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school is closed or the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will either provide a full refund of all monies paid or provide means for the completion of the course. Students who withdraw or terminate prior to course completion are charged a withdrawal fee of $250.00. This refund policy applies to tuition charged in the enrollment agreement. The application fee and other miscellaneous expenses the student may have incurred at the institution (EG: extra kit materials, books, products, school property, etc.) will be calculated separately at the time of withdrawal. The student kit is not returnable and non-refundable. If a student withdraws and owes a balance to the institution or attempts to pay the balance due with a non-collectible check, the student will be responsible for collection fees, costs, and reasonable attorney fees.

Disciplinary Policy

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement, could result in disciplinary actions:

Counseling: A student may be counseled for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they will be placed on probation.

Probation: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be suspended for at least three days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they will be dismissed permanently at the discretion of the school administration.

Suspension: Enrollment will be immediately suspended for three days for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. Three tardies or attendance/no-show fines will result in suspension from school studies. During school suspension students are not to be on school premises and may not log remote hours.

Dismissal/Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

Facility Description

The Academy of Nail Technology consists of 4300 square feet. It consists of a theory room, clinic floor, pedicure area, 2 lunchrooms with refrigerator and microwaves and a student break room. The facility has three restrooms, a double sink for client/technician sanitation and a utility sink in the laundry. In addition, we have 2 offices and a storage area. Academy also provides student lockers in the school.

The clinic floor accommodates 24 professional workstations. A workstation consists of a manicure table, student, and client chair. Our classroom used for theory and demonstrations consist of twelve banquet style tables and 24 chairs. Extra chairs are available to accommodate both sides of the table. A demonstration table is located in the front of the classroom with camera and screen for easy viewing of demonstrations or power point presentations. We incorporate 2 84" screens for presentations including You Tube, TED Talks, and Instructor Demonstrations. We use stationary seating and pedicure tubs with disposable liners in the pedicure area. Pedicure carts are available for student use. The training center is a non-smoking establishment.

MISSION STATEMENT

Making a difference by providing diversified high levels of training to candidates for nail licensing and to licensed nail technicians, estheticians, and cosmetologists.

OBJECTIVE

Academy of Nail Technology has developed a multi dimensional approach to entry into the nail industry. Preparation and readiness for passing the State's examinations are core objectives. Skill preparation and understanding the salon environment are next when preparing a student for the opportunities available in the dynamic and growing 6-billion-dollar nail industry. Once complete with initial training, Academy provides continuing education and adjunct learning for the newly licensed and seasoned professionals.

To assure our meeting our objectives:

- Academy seeks qualified education, manufacturers, products, and teaching methodologies.
- Provides comfortable, clean, and energized facilities where students can improve their knowledge and skills.
- Provides a program of supportive services including guidance and counseling to students, this includes counseling and employment information.

Courses Available

Courses are scheduled as full time or part time and are conducted in English.
Minimum requirement by the State Board of Cosmetology

Nail Technician Program 600 hours
Fun dynamic 600 hour course of study per Arizona State Board of Cosmetology meeting test eligibility and licensing standards for a Nail Technician License. Topics include: Safety & Infection Prevention, Manicuring, Pedicuring, Electric File, Acrylic, Gel, Dip, Gel X, Nail Structure, Anatomy of the Hand & Foot, Science of the Skin for the NT, Nail Chemistry, Disease & Disorder of the Nail, & Nail Business.

Nail Instructor program 350 hours

Course Description for each program

Services performed on nails, hand, arms, legs, and feet for cosmetic purposes.

GOAL: To ensure the public health, welfare and safety through offering instruction in the fundamental principles in basic nail care. These programs are designed to prepare students for licensure and employment opportunities as Nail Techs and within the salon and cosmetology industries.
Academy of Nail Technology has an objective to assure:

- Technical Skills
- Communication Skills
- Knowledge and practice of proper Safety, Infection prevention, and Disinfection
- Attainment of Product Knowledge and Skill Mastery in Nail Technology

Instructional Methods

Students receive information through a sequential set of learning steps, addressing specific tasks necessary for state board preparation, graduation, and job-related skills. Equipment, implements, and products are comparable to those in the industry. The course is presented through the use of course related lesson plans which reflect current educational methods. Specific methods used are:

- Lecture
- Demonstration
- On-Line Portal/ Remote Hours
- Film / YouTube / DVD / Instagram
- Textbooks / Printed materials
- Guest Educators
- References: A library of references, periodicals, books, texts, audio/visual tapes are available to support the course of study and supplement the students' training.

Non-Discrimination & Harassment Policy

Academy of Nail Technology does not discriminate on the basis of race, color, national origin, sex, religion, age or handicap in any of its policies, procedures or practices.

This policy covers admission, employment, education, services, and financial aid.

It is the policy of this training center to maintain a learning environment that is free from harassment because of an individual's race, color, sex, ethnic origin, religion, age or disability. Academy prohibits any and all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, teacher, administrator, or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age or disability. It shall also be a violation of policy for any student, teacher, or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

During orientation, every student will receive the Internal Complaint Procedure to report incidents of discrimination and or harassment.

Internal Complaint Procedure

Students wishing to file an official complaint with the school may receive an internal complaint form from an office staff or their instructor. Once the form is filled out in full, a school representative meets with the complainant within 10 days. The procedure is as follows:

- Complaint and supporting documents are discussed between a school representative and the student. Evaluation of facts, resolution posed, and agreement sought between both parties.
- If complaint is not resolved within 7 days of receipt of filing, additional information in writing may be requested and a formal case file is started.
- If no further information is needed, the school will reply in writing to a student within 10 days stating its decision and the steps to be taken to correct the problem or show the allegations were not warranted or based on fact.
- If a student feels at any time, they are unable to resolve their complaint through this process, they are free to pursue actions with the Arizona State Board of Cosmetology.

Arizona State Board of Cosmetology
1740 W. Adams #4400
Phoenix, AZ 85007
(480) 784-4539
www.bcb.az.gov.gov

- Maintain satisfactory progress of 80% or better.
- Students are required to accept all client services given to them regardless of if notified ahead of time or not. Refusal to accept a client will result in student clocking out and losing hours.

In order to maintain a professional atmosphere on the practical floor the following standards will be observed.

- Any student who is disrespectful or abusive to a client or staff member may be subject to disciplinary action and may be asked to clock out.
- Students are required to accept/complete all services assigned to them even if required number of services are completed.
- Students shall not visit with another student who is busy with a client.
- A student can expect to have all work checked by an instructor periodically throughout the service.
- All appointments are to be made by the receptionist or an instructor. Students are not allowed to change appointments from one student to another and are not to make changes in the appointment book.
- Students are not allowed behind the front desk or in the office unless they have been assigned to work there.
- Students are not allowed to congregate in the reception area or in the office.
- Students are not allowed to perform any service on a client without a client card.
- Students who are not working on a client are responsible for applying their efforts toward the study of nail technology, practical or theory.
- No illegal drugs or alcohol are allowed on school premises. Medical & Recreational Marijuana in smoke, vape, or edible form is not allowed on school property and a student may not be clocked in while under their influence.

Safety, Sanitation, Disinfection

- Students must follow all disinfection standards as set out by the Arizona State Board of Cosmetology in its code, rules and policies, and the school in its procedures, rules and policies.
- Students must wash their hands before every client and upon leaving the restroom.
- Each student must clean his or her work area after each client.
- Each student must sanitize and disinfect their implements before using and between clients.
- Kits must always be kept clean, marked, and ready for inspection.
- Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the break room.
- A Monitor duty sheet will be posted each month. This sheet will show which student is responsible for monitor duties for morning, evening, and Saturday classes.

Course Outline

Nail Technology 600 hours

Module I: 4 weeks of Pre-Clinic & 2 weeks Clinic Floor 180 hours

We fast start into the basics of manicuring and pedicure. This is followed by the science and process of Acrylic. In a dynamic way, theory and hands-on work supports proper procedures, timing, nail structure, safety and sanitation, and establishing the basics of disinfection. Hands-on is maintained throughout the four weeks as students practice technique and upgrading services to spa treatments. Extending training in this level is the introduction to nail enhancements including acrylic and its application on forms and tip overlay. The expectations of the state exam are established, and a plan of readiness is set in place. Passing weekly multiple choices tests with 80% or better and a manicure, pedicure, acrylic evaluation is required to advance to the clinic floor.

Students are required to bring in a model for practical evaluations.

Module II: Weekly theory and exams, evaluations on nail enhancement skills and client services. 200 hours

Numerous demonstrations and theory on understanding the chemistry of nail enhancements along with colored acrylic, nail art, gels and perfecting technique. Manicure, pedicure, and acrylic completions on clients are done on clinic floor along with practice assignments on a mannequin hand or each other. A student is floor ready after passing a practical evaluation for each service based on process, time, and outcome.

Students are required to bring in a model for practical evaluations.

Module III: Weekly theory and exam, perfecting technique, and business building skills. 220 hours

At this level the student continues preparation of state board requirements while pursuing learning in their area of chosen expertise and nail protocols. Business skills and preparation including preparing a resume, marketing and building clientele are included. Preparing for the salon, independence, booth rental, salon ownership or other focuses are reviewed. Increasing focus on the development of philosophies concerning service time, re-booking, and retailing, and referrals are enhanced. Finally scheduling for the next school board (done once a month) and passing a written and practical exam are required for graduation. Student is evaluated for a final competency for manicure, pedicure, and full set of nails.

Admissions Requirements

Arizona revised statues set the minimum admission requirements. Any one of the following is acceptable.

- **If you are 18 or older, this is the only requirement needed:**
  - Picture ID & proof of 18 years of age or older
  - Driver license
  - Government issued picture ID
- **If under 18 years old, any one of the following is acceptable to meet the requirement of "Two years of high school or its equivalent":**
  - A) Proof of ten (10) high school credits,
  - B) If home-schooled: a copy of the Affidavit of Intent filed with the county school superintendent and proof the individual is at least 16 years old,
  - C) Proof of obtaining a passing score on a high school equivalency GED test or its equivalent as required by the Department of Education.

Transfer students

A student transferring hour(s) shall provide a certified copy of their hours' transcript or record of hours from the issuing school. Acceptance of the hours, if any, is at the discretion of Academy of Nail Technology.

Housing

Academy of Nail Technology does not provide institutional housing for attending students.

Educational Objective

At Academy of Nail Technology graduates can perform the skills necessary to become marketable in the Nail Technology industry or related field.

Rules and Regulation Policy

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training are pieces of the puzzle that will help individuals attain their desired outcome.

- Students are expected to maintain high standards of personal hygiene.
- Students are expected to maintain a high standard of conduct, showing professionalism and respect to people and property.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
- Students involved in any form of violence, or the threat of violence will be terminated immediately.
- Any student found guilty of willful destruction or theft will be terminated immediately.
- Students may not under any circumstances, bring their children to school and collect hours for that day, unless they are receiving a service.
- No personal calls except in case of emergency are to be received through the business phone. A student will be allowed to use the school phone when it is an emergency.
- Lockers are provided to give students a secured area for their possessions and supplies. It is the student's responsibility to keep their locker locked. Academy of Nail Technology is not responsible for lost or stolen items.
- Lockers must be maintained, and chemicals stored properly. The school maintains the right to inspect student lockers and kits at any time.
- Students are supplied with a kit. The student is responsible for the upkeep of this equipment. All items on the kit list are required and should be available during clocked hours. It is recommended that students mark all of their belongings with their name or initials and keep equipment not being used in their locker or bring them home at the end of your day.
- Text prior to scheduled arrival time if you are going to be late or tardy.
- A student shall maintain their agreed schedule unless other arrangements are made. Complete all assigned theory and practical assignments in the designated time frame.
- After a student is clocked in, they must be involved in curriculum related activities at all times. Clinic floor students must be working on school related activities.
- No Smoking is allowed in the building, or within 20 feet of any building door.
- The heat/cooler thermostats are controlled by staff only. Requests to adjust the temperature should be made to an instructor.

Log of Practical Services

An instructor verifies all services performed by a student on clients or other students. When the service sheet has been completed, it is turned in and kept in a file for reference.

Dress Code

Black scrubs are the standard uniform for our students. It is the responsibility of the student to purchase their uniform, it is not included in their kit. Clothing should be clean and in good condition and fit well. Scrub top and black legging or bottom is acceptable. Capri pants are acceptable. Scrubs may be purchased in a uniform store at an approximate cost of $50 for both top and bottom. It is suggested you keep least two sets available for the purpose of keeping appearance clean and professional. You may develop a style and accent your dress with stylish shoes and footwear. No house slippers or flip flops are allowed.

Students must come to school with their hair groomed and clean and their makeup applied in reasonable form.

Overall, we find appearance, grooming and hygiene to be important in developing personal habits and skills suitable for our industry. Please come to school in the prescribed attire, groomed, and ready to go. If a student is not dressed according to code, they may be asked to clock out and go home resulting in loss of hours. A name tag is required by State Law and is part of the student uniform.

Educational Cost

Registration fee (non-refundable)	$ 700.00
Kit (non-refundable)	$ 745.00
Testing	$ 177.00
Tuition	$ 5,578.00
Upgrades / Options	$TBD
Total	$ 7,200.00

350 Instructor Program

Call for more information.

Payment/Finance Plans are Available

Payments via all Credit Cards will be charged 3%, Debit $1.00, Cash, Check

Cash, Check, Zelle, Venmo, and Money Order are fee free

Scholarship

No available scholarship at this time

Arizona's Empowerment Scholarship Account (ESA)

Academy is an approved vendor with the ESA program and welcome ESA-funded students.

Please call 602-995-5666 for more information

Grants

Academy is grant friendly and has worked with various Grants in the past. If you are the recipient of a Grant, please call us to discuss.

Class Schedule

Full Time: 14 weeks (in person)
Monday Friday M & F: 9am-4pm, T,W, & TH: 9am-5pm
Includes remote hours

Part-Time: 25 weeks (in person)
Tuesday-Friday 5:30pm-9:30pm, *Sat 9am-5pm
*Alternates
Includes remote hours

Full Time 2026 Class Start Date

(Remote hours may begin prior to start date)

August 24th, 2026
December 7th, 2026
March 29th, 2027
July 12th, 2027

Part Time 2026 Class Start Date

(Remote hours may begin prior to start date)

June 2nd, 2026
December 1st, 2026

2026 Holiday Schedule

Subject to change

The School will be closed on the following Holidays:

Memorial Day: May 25th, 2026
Independence Day: July 4th, 2026
Labor Day: September 7th, 2026
Veterans Day: November 11th, 2026

Thanksgiving: November 26th-27th, 2026

Christmas Break: December 24th-31st, 2026

Satisfactory Progress Policy

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. GPA's and practical clinic work are reviewed and administered as progress reports to student at 200 hours, 400 hours, and Final exam. An overall average of 80% is required to maintain satisfactory academic progress and is required on the final exam for graduation.

Determination of Status

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

Probation

If at the end of each Module, the student's academic or attendance progress is not at least 75%, the student will be placed on probation.

- ✓ Students are required to show improvement in academic or attendance in the next Module to be considered as making satisfactory progress.
- ✓ Students must meet both the attendance and academic progress requirements to qualify for school boards thus meeting graduation requirements.
- ✓ If the student's academic or attendance progress is not at 75% by the next scheduled progress report, a formal review will take place.
  ** Students receiving WIOA may be at risk for a loss of benefit.

Appeal Process

A student must submit within two (2) business days of the suspension or termination of their contract.

- ✓ A written appeal to the Director of Education, along with any supporting documentation, reasons why the decision should be reversed.
- ✓ A request for re-evaluation of progress.
- ✓ A hearing will take place within two (2) business days of the receipt of the written appeal. This hearing will be attended by the student, Lead Instructor, a school administrator, and a Parent/guardian (if the student is a dependent minor).
- ✓ If the appeal is decided in the student's favor, the student will be re-enrolled in the course and contract is renewed or revised for completion date.

Re-admission Policy

- ✓ Students may apply to be re-enrolled following a termination after a thirty (30) day waiting period. Such students will be enrolled on a probationary status.
- ✓ Re-entering students will be charged at the current tuition rates. Amounts paid during their original first period will be credited to this account.
- ✓ A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

Grading System

Students are assigned theory/book study and a minimum number of practical/teaching requirements. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Scores of 80% or better are satisfactory.

Theory written	Manicure & Pedicure Practical evaluation	Enhancements Score
93-100	93-100	91 - 100
85-92	85-92	85 – 90
75-84	75-84	80 - 84
74 & below	74 & below	74 & below

Students receive a number grade in their weekly multiple-choice quizzes, Module I practical and final grade for graduation. The following represents the equivalencies:

Written exam and Practical

93 – 100	Excellent
85 – 92	Very Good, work is above average
75 – 84	Work is acceptable performance in both.
74 & below	Needs improvement

Enhancement Evaluation Scores:

91 – 100	Advanced
85 – 90	Salon Ready
80 – 84	Clinic Floor Ready
74 & below	Basic Skills (needs improvement)

Make Up Policy

Written exams are continued through Module II and III with the same grading system. Missed exams receive a score of incomplete. All theory exams are in a rotation cycle during the 600-hour program and students have an opportunity to make up tests at that time.

Career Considerations

Students interested in pursuing a career in nail technology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field should:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to understand a client's needs.
- Be engaged in the learning process.
- Consider all forms of learning to stay current.
- Methods of compensation vary and may include salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon). Completion of school is not a guarantee of employment.

Career Opportunities

The nail industry is vibrant and growing.

Job opportunities include:

Acrylic Artist	Salon Manager
Franchise Employee in Nail Salon	Booth Renter
Tanning Salon	Educator / Guest
Full-Service Salon	Lead Nail Technician
Manufacturing	Education
Beauty Supply Rep	Product Educator
Manufacturers Rep	Nail Instructor
Design / Develop	School Owner

Other Opportunities
Nail Technician to the Stars
Competitions
Cruise lines
Podiatrist assistant

Earning and Compensation

Methods of compensation vary and may include salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Earnings are reflective of work models. Locally, in 2022 greater Metropolitan based Arizona salons advertise hourly rates at $22 per hr. plus tips, annual earnings of up to $64,000, and independent technicians report earnings ranging from $30,000 and others in excess of $80,000.

Employment Assistance

Academy does not make any guarantees of employment or salary upon graduation. We have multiple salons seeking graduates for hire. Academy hosts job fairs and will maintain a Job/Employment reference book.

Time Clock Rules and Procedures

Student's hours are recorded using an electronic time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of hours.

A 1-hour lunch is scheduled daily.

Under no circumstances should a student ever leave the premises during their scheduled hours other than lunch without the permission of an instructor. Students who leave the premises without instructor permission and/or do not clock out may be dismissed from school and lose their hours for the day.

Students are required to clock their own time. Clocking in or out for another student may result in suspension or dismissal from school.

Students may receive remote hours in accordance with the school policy on remote hours. Arizona law allows that up to 20% of a student's hours may be remote. Academy uses an Online platform with Talent LMS. Completion of remote/distant learning is an established part of the contract with Academy. A student may not clock Online hours while also clocked in at the school.

Clocking in and out

Students are responsible for clocking in and out.

Clock In:
Students will not receive hours prior to their clock in time.

Clock Out:
Students will not receive the hours of their schedule if they forget to clock out.
Example: If a student forgets to clock out at the end of the day
he/she will lose the hours of that shift.

Service Completion Requirements

Must be completed before eligible for school board

Students are required to perform and complete weekly assignments, services when qualified, and other projects.

Completions and service requirements include approximately, but are not limited to, 3-5 services per week. Services allow students to gain proficiency and build skill. By law, a school may not pay a student for service work.

Log of Practical Completions and Hours

Services performed by studnts are recorded on service sheets. These sheets are helpful verifying units of study, practical completions, and hours. The instructor must initial service and assignments as they are completed. If an instructor does not see the work, the service will not be signed. Any student found guilty of false representation on their service sheet will be subject to disciplinary action. Once this sheet has been completed, it is turned in and kept in a file. Service completions are transferred at the beginning of each week to the new sheet. If they are not transferred it will result in lost practical credit.

Personal Services

Students may work on one another daily to receive credit for any service. Paying clients will have priority when appropriate.

Spa services are not to be performed on students working on each other without the approval of their instructor, and a product charge is assigned for the use of spa kits.

Any school supply or equipment you borrow must be signed out, signed in, and initialed by an instructor. If supplies are not returned at the end of your shift, you will be required to replace the items.

Excessive absences and no shows

A student with excessive absences will be subject to a contract review and a possible change to their agreement. For an absence to be excused you must supply a written note before your absence or a doctor's note stating your illness, a funeral program or written documentation stating the reason for the absence. "No-showing" an appointment that is on a student's book is a breach of salon etiquette and to be avoided if at all possible. More than one no show is cause for review of the contract and may result in termination.

Note: We are a clock hour program, so it is vital that students follow the clock rules and procedures. Failure to do so may result in loss of hours.

Evaluations and Advising

Students are advised regarding progress and achievement at hour benchmarks: 200, 400, and Final. Progress evaluations or report cards include a review of the student's progress in attendance, theory, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as needed.

Graduation Requirements

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Certificate of Completion:

- Successful completion of all phases of study, required exams, practical projects and clinic assignments for the course.
- Completion of the course of study as required by the Arizona State Board of Cosmetology. 600 hours - Nail Technology.
- Register to take the school board
- Pass the final written and practical exam with an 80%
- All debts owed to the institution are paid in full before testing out for graduation.
- Complete all required exit paperwork and attend an exit interview.

Upon completion of the course of study and all graduation requirements, an Academy of Nail Technology certificate of completion and a record of hours will be awarded.

Final Re-testing

Each student is required to achieve at least 80% on the final test for theory and practical to pass. Students may retest twice, and then subsequent tests are charged at retest fees of $75.

Requirements for State Licensing

Upon graduating from Academy of Nail Technology, the following are requirements for obtaining a state license:

- Be a graduate of a school approved by the Arizona Board of Cosmetology, having no less than the minimum required number of hours for the selected course. (600 hours for Nail Technology)
- Electronically file and exam and license applications with the applicable agency & Arizona State Board of Cosmetology
- Pay the required fees for testing & Licensing with the applicable Agency.
- Pass a written theory & written practical theory examination on the knowledge of the occupation administered by Professional Credential Services (PCS).

The school will assist the student when making application for their exam and license. Testing fees are included in the tuition.

Registration can be accomplished online at www.pcshq.com with a VISA, MASTER CARD or DEBIT CARD.

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Nail Technician Theory and Written Practical Exam	$177.00
First License (2-year license) submitted with application	$63.00
Total	$240.00

Professional Credential Service passing score for each of these tests is 75%

Before testing, students must have the school report hours completed to Arizona State Board for test eligibility. Please refer to graduation requirements in this catalog to determine eligibility of hours being released. Professional Credential Services will administer the test and mail results to the candidate.

School Performance Statistics

Academy of Nail Technology maintained the following performance statistics in 2023 regarding school completion for the nail technology programmed exam pass rates as documented @ PCSHQ.com : Applicants and candidates, cosmetology

Completion	Exam Pass Rate: Theory & Written Practical	
85%	93%	90%

Attendance and Tardy Policy

Clocked hours are a part of the licensing process. Attendance in accordance with a student's agreed schedule is required and helps the school to better meet the needs of the student. The following guidelines are established relative to attendance.

- Excused absences include those absences that are approved in advance or are taken for mitigating circumstances beyond the control of the student such as illness, death in the family, etc.
- Students must arrive for all assigned classes on time.
- Students must attend according to their agreed schedule unless other agreements between the school are noted and placed into their file.
- Any student who is unexcused for five class days may be withdrawn from school, and their contract subject for review and termination.
- Students absent for more than five consecutive school days, (one week of class) without prior notification or approval, will be officially withdrawn and are required to re-enroll and pay the applicable re-entry fee of $250 as well as any prior fees. Re-entry is not guaranteed and is based on availability and evaluation of past performance.
- Students may not leave the premises during clock-in hours. Full time students are given two 15-minute breaks for an 8-hour shift and a one-hour lunch period.
- Remote hours are possible in the course. State Board allows up to 20% of hours to be earned remotely. We use an online portal and other assignments for remote hours may be assigned by Instructors in accordance with school policy and are at the discretion of the school. .

Leave of Absence Policy

Student is required to complete a 'Request for a Leave of Absence' form and an approval from the school administration. One personal leave may be granted for up to 30 consecutive days. Students who re-enter within 30 days of their last clock-in date will be charged the same contract amount as the original contract. Students who re-enter more than 30 days after their last clock-in date must sign a new contract, pay the outstanding fees prior to re-entry. Tuition rates current at the time of re-entry will apply. Students are only allowed to re-enter the school a total of two times. Acceptance of re-entry students is based on availability and a $250 re-entry fee will apply to all students.