

THE SALON PROFESSIONAL ACADEMY

November 2011
CATALOG

501 2ND STREET S STE 1, GREAT FALLS, MT 59405 | 406.771.8772 | WWW.TSPAGREATFALLS.COM



GET INSPIRED. BE PART OF IT.

REDKEN
5TH AVENUE NYC



MISSION STATEMENT

The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared for the 21st Century Salons and Spas. As a member of The Salon Professional Academy Franchise, we are dedicated to keeping our educational quality at the highest level in the cosmetology arts and sciences. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success. In addition, we prepare our students to pass the Montana State Board licensing exam.

HISTORY

Linda and Michael McPherson opened the school in October 2006. Linda McPherson holds a cosmetology license and has worked in the industry for 30 years. Michael McPherson has been involved with the beauty industry for over 20 years. Linda and Mike continually stay abreast with the changing cosmetology profession and to motivate students. Our focus is keeping our educational quality at the highest level.

LOCATION

The Academy is located at 501 2nd ST S STE 1, Great Falls, MT, 59405. Great Falls is the third largest city located in Cascade County, Montana, United States. As of the 2010 census, the county had a total population of 81,327. Great Falls is famous for having the shortest river in the world nearby, the Roe River. The city is home to Montana State University - Great Falls College of Technology, University of Great Falls, the Montana School for the Deaf and the Blind and The Salon Professional Academy. The local newspaper is the Great Falls Tribune. Great Falls is located along the Missouri River near several water falls on the Missouri also known as the "Electric City" because of its numerous dams and power plant. Malmstrom AFB is a military base located in Great Falls.

REDKEN ENDORSEMENT

The Salon Professional Academy franchise is "Endorsed by Redken for Excellence in Education". The Salon Professional Academy uses Redken retail and professional products. Redken provides the franchise Academy educators opportunities for Redken educator training. Redken does not have an ownership interest in The Academy.

AMENITIES AND EQUIPMENT

The Academy is an 8,100 square foot facility which has a spacious hair care, nail care, massage and skin care educational areas. The facility also contains classrooms, a student lounge, and offices.

RESPONSIBILITY FOR CATALOG INFORMATION

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curriculum.



Chris Baran,
Education Artistic
Director – Redken

Welcome to the incredible world of hairdressing. The biggest link to a great future in hairdressing is ongoing education. Most important is the quality of education you get from the beginning. It's crucial to come away with technical skills as well as having a great business mind set.

I have had TSPA students with less than a year's experience in my advanced seminars and they can keep up with and sometimes surpass hairdressers with far more years in the business. That comes from the quality of TSPA education.

I say, with all humility, that this profession has provided me with an incredible journey that packed my bags of experience with everything from working behind the chair, working backstage at fashion week, winning and judging awards to traveling to salons and stages locally and throughout the world teaching and training other hairdressers. If you would have asked Mary Baran's boy - Chris if he thought he would be doing that when he started, I would have said, "No way!" And if I can do it - so can you.



CONTENTS

ESSENTIAL INFORMATION FOR ALL PROGRAMS	5
ACADEMIC INFORMATION	8
CAREER FORECASTING	10
ACADEMY POLICIES	11
PROGRAMS OF STUDY	14
COSMETOLOGY	14
BARBERING	16
BARBERING SUPPLEMENTAL	17
ESTHETICS	19
MICRODERMABRASION	20
MANICURING	22
MASSAGE THERAPY	24
TEACHER TRAINING	26
REGULATORY INFORMATION	28
REFUND POLICY	29
INSERTS	30-36

ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLYING & ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an admissions interview meeting. During the meeting you will meet staff and students. Information concerning curriculum, books and kits, apparel code and career investment payment plans will be shared. Sign the enrollment agreement and pay the enrollment fee.

EDUCATIONAL REQUIREMENTS

All students must have a high school diploma or G.E.D. certificate. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students.

ADMISSIONS REQUIREMENTS

The following documentation is required for admission to all programs at The Salon Professional Academy:

- Enrollment Application
- Copy of the student's high school diploma or G.E.D. or an official high school transcript with the student's graduation date to show proof of graduation.
- Copy of the student's high school transcripts
- Copy of the student's identification, such as driver's license, passport, or social security card
- A completed and signed enrollment agreement
- Academy required enrollment fee

TRANSFERS

A student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis. Students transferring from another location of The Salon Professional Academy Franchise will be placed into an existing class based on level of completion recorded on their transcript. We do not recruit students who are attending or have been admitted to other similar programs. Transfer students will pay tuition charges figured by the hour for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will still be subject to over contract fees if applicable. Students withdrawing, transferring, or graduating from a school shall be provided a current and accurate official transcript reflecting hours and grades and a statement of good standing from the school in order to receive credit for their education. When transferring between licensed schools, the transferring student shall provide the school with a statement of good standing and official transcript from the previous school. The new school shall grant full credit for all hours completed and grades received by the transferring student within three years of the student's original enrollment date.

Upon reenrollment, a withdrawn student shall be granted full credit for all hours completed and grades received by the reenrolling student within three years of the student's original enrollment date.

Schools shall not allow a transferred student to practice on members of the public until the school receives an official transcript of the student's hours and grades within the required curriculum areas.

Cosmetology, Esthetics, Manicuring, Massage or Teacher Training students wishing to transfer may be accepted to a program after carefully evaluating the student's official transcripts.

Each transfer is evaluated on an individual basis.

Students transferring from another Salon Professional Academy Franchise (The Academy) location will be placed into an existing class based on level of completion

recorded on their transcript. Students transferring from other licensed schools will be evaluated on an individual basis to determine their level of achievement and if accepted into The Salon Professional Academy will be placed into similar class structure according to their school experience of learning.

All transfer hours are applied at the end of the student's training. We do not recruit students who are attending or have been admitted to other similar programs.

Transfer students will pay by the hour (see enrollment agreement for cost per hour) for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will be subject to over contract fees if applicable.

OBJECTIVE

The objective of The Academy is to educate and train students to become cosmetology service providers with professional standards in cosmetology, esthetics, manicuring, and massage.

ORIENTATION

All programs have a student orientation prior to class start date.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at The Salon Professional Academy.

HOURS

The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students' hours of attendance. Students will be in the class room everyday through Foundations. The student's salon area and class room schedule will be given at the time of enrollment.

CLASS START DATES

Cosmetology classes start approximately every 9 weeks. Class Start Dates are shown on the Catalog Insert #3. If the Academy cancels or alters a program start date; the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

SCHOLARSHIPS

Please see Admissions office or website for available scholarship applications.

FINANCIAL ASSISTANCE

Payment Plans are offered at The Academy. Financial assistance is available to those students who qualify.

BOOKS AND KIT

Students are required to purchase from The Academy books and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells text book and kit items to the Student at the same cost (for these items) incurred by The Academy. The textbook and kit items are non-refundable. Costs for the required Academy textbook and kit items including sales tax, shipping, and handling. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion.

Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided at enrollment and again during orientation.

APPAREL CODE

Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

HOLIDAYS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are the holidays in which The Academy is closed for observance

GRADUATION

A diploma is awarded to graduates at the completion of their training during the exit interview process.

HOUSING

Contact the admissions office concerning questions related to housing needs.

EXTRA EDUCATION

There are opportunities for additional educational events available to The Academy students. These opportunities will be announced to the entire student body in advance of the educational event. The Academy may close for Professional Development Instruction.

INCOMPLETES

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

INADEQUATE GRADES

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or salon area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

TERMINATION

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to meet any of the policies including insufficient progress; nonpayment of tuition; failure to comply with Academy rules or policies (including, but not limited to, refusal to follow directions of educators); violation of State Laws or Regulations; disruptive behavior and improper conduct; and any action which causes or could cause bodily harm to a client, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by The Academy, the Student will receive a refund, according to the Refund Policy described in Section 5 of this agreement. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy. The student may also be terminated for failure to fulfill tuition requirements as agreed upon per the enrollment agreement.

TERMS OF RE-ENTRY

A student who must withdraw temporarily may re-enter under the following terms:
 The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
 The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
 The student or student's family member required medical attention that required the temporary withdrawal. Under any one or a combination of the above conditions, the student will be re-admitted without prejudice.

COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation.

If the student has tried to resolve the issues through the Academy's complaint process and is unsuccessful, the student may contact the Montana Board of Barbers and Cosmetology, PO Box 200513, Helena MT. 59620. Phone: 406-841-2335, Online: www.cosmetology.mt.gov, Email: dlibsdcos@mt.gov

The student is required to try to resolve the problems through The Academy's complaint process, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from the Academy's accreditation website go to: www.naccas.org under "Member Resources", "Applications and Forms", and select "Complaint Form" or contact NACCAS at 4401 Ford Avenue, Suite 1300, Alexandria, VA. Phone: 703-600-7600.

CAREER FORECASTING

PLACEMENT

The Academy maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted in the student lounge. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

RECIPROCITY

Licensed cosmetologists and estheticians from Montana may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

LICENSING REQUIREMENTS

Licensing for Cosmetology in the State of Montana includes students completing 2000 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

Licensing for Teacher Training in the Montana includes students completing 650 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

Licensing for Esthetics in the State of Montana includes students completing 650 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

There are no state licensing requirements for Microdermabrasion in the state of Montana. The state of Montana endorses Microdermabrasion for Licensed Cosmetologists and Licensed Esthetics once the 50 hour course has been completed.

Licensing for Massage Therapists in the State of Montana includes students completing 700 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

Licensing for Manicuring in the State of Montana includes students completing 350 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

CAREER OPPORTUNITIES

Licensed cosmetologists, estheticians, manicurists and massage therapists have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school.

ACADEMY POLICIES

POLICIES

Prior to signing of the enrollment agreement, each student is given a copy of the Student Policies and agrees to abide by The Academy Policies including standards of attendance, conduct, appearance and courtesy to all. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP) which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance.

STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination.

ATTENDANCE POLICY

Attendance is the responsibility of each and every student. The student is expected to attend the full contracted schedule and to complete all state-approved training. If the student finds it necessary to be absent, it is the student's responsibility to notify a staff member at the academy of the absence by phone up to 30 minutes prior to the scheduled start time. The following policies apply to all students in all programs.

EXCUSED ABSENCE

Each of the following are considered an Excused Absence:

- Illness of self or family member
 - Must call in up to 30 minutes prior to scheduled start time
- Scheduled Appointments
 - Must submit an absence request one day prior to the scheduled appointment
 - For emergency appointments for self or family, you must call in up to 30 minutes prior to your scheduled start time
- Car accident
 - Must call the Academy and bring receipt of the police report
- Funeral
 - Must submit an absence request one day prior to the funeral and/or visitation
- Weather
 - Must call in up to 30 minutes prior to scheduled start time

UNEXCUSED ABSENCE

The following is considered an Unexcused Absence:

- Failure to comply with the above Excused Absence Policy
- Do not call in prior to scheduled start time
- Do not show up at scheduled start time

MISSING STUDENT

- If the student does not call in or does not attend without prior approval for **14** scheduled consecutive days, they will be dismissed from the program.

MAKE UP TIME AND ASSIGNMENTS

- Make up work will be scheduled by the student and their educator.

TARDY POLICY

The following is considered a Tardy:

- Clocking in after the schedule start time
- Clocking in late from meal breaks
- Exceeding the allowed break time from class or salon area. The student cannot leave the Academy campus except for meal breaks

Three tardies or unexcused absences or a combination of both will result in a one day suspension.

- If the student is tardy, report to an academy staff member before entering class or the salon area.
- The first and second tardy / unexcused absence within a four week time frame will result in a written consultation with an educator, in regards to the students' commitment to the program.
- The third tardy / unexcused absence within a four week time frame will result in one day out of school suspension scheduled by an educator.
- Continued tardiness / unexcused absences resulting in four or more days in a four week time frame will be grounds for dismissal from the program.

OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date, an additional fee per clock hour will be charge until the required clock hours are completed. The fee charged per hour for clock hours over contract fees is listed on the student's enrollment agreement.

Taking days off can result in over contract fees. Excused and Unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program.

APPEAL PROCESS

A student, who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The owner will make a determination. If the appeal is approved, the student will be re-admitted to The Salon Professional Academy, however; the student will still be on probation upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

LEAVE OF ABSENCE

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to The Salon Professional Academy with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any of the following reasons

- Financial Hardship
- Medical Issues
- Personal or Family Related Issues
- Recommendation of Staff
- Military Deployment
- Mitigating Circumstances

On the day the student returns from a LOA the student is required to inform the admissions/financial assistance /education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student.

The LOA must be requested and approved in writing prior to LOA occurring. The LOA must be signed and dated by the student. In addition the student is required to list the reason for the LOA. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.

The maximum time frame for a LOA is 180 calendar days. The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days in a 12 month period. If the student is receiving consumer loans or federal funds, no money from either will be disbursed during the LOA. If the student does not return from the LOA within the 180 days, the student will be dropped from The Salon Professional Academy and the student's loans will go into immediate repayment 6 months from students last date of attendance.



Alicia Marcano,
Redken Artist

1. What advice / inspiration do you have for students just starting on this journey? (Addressing TSPA Students)

Don't work on speed. Work on perfection. As you become better your speed will pick up on its own.

2. What do you most love about being a Redken Artist? (Addressing potential students not sure of this career path)

I love being able to constantly be inspired by my colleagues all over the world. Being able to travel and see how people live and work keeps me excited and fresh. It gives me an outlet to share my passion and fuels new ideas that I can take back to my own business.

3. (Anything that comes to mind, about success in this incredible business)

Decide who you are and don't compromise. Take pride in what you do and that confidence will shine in your work and your business.



PROGRAMS OF STUDY



COSMETOLOGY

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$15000
Books and Kit:	\$1850
Program Length:	2000 Hours
Full Time Program:	59 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers a **2000** hour training program in the **cosmetology** arts and sciences that meet Montana State standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a cosmetologist in the salon.

PROGRAM CONTENT

The Salon Professional Academy offers a **2000**-hour training program in **cosmetology** of which at least **200** hours is in theory that meets Montana State standards distributed as follows and taught in English:

Manicuring, 125 hours to include:

- (A) Manicures, including water, oil, hand and arm massage, paraffin wax treatments, and polish
- (B) Pedicures, including foot, ankle, and lower leg massage, paraffin wax treatments, and polish
- (C) Application of artificial nails, including sculptured, nail tips, nail wraps, fills, repairs, tip overlays, fiberglass, gel, and acrylic
- (D) The use of manicuring implements including the electric nail file

Esthetics, 150 hours to include:

- (A) Skin care, including facials, cosmetics, makeup, massage, essential oils
- (B) Skin exfoliation, including manual, chemical, and mechanical exfoliation
- (C) Waxing and tweezing
- (D) Electricity and light therapy

Shampoo, 260 hours to include:

- (A) Shampooing, scalp treatment, hair styling, pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting

Chemical services, 530 hours to include:

- (A) Waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening

Hair cutting, 205 hours to include:

- (A) Hair cutting, including the proper uses of implements, e.g., shears, razors, clippers, thinning shears

Salon management, 150 hours to include:

- (A) Business methods, customer service, appointment book, professional ethics, current state board laws and rules

Chemistry, 80 hours to include:

- (A) Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of hair, scalp, skin and nails

500 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

Each cosmetology student will complete **300 hours** of basic instruction prior to working or performing any services on the public.

When the student has completed **90%** of the program, the student may take the practical exam and must pass it with a grade of **75%** or higher.

BARBERING (NOT ACCREDITED)

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$11250
Books and Kit:	\$1065
Program Length:	1500 Hours
	Day Program: 44 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

The Salon Professional Academy's objective for the barbering program includes theory and practical teaching that prepares the student to perform barbering/shaving services on the general public. The Academy offers a **1500** hour training program in the **barbering** that meet Montana State standards.

The Academy provides education in all phases of barbering. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a barber in the salon.

PROGRAM CONTENT

Barbering training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform barbering services on the public. The Salon Professional Academy offers a **1500-hour** training program in barbering that meets Montana State standards and distributed as follows and taught in English.

(A) Haircutting **250 hours**

(B) Shampoo, scalp treatment, and hair styling, **230 hours**

(C) Skin care **60 hours**

(D) Chemical services **400 hours**

(E) Chemistry, bacteriology, sanitation, sterilization, safety, skin, hair, and scalp anatomy, physiology, blood spill procedure, and diseases and disorders of skin, hair, and scalp, **85 hours**

(F) Shop management, business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, and personal grooming, **100 hours**

(G) Additional hours at Academy's discretion **375 hours**

When the student has completed 90% of the program, the student may take The Salon Professional Academy's final practical exam and must pass it with a grade of 85% or higher.

A licensed barber in Montana who enrolls in cosmetology shall receive 1500 hours credit toward the 2000 hour program for a cosmetology license.

Each barbering student will complete **225 hours** of basic instruction prior to working or performing any services on the public.

BARBERING SUPPLEMENTAL (NOT ACCREDITED)

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$1500
Books and Kit:	\$900.00
Program Length:	150 Hours
	Day Program: 11 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

The Salon Professional Academy's objective for the Barbering Supplemental program includes theory and practical teaching that prepares the licensed cosmetologist to perform barbering/shaving services on the general public. The Academy offers a **150** hour training program in the **Barbering Supplemental** that meet Montana State standards.

The Academy provides education in all phases of Barbering Supplemental. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a barber in the salon.

PROGRAM CONTENT

The Salon Professional Academy offers a **1500**-hour training program in barbering that meets Montana State standards and distributed as follows and taught in English.

(A) Haircutting **125 hours**

(B) Shaving **25 hours**

When the student has completed 90% of the program, the student may take The Salon Professional Academy's final practical exam and must pass it with a grade of 85% or higher.

A licensed barber in Montana who enrolls in cosmetology shall receive 1500 hours credit toward the 2000 hour program for a cosmetology license.

Each barbering student will complete **225 hours** of basic instruction prior to working or performing any services on the public



ESTHETICS

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$5000
Books and Kit:	\$1600
Program Length:	650 Hours
	Part Time Program: 46 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Esthetics training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. The Academy offers a 650 hour training program that meets Montana State law standards.

The Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an esthetician.

PROGRAM CONTENT

The Salon Professional Academy offers a **650**-hour training program in **esthetics** that meets Montana State standards of which at least **65** hours is in theory, distributed as follows and taught in English.

Bacteriology, 70 hours to include:

- (A) Sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy

Massage, 300 hours to include:

- (A) Skin care, makeup, including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps, cosmetics, facials, essential oils, and skin exfoliation, including manual, chemical, and mechanical exfoliation

Waxing, 50 hours to include:

- (A) Face, neck, hands, and superfluous hair anywhere on the body, including tweezing

Salon management, 70 hours to include:

- (A) Business methods, appointment book, customer service, professional ethics, and current state board laws and rules

160 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

Each esthetic student will complete **150 hours** of basic instruction prior to working or performing any services on the public.

When the student has completed **90%** of the program, the student may take the practical exam and must pass it with a grade of **75%** or higher.

Microdermabrasion

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$500
Books and Kit:	\$400
Program Length:	50 Hours
	Part Time Program: 4 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Microdermabrasion training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform Microdermabrasion on the general public. The Academy offers a 50 hour training program that meets Montana State law standards.

The Academy provides education in all phases of Microdermabrasion. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The licensed cosmetologist and or licensed esthetician will apply to the Board of Barbers & Cosmetologist to get an endorsement

PROGRAM CONTENT

The Salon Professional Academy offers a **50-hour** training program in **Microdermabrasion** that meets Montana State standards distributed as follows and taught in English.

Theory, 28 hours to include:

- (A) Histology of the skin
- (B) Bacteriology
- (C) Client consultation and protection
- (D) Client pre-care and post-care

- (E) Product knowledge
- (F) Theory of technical application of microdermabrasion
- (G) Sanitation and safety
- (H) Disposal of waste products

Practical, 22 hours to include:

- (A) Practical application and observation

Licensees seeking to offer mechanical exfoliation or microdermabrasion services shall obtain an endorsement by the board prior to practicing.

To obtain an endorsement, licensees shall complete an additional **50 hours** of continuing education in the field of microdermabrasion as follows:

A minimum of **50%** of the required hours must be taught in theory.



MANICURING

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$3500
Books and Kit:	\$650
Program Length:	350 Hours
	Part Time Program: 25 Weeks

Students will be given an apparel code for their program and must adhere to the guidelines

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Manicuring training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform nail care services on the general public. The Academy offers a **350** hour training program that meets Montana State law standards.

The Academy provides education in all phases of **manicuring**. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Montana State laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a manicurist.

PROGRAM CONTENT

The Salon Professional Academy offers a **350**-hour training program in **manicuring** that meets Montana State standards of which at least **35** hours is in theory, distributed as follows and taught in English.

Training, 265 Hours to Include:

Salon Management, 60 Hours to Include:

- (A) Salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules

Bacteriology, 55 Hours to Include:

- (A) Bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, manicure chemistry, and nail care

Manicures, 35 Hours to Include:

- (A) Manicures including water, oil, hand and arm massage, pedicures including foot, ankle, and lower leg massage, polish applications, paraffin wax treatments, and the proper use of manicuring implements including the electric nail file

Application, 115 Hours to Include:

- (A) Application of artificial nails, sculptured nails, nail tips, nail wraps, tip overlays, fills, repairs including fiberglass, gel, and acrylic

85 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

When the student has completed **90%** of the program, the student may take the practical exam and must pass it with a grade of **75%** or higher.

Each manicuring student will complete **80 hours** of basic instruction prior to working or performing any services on the public



MASSAGE THERAPY

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$9600
Books and Kit:	\$600
Program Length:	700 Hours
	Part Time Program: 34 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Title IV Funds are available to those who qualify.

OBJECTIVES

Massage Therapy training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform massage on the general public. The Academy offers a **700** hour training program that meets the State of Montana and the National Standards.

The Academy provides education of **massage therapy** in accordance with The Academy's program. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by The Montana Board of Massage Therapy and The Academy. The graduate will have the background and skills to pass the State of Montana and National exam while working as a massage therapist.

PROGRAM CONTENT

The Salon Professional Academy offers a **700**-hour training program in **massage therapy** that meets the State of Montana, National Standards and The Academy standards distributed as follows and taught in English.

Montana State and National Standards (500 hours):

Anatomy/Physiology and Kinesiology 125 hours	Professional Development 60 hours
Massage Theory/Swedish Massage 100 hours	National Exam Prep 40 hours
Business Ethics & Marketing 10 hours	Clinical Practice 125 hours
	Pathology 40 hours

The Academy Standards (200 hours):

Shiatsu Acupressure*	Athletic Sports Massage*	Cranial Sacral Therapy *
Aromatherapy*	Myofascial Therapy*	T.M.J. Therapy*
Yoga*	Polarity Therapy*	CPR Training
Oriental Meridian Therapy*	Trigger Point Therapy*	First Aid
Chakra*	Infant Massage*	Business & Marketing
Spa Training*	Pregnancy Massage*	Pathology
Stone Therapy	Lymphatic Massage*	Clinical Practice*
Reflexology*	Healing Touch Therapy*	Introductory information
Deep Tissue Massage	Seated Chair Massage	in theory and or practical*

***200** hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

When the student has completed 100% of the program, the student may take the State of Montana's written exam and must pass it with a grade of 75% or higher.

Each massage student will complete **300 hours** of basic instruction prior to working or performing any services on the public.

24.155.301 DEFINITIONS

(1) "NCETMB" means national certification examination for therapeutic massage and bodywork.

(2) "MBLEX" means massage and bodywork licensing examination.

(3) "NCETM" means national certification examination for therapeutic massage.

(4) "Board approved program" means any massage therapy program that meets or exceeds the curriculum guidelines as provided for in 37-33-502, MCA.

(5) "School-sanctioned activity" for purposes of 37-33-404, MCA, means an activity:

- (a) that is approved, endorsed, or provided by the board-approved program in which the student is enrolled;
- (b) the purpose of which is to allow students to practice their massage therapy skills under particular, limited circumstances; and
- (c) that does not allow or facilitate a student to establish a massage therapy practice or avoid licensure.

(6) "supervision," for the purposes of 37-33-404, mca, means the oversight and review of the student's work to a degree necessary to ensure the protection of the health, safety, and welfare of the public, but not to a degree less than the immediate and constant availability of the supervisor via telephone, throughout the school-sanctioned activity.

37-33-404. Exemptions -- rules.

(1) A massage therapy student, when enrolled in a board-approved program and while practicing the skills of massage therapy designated as a school-sanctioned activity and under the supervision of a licensed massage therapist, is not required to be licensed.

37-33-502. Qualifications for licensure.

(1) Successfully complete a massage therapy program of a minimum of 500 hours of study that meets or exceeds the curriculum guidelines established by any program or organization accredited by the national commission for certifying agencies or its equivalent or successor and receive a passing score on an examination prescribed by the board.



TEACHER TRAINING

Enrollment Fee:	\$200 due at the time of signing the Enrollment Agreement
Tuition:	\$5000
Books and Kit:	\$215
Program Length:	650 Hours
	Full Time Program: 17 weeks

Students will be given an apparel code for their program and must adhere to the guidelines.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Financial assistance is available to those who qualify.

OBJECTIVES

Instructor Training at The Academy includes how to teach / demonstrate in both the theory and practical classroom setting, how to prepare for class, properly lecture /demonstrate on all subjects of cosmetology, how to prepare and grade examinations and grading in the salon area. The Academy offers a 650 hour training program that meets Montana State law standards.

The Academy provides education in all phases of teacher training. The graduate will have knowledge in preparing for / conducting of student's theory and practical classroom instruction. The graduate will have the background and skills to pass the Montana State board licensing exam and to work as a licensed educator.

PROGRAM CONTENT

The Salon Professional Academy offers a **650-hour** training program in **teacher training** that meets Montana State standards distributed as follows and taught in English.

Teaching Methods - 245 hours to include:

- (A) Task analysis; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including; practical theory classes; practical demonstration classes; Fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; curriculum planning and development

General Psychology - 75 hours to include:

- (A) General principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations.

Business Methods - 115 hours to include:

- (A) Recruitment; job analysis; student registration, withdrawal, and hours; tracking, completing, calculating, and verifying; ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules.

Advanced theory of cosmetology – 75 hours to include:

- (A) Esthetics, or manicuring, and the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course

140 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum. When the student has completed 90% of the program, the student may take the practical exam and must pass it with a grade of **75%** or higher.

REGULATORY INFORMATION



Kris Sorbie,
Redken Education
Artistic Director and
President Kris Sorbie
LLC, NYC

To have a passion in life is one of the strongest emotions we can have, to experience it every day is a gift, and to earn our living doing it is the blessing only few of us discover... hairdressing for me is all of the above.

If being a salon professional is your dream then realize it in the capable hands of the Educators at The Salon Professional Academy, endorsed by Redken 5th Ave. it's the place to be to learn what you need to enable you to live better and earn better.

You will leave school with intense enthusiasm, continued support and a stronger passion for one of the best professions that can take you to where you want to be.

OWNERS

The Salon Professional Academy, 501 2nd ST S STE 1, Great Falls, MT 59405, 406-771-8772, is owned by Linda M. McPherson and Michael T. McPherson.

ORGANIZATIONS

The Academy is licensed by the Montana Board of Barbers and Cosmetology, PO Box 200513, Helena MT, 59620 Phone: 406-841-2335, Online: www.cosmetology.mt.gov, Email: dlibsdcos@mt.gov



ACCREDITATION

The National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302
Phone: 703-600-7600 Fax: 703-379-220
Online: www.naccas@naccas.org

RIGHTS AND PRIVACY

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's, (parent or guardian in the case of a minor) personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student.

NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. For a detailed list of any reporting's, please see The Academy Admissions Office.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local Authorities will be scheduled at least once annually for all staff and students.

REFUND POLICY

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in person or in writing within three business days of the execution of this agreement, all monies paid herein, including the enrollment fee shall be refunded by The Academy to the Student. This policy applies regardless of whether or not the student has actually started training. An applicant not accepted by The Academy shall receive a refund of all monies paid including tuition and enrollment fee. If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the enrollment fee. The enrollment fee for each course of study at The Academy is \$200.

The official cancellation or withdrawal of the Student will be determined by the postmark on the written notification or the date said information is delivered to the Academy administrator or Academy owner in person. Any monies due the Student, who officially withdraws or is terminated by The Academy, shall be refunded as soon as possible within 45 days of official cancellation or withdrawal.

The Academy monitors student attendance on a weekly basis. Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 days from the student's last date of attendance. Any monies due the Student who unofficially withdraws shall be refunded as soon as possible within 45 days after the Student's date of determination or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies The Academy that the student will not be returning.

In the event the Student begins but does not complete the course, the Student is charged according to The Academy Refund Policies and the Student is assessed a \$150 withdrawal fee. Scheduled hours up to the last date of attendance equals completed hours for refund purposes. Books and Kit items are non-refundable. The Academy will receive or retain tuition as follows:

Percentage of total program represented by hours scheduled	Maximum amount of total tuition school shall receive or retain
0.01% to 4.9%	20 %
5% to 9.9%	30 %
10% to 14.9%	40 %
15% to 24.9 %	45 %
25% to 49.9%	70 %
50% and over	100%

If the Student has completed 50% of the course hours, no refund is due and all tuition is due. If mitigating circumstances are evident, the Owner/Director of The Academy can make a determination to exceed the minimum cancellation and settlement policy. If The Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition. . Additionally, The Academy will provide to the accrediting body a list of all students who were enrolled at the time of Academy closure including the amount of each pro rata refund of tuition.

If the course is cancelled after the Student's enrollment, The Academy shall provide a full refund of all monies or provide for completion of the course.

INSERTS

- **Catalog Insert #1**
Distinctions of The Salon Professional Academy Franchise

- **Catalog Insert #2**
Class Start Dates

- **Catalog Insert #3**
Career Investment Costs and Fees

- **Catalog Insert #4**
Administrative and Instructional Staff

- **Catalog Insert #5**
Enrollment Application

DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

CATALOG INSERT #1

- Redken endorsed Academy for excellence in education
- Professional edge training in Cosmetology, Teacher Training, Esthetics, Microdermabrasion, Massage, and Manicuring
- Prepares students for the business climate in today's 21st Century salons and spas by incorporating critical business skills utilizing a system of Performance Goal Setting
- The Academy curriculum is infused with Redken education
- Aids in placement with the primary target being privately owned salons and spas
- Contacts for placement in over 6,000 Redken Club 5th Avenue salons
- Salon and Spa owners who serve on Advisory Board recruit from The Academy
- Small class size to accommodate the visual, hands on learner
- Academy designed by Internationally known New York City Designer, Peter Millard
- Affiliated with Redken industry leaders such as Michael Cole, Peter Mahoney, Chris Baran, Kris Sorbie and Ann Mincey

CLASS START DATES

CATALOG INSERT #2

COSMETOLOGY

Monday, November 14, 2011

Monday, January 9, 2012

Monday, March 12, 2012

Monday, May 14, 2012

Monday, July 9, 2012

Monday, September 10, 2012

Monday, November 12, 2012

TEACHER TRAINING

Please Call

ESTHETICS

Tuesday, February 7, 2012

MICRODERMABRASION

Tuesday, March 6, 2012

Tuesday, March 5, 2013

MASSAGE

Please Call

MANICURING

Tuesday, October 11, 2011

Tuesday, April 17, 2012

The Academy will be closed on the following holidays and for professional development in 2011 and 2012.

These dates are subject to change.

- Thanksgiving Day November 24, 2011
- Christmas December 25, 2011-observed on December 24-26, 2011
- New Year's Day January 1, 2012
- Memorial Day May 28, 2012
- Independence Day July 4, 2012
- Labor Day September 3, 2012
- Thanksgiving Day November 22, 2012
- Christmas December 25, 2012 – observed on December 24-25, 2012
- Professional Development:
- December 19, 2011, January 23, 2012, February 6, 2012, February 27, 2012, April 23, 2012, April 24, 2012, May 21, 2012

CAREER INVESTMENT COSTS

CATALOG INSERT #3

Cash Payment Plans

Down payments with monthly payments available upon request.

Financial Assistance

Financial assistance is available to students who qualify.

COSMETOLOGY TUITION

\$15000

Books and Kit Cost \$1850

BARBERING TUITION

\$11250

Books and Kit Cost \$950

BARBERING SUPPLEMENTAL TUITION

\$1500

Books and Kit Cost \$720

ESTHETIC TUITION

\$5000

Books and Kit Cost \$1600

MICRODERMABRASION TUITION

\$750

Books and Kit Cost \$400

MANICURING TUITION

\$3500

Books and Kit Cost \$650

MASSAGE TUITION

\$9600

Books and Kit Cost \$600

TEACHER TRAINING TUITION

\$5000

Books and Kit Cost \$215

ENROLLMENT FEE FOR ALL PROGRAMS

\$200 due when Enrollment Agreement is signed

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CATALOG INSERT #4

THE SALON PROFESSIONAL ACADEMY CEO:

Linda M. McPherson

THE SALON PROFESSIONAL ACADEMY CFO:

Michael T. McPherson

FINANCIAL AID OFFICER:

Michael T. McPherson

ADMISSIONS DIRECTOR:

Dolan J. Sevalstad

ADMINISTRATIVE ASSISTANT/ADMISSIONS REPRESENTATIVE:

Lindsay M. Gabbert

EDUCATORS:

Amber Robedeau (Substitute)

Barbara Swingley (Substitute)

Brandy Johnson

Chanda D'Angelo (Substitute)

Chris Mann

Cindy Azure (Lead Instructor)

Denise Berg

Devvon Matt (Substitute)

Erin Scott

Gina Tronson

Heather Cassell (Lead Instructor)

Jean Cummings

Jenelle Funston (Substitute)

Jolene Charters (Substitute)

Linda M. McPherson

Teresa Talbot (Substitute)

LICENSED IN:

Cosmetology

Esthetics/Microdermabrasion

Cosmetology

Cosmetology

Cosmetology

Cosmetology/Barbering

Massage Therapy

Cosmetology

Cosmetology

Cosmetology

Cosmetology/Microdermabrasion

Cosmetology

Cosmetology

Cosmetology

Cosmetology/Microdermabrasion

Manicuring

The Salon Professional Academy Enrollment Application

INSERT #5

501 2nd ST S STE 1, Great Falls, MT 59405
 Email: admissions@tspagreatfalls.com

406-771-8772 X 5
 Website: tspagreatfalls.com

ALL COURSES TAUGHT IN ENGLISH.

Process for Applying to The Salon Professional Academy:

1. Complete this application and return it to The Academy Admissions office.
Request your high school and college transcripts be sent to The Academy.
2. If not already done so, schedule a tour and admissions interview meeting. Let us introduce you to our staff and students. Learn about our curriculum, textbooks, kits and uniforms and also get your questions answered.
3. Sign your enrollment agreement and pay your enrollment fee.

GENERAL INFORMATION: Please print.

Desired Program(s): Cosmetology Teacher Training Esthetics Microdermabrasion
 Massage Therapy Manicuring

Name (Including First, Middle, Last) _____

Address: (Including; City, State, Zip) _____

Telephone Number () _____ **Social Security Number** _____

Cell Phone Number () _____ **Email address** _____

DOB _____ **Married** **Single** **Divorced**

Citizenship? U.S. Other **Veteran?** Yes No **Allergies? (List)** _____

Person to Notify In Case of Emergency:

Name: _____

Address: (Including; City, State, Zip) _____

Home Phone: () _____ - _____ **Work Phone:** () _____ - _____

Cell Phone: () _____ - _____

Parent Contact Information:

Name: _____

Address: (Including; City, State, Zip) _____

Home Phone: () _____ - _____ **Work Phone:** () _____ - _____

Cell Phone: () _____ - _____

Contact for Personal Reference:

Name: _____

Address: (Including; City, State, Zip) _____

Home Phone: () _____ - _____ **Work Phone:** () _____ - _____

Cell Phone: () _____ - _____

QUESTIONS:

How did you hear about The Academy? _____

When did you first become interested in this career? _____

When would you like to start?

Cosmetology:	Month _____	Year _____
Teacher Training:	Month _____	Year _____
Esthetics:	Month _____	Year _____
Microdermabrasion:	Month _____	Year _____
Massage Therapy:	Month _____	Year _____
Manicuring:	Month _____	Year _____

Have you ever been convicted of a felony? Yes _____ No _____

Do you have any health issues that could impact your training? (Explain)

EDUCATION: The Salon Professional Academy requires a high school diploma or G.E.D.

High School _____
 City, State _____
 Year Graduated _____
 Grade Average _____

Other College(s) attended since high school. Add pages as needed.

School _____
 City, State _____
 Major/Course _____
 Graduation Date _____ Grade Average _____ Honors _____

EMPLOYMENT HISTORY: Add pages as needed.

Employer _____
 Address _____
 Phone () _____ - _____
 Position _____ Start Date _____ End Date _____ Salary \$ _____

Employer _____
 Address _____
 Phone () _____ - _____
 Position _____ Start Date _____ End Date _____ Salary \$ _____

I CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE.

Signature _____ Date _____