

Issue 13  
Jan. 2022

WAKE UP WITH PERFECT MAKEUP

# ELITE PERMANENT MAKEUP AND TRAINING CENTER

## COURSE CATALOGUE

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## LETTER FROM THE PRESIDENT

Dear Prospective Student,

Congratulations on taking your first step towards a rewarding career in the Permanent Makeup Industry. The instructors at Elite Permanent Makeup & Training Center strive to give our students the skills and knowledge that they will need to have a successful career.

After coming from Iran, I began my business by working on clients in my apartment. By word of mouth I became more popular and started renting booths at various salons. With the increase in my client base came an increase of inquiries to learn the art of permanent makeup. I came to realize the incredible opportunity to share my passion and knowledge with eager new students. In 2012, I took a leap of faith and decided to open Elite Permanent Makeup and Training Center.

Elite is now one of the most well-regarded permanent makeup schools, with students traveling from a variety of cities, states and countries to study at our institution. With a large social media following, dozens of 5 star reviews on yelp, an A+ rating on the BBB, the approval to operate by the California Bureau for Private Postsecondary Education, and the launch of our permanent makeup product line, it is needless to say... Elite has grown beyond my hopes and I can't wait to see what's in store for the future!

Some of the many advantages of training at Elite Permanent Makeup & Training Center is that it is possible to obtain your certification in just 5 days, depending on the choice of program. The course is demanding but very enjoyable. We also offer a post-graduation mentorship program and lifetime support for all students - we're always here for you.

It is scientific and commercial, yet it is also an artistic and caring profession. Because you are dealing so closely with the public, it is frequently demanding but always extremely rewarding. The qualities you need to possess in order to succeed include the following: a genuine interest in people, creativity, tolerance, adaptability, organizational skills, as well as mental and physical stamina.

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

I can't wait to share my passion with you and help you to take the first steps into your new and exciting career!

Sincerely,



President

## **MISSION STATEMENT**

The mission of Elite Permanent Makeup & Training Center is to provide an excellent educational experience which prepares students to succeed in selected professions within the permanent makeup and beauty industries. Elite Permanent Makeup strives to maintain the highest standards in curricula, fees, student services and teacher preparation. Elite Permanent Makeup & Training Center was founded on the principle of providing a quality education to any and all students regardless of race, religious creed, color, national origin, age, ancestry, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status.

## **OBJECTIVE**

To provide an educational program to fulfill personal ambitions and abilities of those seeking goals in the Permanent Makeup and Beauty industry.

## **PROGRAMS OF STUDY**

Elite Permanent Makeup & Training Center offers a variety of exciting Body Art Practitioner and associated Beauty Programs. The Body Art Practitioner Program curriculum in particular is designed to prepare the student to:

- Provide guidance on how to register as a Body Art Practitioner with the Los Angeles County Board of Health so he/she may become a student;
- Be employed or self-employed and;
- Be sufficiently proficient in the skill to gain self-esteem and financial reward.

Students interested in the Permanent Makeup and Beauty Industries are creative, colorful, and skilled with their hands and love to work with people. They find satisfaction in servicing others. These students are interested in performing safe and healthy body art under the training of the program.

Each course includes didactic lectures on sanitation, safety and health practices, simulated practice, and live model practice.

# **COURSES AND CURRICULUM**

## **CAMPUS LOCATION**

Classes are held at 11961 Santa Monica Blvd., Los Angeles, California, 90025.

## **HEALTH DEPARTMENT AND BLOOD BORNE PATHOGEN**

All our courses will require registration with Los Angeles County Health Department. You will need to renew the Health Department registration annually if you plan to practice in Los Angeles County. Every state and county has their own rules, regulations and laws. We recommend contacting your local health department for a deeper understanding of their laws.

You will also need to send in the certificate of completion of your Blood Borne Pathogen training. Please be sure to complete training for Los Angeles County.

## **MENTORSHIP PROGRAM**

In this optional program, students may work towards building their business at Elite Permanent Makeup & Training Center for one month after their course. This allows students to bring their own clients into a supportive professional permanent makeup environment where they can be supervised by our highly trained professionals.

We currently only offer this program for select courses. The one month is not cumulative when taking multiple courses that are eligible for this program.

## Microblading Course

<u>Schedule:</u>	Weekly. Night Classes Available.
<u>Cost:</u>	\$3,000
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	30 hours / 5 Days
<u>Model:</u>	1 Guaranteed

Also referred to as the Microblading and Shading Course, this class is designed to introduce students to microblading and manual shading. Didactic lessons in core theoretical concepts like color theory and skin theory are taught by qualified instructors. We have the combined knowledge to bestow upon you insightful tips and tricks in this 5-day course. You will learn the art of manual hair strokes as well as the capacity to add depth and shading within the brow using both the handheld tool.

Students who participate in this course may elect to participate in our Mentorship Program.

A certificate is granted at the end of the 5th day, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

### Educational Outcomes - You will learn:

- Microblading techniques
- Shading
- Manual shading
- Disposable microblading pen techniques
- Brow Mapping
- Brow shaping
- Skin theory
- Contraindications
- Blades
- Blade angles
- Blade types and styles
- Hand placement
- Proper skin depth
- Stretching of the skin
- Skin texture
- Color theory
- Undertone
- Tray Set Up
- Health Department
- Insurance
- Steps into social media marketing

### Microblading Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing an assortment of blades, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

## Powder/Ombre Brow Course

<u>Schedule:</u>	Weekly. Night Classes Available.
<u>Cost:</u>	\$2,500
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	20 hours / 5 Days
<u>Model:</u>	1 Guaranteed

This beginner-friendly course will teach you how to create flawless ombre and combo brows using a digital permanent makeup machine. A semi-advanced permanent makeup course catered for those looking to

expand their services. You will master powder brows and ombré brows.

In this course you will learn the exact method to create a beautiful powder and ombré brow. You will learn all the fundamentals of permanent makeup including shaping, color theory, skin theory and more as well as business techniques to professionally market this service. This class is welcome to beginners and intermediates in permanent makeup. If you are looking to expand your skill set as an artist, this is the class for you.

A certificate is granted at the end of the 5th day, awarded on a pass/fail basis.

Educational Outcomes- You will learn:

- Ombre brows
- Powder brows
- Shape correction
- Color correction
- Camouflage
- Shading
- Digital cosmetic tattoo machine techniques
- Skin theory
- Needles
- Tray setup
- Shaping
- Health department
- Worksheets and silicone skin sheets/ heads practice
- Depth
- Angles
- Pressure

Powder/Ombre Brow Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

## Lip Blushing Course

<u>Schedule:</u>	Weekly. Night Classes Available.
<u>Cost:</u>	\$2,500
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	20 hours / 5 Days
<u>Model:</u>	1 Guaranteed

This course covers the exact method to create a beautiful full lip blush and lip liner. This class is welcome to beginners and intermediates in permanent makeup. If you are looking to expand your skill set as an artist, this is the class for you. You will learn all the fundamentals of permanent makeup as well as business techniques to help you market lip blushing correctly.

Students who participate in this course may elect to participate in our Mentorship Program.

A certificate is granted at the end of the 5th day, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

### Educational Outcomes - You will learn:

- Lip blushing techniques
- Lip liner techniques
- Disposable needle and pen techniques
- Lip Mapping
- Lip shaping
- Skin theory
- Contraindications
- Needle knowledge
- Needle angles
- Needle types and styles
- Hand placement
- Proper skin depth
- Stretching of the skin
- Skin texture
- Color theory
- Undertone
- Tray Set Up
- Health Department
- Insurance
- Steps into social media marketing

### Lip Blushing Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, an assortment of needles, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.



## Eyeliner Course

<u>Schedule:</u>	Weekly. Night Classes Available.
<u>Cost:</u>	\$2,500
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	15 hours / 5 Days
<u>Model:</u>	1 Guaranteed

This course will teach you the exact method to create a perfect eyeliner. You will learn to create beautiful winged liners as well as lash line enhancements. Whether you are a beginner or intermediate in permanent makeup, this course will prepare you to begin offering the service right after completing the course. If you are looking to expand your skill set as an artist, this is also the class for you. This course will also cover business techniques to help you market the service correctly.

Students who participate in this course may elect to participate in our Mentorship Program.

A certificate is granted at the end of the 5th day, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

### Educational Outcomes - You will learn:

- Eyeliner techniques
- Lash-line techniques
- Disposable needle and pen techniques
- Different eye shapes
- Different liner shapes
- Skin theory
- Contraindications
- Needle knowledge
- Needle angles
- Needle types and styles
- Hand placement
- Proper skin depth
- Stretching of the skin
- Skin texture
- Color theory
- Undertone
- Tray Set Up
- Health Department
- Insurance
- Steps into social media marketing

### Eyeliner Kit (included in the cost of the course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, an assortment of needles, pigments, pencils, tools, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.



## Paramedical Course

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$3,000
<u>Prerequisites:</u>	Previous experience with a digital permanent makeup machine.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Completion of coursework.
<u>Total:</u>	15 hours / 5 days
<u>Model:</u>	Demo performed by instructor, but no guaranteed model for students.

This 5-day Certificate Course will teach the professional permanent makeup artist advanced techniques utilizing the digital cosmetic tattoo machine. Oftentimes referred to as “clinical permanent makeup”, these techniques allow you to work with clients who suffer from alopecia, cancer, surgery scarring, vitiligo and areola pigmentation. This is a treatment that can bring enormous relief to clients who have been struggling with confidence due to these unfortunate, very common ailments.

A certificate is granted at the end of the last day, awarded on a pass/fail basis.

In order to offer all students the greatest flexibility to help them achieve their goals, this class is also eligible for our 3 Class Bundle offer.

### Educational Outcomes - You will learn:

- Digital cosmetic tattoo machine techniques
- Scar softening and camouflage
- Areola measurements
- Shape and sizing
- Color matching
- Color theory
- Skin theory
- Angles and pressure
- Mixing techniques
- Tray setup
- Complexion
- Protocol
- Contraindications
- Health Department
- Machines
- Needles

### Elite Areola/Scar Camouflage Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

## Scalp Micropigmentation Course

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$4,500
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	20 hours / 5 days
<u>Model:</u>	1 Guaranteed

An advanced, 5 day certificate course. Scalp micropigmentation is the art of replicating hair follicles for those who are experiencing hair loss or have scarring they may wish to cover up. You will learn how to properly treat and care for different scalp types, and how to properly restore a receding hairline.

A certificate is granted at the end of the last day, awarded on a pass/fail basis.

Educational Outcomes - You will learn:

- Theory of machine
- Theory of skin
- Health and safety protocols
- Workstation set up
- Consent forms
- Pre- and after-care
- Client consultations
- Practical training with the machine
- Advanced techniques including scar camouflage

Elite Scalp Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a digital permanent makeup machine, practice materials, and 5 client set ups. This kit does not include numbing cream, or sanitization equipment.

## Tattoo Removal

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$1,000
<u>Prerequisites:</u>	Previous experience with a digital permanent makeup machine. This is an advanced course.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	8 hours / 1 day
<u>Model:</u>	1 Guaranteed

Approximately 25% of people who have tattoos sooner or later turn to specialists to remove them. The reasons include the “youth’s mistake”, a discrepancy of expectations vs. reality, or the poorly executed tattoo. This course is designed as an advanced course for those with experience and/or certification in permanent makeup. The student will learn the art of removing cosmetic tattoos.

This is a single day course with a certificate is granted at the end of the day, awarded on a pass/fail basis.

### Educational Outcomes - You will learn:

- Theory of tattoo removal techniques
- Tattoo machine knowledge
- Contraindications
- Pre- and after-care

### Cosmetic Tattoo Removal Kit (included with cost of course):

Students enrolled in this course will receive a kit containing a silicone skin, saline removal solution, client setups, and a cosmetic case. This kit does not include numbing cream, or sanitization equipment.

## Fibroblast Course

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$3,000
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	10 hours / 5 days
<u>Model:</u>	1 Guaranteed

Fibroblast is a non-surgical treatment that tightens skin, removes skin tags, and lessens sun spots on the skin using a safe device that gives comparable results to traditional surgery. The fibroblast device uses a high voltage arc (heat) to stimulate the contraction, shortening, and tightening of skin tissues. In addition to the tightening, excess skin is removed so that the results are long lasting. This can treat situations ranging from lines and scarring, skin tags, smoker's lines, crow's feet, droopy eyelids, and skin discoloration. Fibroblast is a great botox and non-surgical alternative. Our course will teach you all the mistakes to avoid, including pressure, angle, and duration in order to minimize skin complications for your clients.

A certificate is granted at the end of the last day, awarded on a pass/fail basis.

### Educational Outcomes - You will Learn:

- Skin tightening and wrinkle removal methods
- Skin tag removals
- Acne treatments
- Theory of fibroblast procedure.
- Theory of plasma pen including device and product information
- Theory of skin
- Health and safety protocols
- Workstation set up
- Consent forms
- Pre- and after-care
- Client contraindications and consultations
- Practical training with the pen

### Fibroblast Kit (Included with cost of course):

Students enrolled in this course will receive an FDA approved Plasmere Plasma Pen, and class supplies. This kit does not include numbing cream, or sanitization equipment.

## Collagen Rejuvenation Therapy

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$1,700
<u>Prerequisites:</u>	None.
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	10 hours / 5 day
<u>Model:</u>	1 Guaranteed

Collagen Rejuvenation Therapy, also known as micro-needling, or skin-needling, is a non-invasive procedure that involves repeatedly piercing the skin with tiny, sterile needles in order to induce endogenous production of collagen. It is a semi-permanent foundation to create even skin tones. The creation of collagen protein gives structure to the skin, reduces the appearance of wrinkles, and increases skin moisture. This course will teach both beginner and experienced beauty professionals how to enhance their practice with this skill. This treatment that helps conditions such as: acne scars, stretch marks, hyper-pigmentation, wrinkle reduction, traumatic scars, tone improvement, and hypo-pigmentation.

This is a 5 day course with a certificate is granted at the end of the day, awarded on a pass/fail basis.

### Educational Outcomes - You will Learn:

- Skin theory
- Health and safety protocols
- Workstation set up
- Consent forms
- Pre- and after-care
- Client consultations
- Practical training with the machine
- Advanced techniques including scar relaxation, acne scars, chicken pox scars, surgical scars, stretch marks.

### Collagen Rejuvenation Therapy Kit (Included with cost of course):

Students enrolled in this course will receive a digital machine, practice supplies, 5 client setups, needles, serums, and a cosmetic case. This kit does not include numbing cream, or sanitization equipment.

## Classic and Volume Eyelash Extensions

<u>Schedule:</u>	Offered periodically. Please call for next availability.
<u>Cost:</u>	\$1,300
<u>Prerequisites:</u>	Cosmetology or Esthetician License
<u>Instructional Method:</u>	Verbal lessons and practical training sessions.
<u>Grading Scale:</u>	Pass/Fail
<u>Completion Requirements:</u>	Successful work on model, and completion of coursework.
<u>Total:</u>	14 hours / 1 day
<u>Model:</u>	1 Guaranteed

In this course you will learn the fundamentals, core techniques, and business building strategies necessary to become successful by enrolling in our 1-day hands-on training. Receive personalized attention from an expert trainer in a professional setting to learn, practice, and demonstrate your skills on live models with confidence. This includes classic eyelash extensions, as well as volume eyelash extensions training.

Two certificates are granted at the end of the last day, awarded on a pass/fail basis. One certificate is for Classic Eyelash Extension, the other is for Volume Eyelash Extension.

### Educational Outcomes - You will Learn:

- Eyelash Theory
- Product Knowledge
- Consultations
- Eyelash Extension Application
- Removals
- Tips & Tricks
- How to grow and market your business

### Eyelash Extension Kit (Included with cost of course):

Students enrolled in this course will receive a pro kit with products valued at \$841. Students will receive fake skin, eyelash extensions, glue, remover, primer, tweezers, scissors, and other essentials to start performing the service right away.

## CHARGES AND FEES

<u>Course Selection</u>	<u>Tuition</u>	<u>Enrollment Fee (nonrefundable)</u>	<u>CA Student Tuition Recovery Fund</u>	<u>Total Program Cost</u>
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### Permanent Makeup (PMU) Courses

Microblading Course <sup>1</sup>	\$2,750	\$250	\$0	\$3,000
Powder/Ombre Brow <sup>1</sup>	\$2,250	\$250	\$0	\$2,500
Lip Blushing Course <sup>1</sup>	\$2,250	\$250	\$0	\$2,500
Eyeliner Course <sup>1</sup>	\$2,250	\$250	\$0	\$2,500
Paramedical Course <sup>1</sup>	\$2,750	\$250	\$0	\$3,000
Scalp Micropigmentation	\$4,250	\$250	\$0	\$4,500
Tattoo Removal	\$750	\$250	\$0	\$1,000

1\* Courses eligible for 3 Course Bundle    Students will only receive one digital permanent makeup machine.

### Skin Programs

Collagen Rejuvenation Therapy	\$1,450	\$250	\$0	\$1,700
Fibroblast	\$2,750	\$250	\$0	\$3,000

### Beauty Programs

Classic and Volume Eyelash Extension	\$1,050	\$250	\$0	\$1,300
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### Health Department and Blood Borne Pathogen

LA County Health Department Registration*	\$54 annual fee
Blood Borne Pathogen*	\$25 annual fee

\*Certification & registration must be renewed annually

### Out of Town Students

Los Angeles has a high cost of living. Expected non institutional costs for students who do not live within commuting distance should be expected. Housing can cost between \$100-\$400 per night depending on individual preference and local availability, and the IRS estimates per diem for meals and incidentals to cost \$66 in Los Angeles. Students should add housing and per diem costs based on the number of days for their chosen programs, in addition to the one cost of health department registration, blood borne pathogen certification, and total program cost to have an estimate of total charges for the estimated total charges for their period of attendance.



## FINANCIAL ASSISTANCE



Elite has financing options for every student. Students interested in financial assistance have the option to open credit lines to pay for tuition via [Eve's Elite Pmu](#). A simple application will be completed online.

For more information, visit [www.Eve.Co/ElitePmu](#).

Students interested in financial assistance must use the link below. Get pre-approved today!

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[www.Eve.Co/ElitePmu](http://www.Eve.Co/ElitePmu)

## FACILITIES

Our approximately 5000 square foot Training Center includes classroom/lecture and practical training rooms. The following significant equipment is located within the physical premises:

- 1) Nineteen (19) procedure stations with:
  - a) Stationary procedure chairs
  - b) Lighting
  - c) Hazardous waste/ sharps container
  - d) Mirrors
  - e) Stools
  - f) Supply cabinet
- 2) Ring & Glamcor professional lighting
- 3) Designated tray setup/ breakdown area
- 4) Mayo Tables
- 5) Multiple classrooms with tables and chairs
- 6) Fully stocked storage room
  - a) Various numbing agents
  - b) Pigments for in-house use and purchase
  - c) Blades for in-house use and purchase
  - d) Practice materials for in-house use and purchase
  - e) Needles for in-house use and purchase
  - f) All disposable materials needed for PMU procedures
- 7) Nitrile examination gloves
- 8) Isolation gowns
- 9) Face masks
- 10) Gauze
- 11) Kitchen
- 12) Six restrooms (two handicap)
- 13) Handicap elevator lift

## FACULTY QUALIFICATIONS

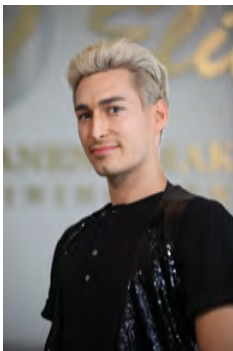
The faculty instructors at Elite Permanent Makeup & Training Center have been hired for their expertise in their particular field of beauty and wellness. Each employee is a Certified Permanent Makeup Artist, as well as a Registered Body Art Practitioner in the Los Angeles County Body Art Program. In addition, each instructor may be certified in other areas of beauty and esthetics, which serve as continuing education for instructors. Our trained faculty members understand that both theory and practical training are necessary for a student to be successful. Meet our qualified instructors.



Mahnaz Bahaelou, Owner/Instructor: Ms. Bahaelou is a Registered Permanent Makeup Artist, Esthetician and Instructor with over 20 years' international experience. Mahnaz opened Elite Permanent Makeup in 2012, and prior to this, was a freelance permanent makeup artist and senior instructor at Biotouch Permanent Makeup Training Center. Mahnaz has instructed thousands of students in permanent makeup nationally and internationally.



Misha Lee - Instructor: Ms. Lee is Registered as a Body Art Practitioner in the County of Los Angeles and is certified to perform permanent makeup art services who to advance her knowledge through continuing education and certification. Her regional reputation is growing, and her expertise has led to invitations to practice over the greater Los Angeles area.



Brandon Spear - Instructor: Mr. Spear has been a Registered Body Art Practitioner in the County of Los Angeles since 2016, and is certified to perform permanent makeup art services. Mr. Spear has over 20 years experience as a Beauty Educator and professional freelance Makeup Artist and several years as a professional permanent makeup artist in Los Angeles.

## ADMISSIONS PROCEDURES

As a prospective student, you are required to contact Elite Permanent Makeup & Training Center to discuss your personal education and career plans with Training Center staff prior to enrolling or signing an enrollment agreement. We gladly accept international students, but will not provide nor support any visa services or visa application you may require to enter the United States legally. We will inform you of enrollment agreement policies and procedures. This way you can assure yourself in advance that our programs and our educational philosophy are the right fit for you before you make your final decision.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Fact Performance Sheet which must be provided to you prior to signing an enrollment agreement.

Students must meet specific requirements prior to signing an enrollment agreement and must meet additional requirements prior to actually starting school.

1. Participate in a Blood Borne Pathogen (BBP) Online Training.

We recommend [Elite Bloodborne Pathogens Training](#). The cost is **\$21** for 2 hours, taken annually. This fee is not included in tuition fees. This training must be completed for Los Angeles County before the enrollment agreement is signed.

2. Registration as a Body Art Practitioner through the Los Angeles Health Department

We will take care of registering you as long as you provide all necessary documentation. The fee for taking care of this is **\$100** and is not included in course fees. You will need to provide the following:

- One (2"X2") photo
- A copy of your unexpired ID/DL/Passport
- A copy of your certificate of completion of blood borne pathogen training
- One of the following regarding Hepatitis B vaccination:
  - Laboratory Evidence of Immunity
  - Certification of Completed Vaccination
  - Vaccination Declination

3. The following items are required for enrollment at Elite Permanent Makeup & Training Center

- A copy of your unexpired ID/DL/Passport
- Completed Enrollment Agreement
- Completed (initialed) School Performance Fact Sheet
- Proof of high school diploma/transcripts, GED or Ability to Benefit (ATB) Certification
- Certificate of completion of Blood Borne Pathogen training
- Any additional certification or licensing
- International Students will be required to provide proof of travel visa

Elite Permanent Makeup & Training Center does not offer English as a Second Language (ESL) programs. The programs are taught in English. You must demonstrate proficiency in speaking, comprehending and communicating effectively in the English language. International students whose primary language is not English must present documentation of proficiency, such as TOEFL (Score of 18 or above).

EPMTC may verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed.

## **G.E.D./ADULT EDUCATION CLASSES**

Special preparation for the H.S. Diploma or G.E.D. is available through the following schools:

- Culver City Adult School. 4900 Overland Ave, Culver City, CA 90230  
Phone - [\(310\) 842-4300](tel:3108424300) Website - <https://ccas.ccusd.org/>
- Ventura Unified School District, High Schools & Adult Education, Adult Education School 3777 Dean Drive, Ventura, CA 93003, [\(805\) 641-5000](tel:8056415000)  
[http://www.vace.com/programs\\_adult\\_literact.html](http://www.vace.com/programs_adult_literact.html)

General Educational Development (GED). The GED provides an opportunity for a person to demonstrate the ability and understanding that are expected of a high school graduate. The GED is equivalent to, but not the same as, a high school diploma. Free assessment and classes are offered to prepare you to pass the GED exam. Practice tests and individualized instruction are available. Plan for three hours for the initial assessment and then set up a study schedule that works for you. The actual GED exam is offered there too!

## **ABILITY TO BENEFIT EXAMINATION:**

Elite Permanent Makeup & Training Center recognizes and welcomes students who do not possess traditional certification of graduation from a secondary school or an equivalent. Should a prospective student present him/herself as an Ability to Benefit student, they may pursue an independently administered examination by an institution approved by the Bureau for Private Postsecondary Education. The website of approved ATB examinations is provided to the student prior to executing an enrollment agreement. The website is -- [http://www.bppe.ca.gov/schools/usde\\_tests.pdf](http://www.bppe.ca.gov/schools/usde_tests.pdf)

Elite Permanent Makeup & Training Center does not accept transfer program credit for any prior experiential learning programs, which might include externships, internship or work experience. Elite Permanent Makeup and Training Center has not entered into an articulation or transfer agreement with any other college, university, or permanent makeup beauty academy.

Depending on your state/county regulations the requirements to perform as a body art practitioner may vary. You will be required to check with your local health department regarding laws, regulations and requirements.

## **CAMPUS /PARKING**

Elite Permanent Makeup is located in west Los Angeles. We are within minutes of both the 10 and 405 freeways. Ample street parking is available in the surrounding neighborhoods (metered and non-permitted residential parking). The school building has approximately 5,000 square feet. The interior of the Center has been designed to reflect a professional atmosphere conducive to learning.

## **PLACEMENT ASSISTANCE**

Recommendations of starting placement will be given throughout the course.

As you may know, we are starting the first-of-its-kind mentorship program to allow you to begin your business right here at Elite Permanent Makeup & Training Center. Some benefits of doing this are:

- Our insurance covers you for work within our location, so there is no need to purchase your own until you're ready.

- All disposables and procedure materials covered.
- Ability to ask our instructors and techs for advice/ assistance during procedure.
- No rush to find a place to put your new skills to use.
- Ability to save to rent/ build out a place of your own.

Students will have 3 months after the course is completed to use our chairs free of cost. This will allow students continued use of our fully licensed and insured facility. Elite Permanent Makeup & Training Center does not guarantee nor promise employment upon graduation.

## **METHOD OF INSTRUCTION**

Every student enrolled at EPMTC must use APPLIED EFFORT while attending school. This Applied Effort policy is designed to better prepare the student for actual working conditions once they graduate. This means the student must always be working on daily assigned activities pursuant to school policy even though minimum required levels may have been exceeded. If a student refuses to or is not physically capable of being in Applied Effort, the student may NOT attend classes.

Courses are taught by certified and trained instructors with experience in the theories, methods and practical applications. The instructor will deliver content via the traditional lecture method. The course will also enable students to practice and refine their application skills before proceeding to work on live models.

## **MENTORSHIP PROGRAM (HIGHLY RECOMMENDED/NOT MANDATORY)**

A first-of-its kind mentorship program is being introduced to select courses at Elite Permanent Makeup & Training Center. Select students will be granted one month immediately following receipt of their Certificate to utilize this program. The program will allow students to build their business on-site. You will be required to bring your own models on-site so you may refine your skills under the watchful eye of our highly trained professionals. Should you need guidance or encounter complications, we will be there to assist you. You will use our facility, our equipment, and be covered under our insurance policy. You will be required to use Elite Permanent Makeup & Training Center products only. The duration of this program is exactly one calendar month. This program expires exactly one calendar month after you receive your Certificate. There are no exceptions to the length of this program. You may not delay the start of this program under any circumstance. It must begin immediately after completion of the Certificate course. Chair appointments are reserved for Mon-Wed, 10am-4pm and Sat 10am-2pm.

## **LIBRARY**

Elite Permanent Makeup & Training Center requires in-person classroom instruction for all of its educational programs. As such, students can access all instructional material available on site. The Elite Permanent Makeup & Training Center library consists of:

- A book of photographs of work performed by former students.
- A book of current fashion magazines.
- Access to social media accounts to demonstrate work performed.

Elite Permanent Makeup & Training Center acknowledges that textbooks on this subject matter do not normally cover every topic required for students to be proficient. Many are simply old and provide archaic information. The techniques of this field are ever-evolving, and are provided to students in “real time” via the above listings which are updated monthly. Students are not permitted to take these books home, but are free to take pictures with their cell phones and/or we can email them whatever item they wish to refer to.

These are available to students at any time during open business hours. There are no library fees. The free Wi-Fi password is *EliteW!reless1*.

## **LABOR CODES**

The course will provide students skills, certification and registration to function in the following job classifications recognized by the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level:

- SOC 27-1010 Artists and Related Workers
- SOC 27-10109 Tattoo Artist
- SOC 39-5090 Personal Appearance Workers
- SOC 39-094 Skincare Specialists

All Elite Permanent Makeup & Training Center students who successfully complete a program of study will be awarded a certificate of completion for that program of study. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Elite Permanent Makeup & Training Center reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice.

## **FINANCIAL STATEMENT**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

## **REFUND POLICY**

Students have the right to cancel the agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. This is less the \$250 non-refundable enrollment fee. If a student decides to cancel the agreement and obtain a refund, the student must inform the instructor in writing by no later through attendance at the first class session, or the seventh day after enrollment, whichever is later. We shall also provide a pro rata refund of non federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. The notice must be emailed and the original document must be mailed to the location: 11961 Santa Monica Blvd., Los Angeles, CA 90025

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

**Further, if you have obtained a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds.**

ELITE DOES NOT RECEIVE ANY FORM OF FINANCE UNDER ANY STATE OF CALIFORNIA OR FEDERAL FINANCIAL AID PROGRAM.



## **STUDENT TUITION RECOVERY FUND PAYMENT**

5 CCR §76215(a) "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.



However, no claim can be paid to any student without a social security number or a taxpayer identification number."

## **PHYSICAL DEMANDS**

Prospective students should be aware of the physical demands of an occupation as a Permanent Makeup Artist. Such occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist, and hands, upper back and neck, constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individuals may have allergies and sensitivity to chemical; products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing/sitting for prolonged periods of time can be a necessity for beauty education and the professions.

## **EARNINGS AND OCCUPATIONS**

As with any career, the amount of earnings one can obtain in the beauty industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates, while maximum efforts can lead to much higher levels of compensation. For this reason, EPMUTC does not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. EPMU curriculum is designed to teach students these skills, but the effort students put forth is up to them. PMU artists may earn income through different career choices. Occupations include: Full time PMU artist, Part-time PMU artist, scar specialist, barbers who advance their services to scalp micropigmentation, dentists, estheticians broadening services, nurses broadening services, to name a few. Artists can find employment in salons, spas or dermatologists offices. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self-employment, the company one chooses to work for, or the position held.

## **HEALTH AND SAFETY**

EPMUTC follows regulations set forth by Los Angeles Health Department, OSHA, and State Board of Cosmetology.

## **STUDENT SERVICES**

The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas. The main objective of EPMUTC is to train competent individuals in their field of interest and to assist each student to insure program completion and successful transition into the job market in the field of training. Student services are a vital component in the achievement of these objectives. The services available to students are explained at the orientation meeting.

## **HOUSING**

Elite Permanent Makeup & Training Center does not offer on campus or off campus housing of any kind. The institution does not have dormitory facilities under its control. You may reasonably search through local short-term housing listings (Airbnb, Zillow, and Craigslist) to find housing during the term of your class. We do not condone or support the above housing listings, but merely provide them as examples. We have no responsibility nor assist students to find housing.

It is important for visitors to understand that the cost of living in Los Angeles, especially West Los Angeles, is extremely high. Monthly rent for a standard “single” or “studio” in the 2- to 5- mile radius near Elite Permanent Makeup Center can be as high \$2000-3000 USD.

## **DISTANCE EDUCATION**

This institution does not offer Distance Education Learning.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Elite Permanent Makeup & Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Elite Permanent Makeup & Training Center to determine if your Certificate will transfer.

## **ATTENDANCE POLICY**

Students are required to arrive on time and prepared for the course of the day’s study. Students are required to be present for all classes of the program of study. Should a student need a day off or require a leave, please consult the leave policy.

## **WITHDRAWAL POLICY**

A student can withdraw officially from the training program. The student must inform the instructor in writing of their intent to withdraw. The date of determination for refund purposes will be the date the student provided notification of intent to withdraw in writing.

## **STANDARDS FOR STUDENT ACHIEVEMENT**

Students are required to arrive on time to class and be present and ready to learn each day’s objectives. The instructor will make determinations to advance students as they progress throughout the course based on ability to demonstrate aptitude in the materials learned. Further, the course will conclude with a written quiz that must be satisfactorily passed with a 80% score before the Certificate can be awarded.

## **PROBATION/ DISMISSAL POLICY**

The instructor may place a student on probation if the student is not making reasonable attempts to attend class, be present during coursework, and is not making satisfactory progress. We will make attempts to assist students who wish to improve, however the onus is on the student to request assistance.

## **STUDENT GRIEVANCE PROCEDURE**

If any student or applicant believes that Elite or any of its staff may have acted in violation of its policies or may have failed to comply with applicable legal requirements, he or she is encouraged

to file a grievance. It is our goal to handle all grievances in a lawful, fair, consistent and confidential manner via informal resolution. Students must file the grievance in writing. Include what allegedly happened, when and where it occurred, name the parties involved (if known), and what policy or regulation was violated (if any).

Grievances should be submitted within 90 days from when the alleged incident occurred, or within 90 days after the complainant may have known about the alleged incident or violation.

## **GRADUATION REQUIREMENTS**

At the conclusion of a course, a formal written test is administered by the instructor after practical test and/or hands on model has been completed. If a student successfully passes the written test with a better than 80% score and completes practical training on one model, they will earn a Certificate of Completion.

## **LEAVE OF ABSENCE POLICY**

Elite Permanent Makeup & Training Center will work with any student to reasonably make up any missed days. Students will be required to complete training within 3 months of initial start date. After 3 months have elapsed students will be required to pay half of initial tuition for a 3 month extension.

Certain circumstances may cause a student to request a formal long-term leave of absence. A long-term leave of absence may be granted for a reasonable time as warranted by the circumstance. The status of a student upon leave of absence will remain the same as prior to the leave.

## **HOLIDAYS**

Elite Permanent Makeup observes the following nationally recognized holidays by closure of our facility. Courses may be adjusted due to these holidays / weeks.

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Eve
- Christmas Day
- New Year's Eve

## **RETENTION OF STUDENT RECORDS**

Elite Permanent Makeup & Training Center will keep student records on-site at 11961 Santa Monica Blvd., Los Angeles CA for five years before properly disposing them to off-site storing.

Records of attendance and other information are available upon written request. This includes:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

Permanent records of the following will be retained by the institution:

- Records of the name, address, e-mail address, and telephone number of each student who is/was enrolled in an educational program in that institution.
- The certificate granted and the date on which that certificate was granted.
- The courses and units on which the certificate degree was based.
- The grade(s), if any, earned by the student in each of those course.
- The transcript of the student.

## **APPROVAL DISCLOSURE STATEMENT**

Accreditation: Elite Permanent Makeup & Training Center is an unaccredited private institution. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

CA State Approval: Elite Permanent Makeup & Training Center is approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE, [www.bppe.ca.gov](http://www.bppe.ca.gov)), meaning that the Institute is in compliance with the California Private Postsecondary Education Act of 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (888)370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site -- <http://www.bppe.ca.gov>

## **NON-DISCRIMINATION DISCLOSURE STATEMETNS**

In compliance with federal, state, and local government requirements, Elite Permanent Makeup & Training Center does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, center-administered programs and publications, or employment practices. This institution follows the requirements established by the Americans with Disabilities Act. This institution does not discriminate against qualified individuals with disabilities. This institution does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the Center, fellow employees, or fellow student.