

Lash Technician Program



Catalog



**224 Berlin Turnpike
Berlin, CT 06037**

(Located Inside Scarlett's Beauty Bar & Spa)

www.CTLashSchool.com

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860-368-7878

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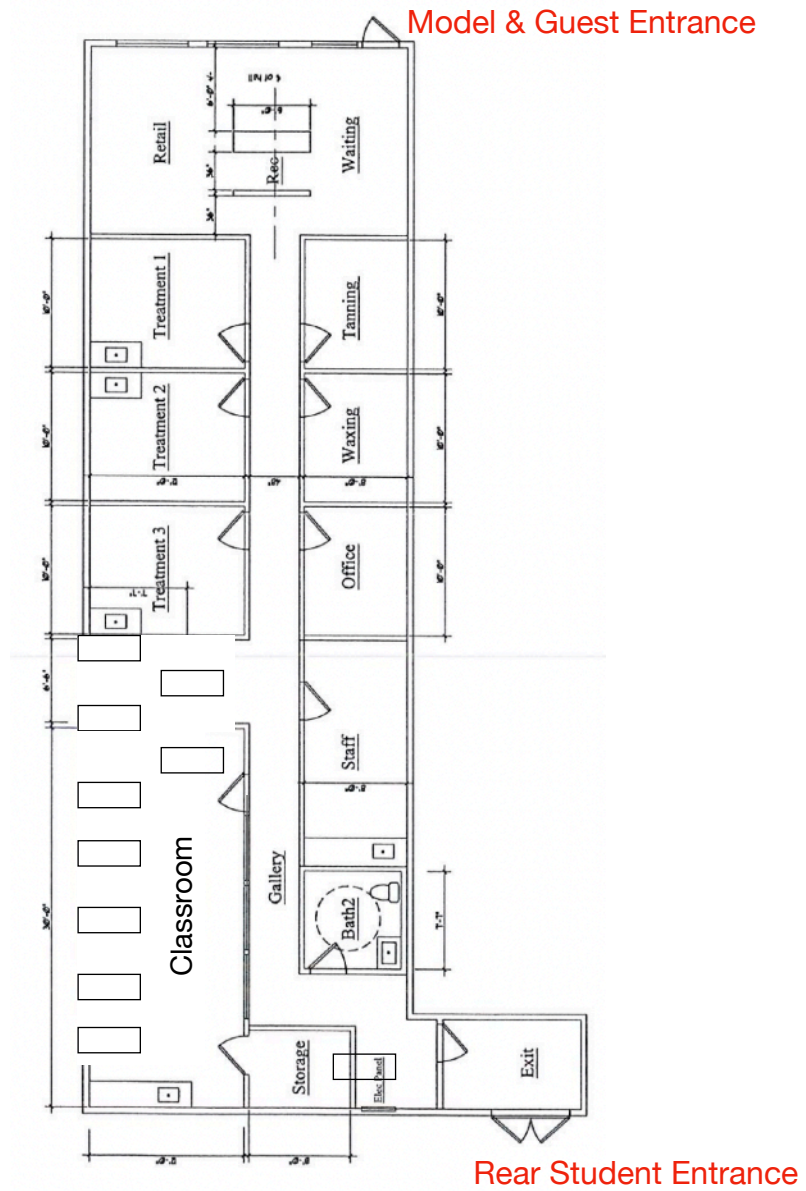
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School Staff:

Owner: Susan Trigila

School Director: Julia Trigila

Eyelash Technician Instructor: Julia Trigila



Rear student parking

Mission Statement

Connecticut Institute of Beauty & Wellness is committed to providing students with superior volume lash skills, preparing students to enter the professional lash industry. With exceptional education and hands on lash training with an instructor that has over 20 years of lash experience, this 55 hour course will empower students with confidence and the techniques needed to succeed. There is 50 hours of required theory and practical training of eyelash extensions and eyelash lift and tints with 5 additional hours dedicated to business, employee vs. contractors, state and town health regulations as well as marketing with photos and social media.

Facility

Located inside Scarlett's Beauty Bar & Spa, our comfortable classroom can accommodate 10 students per class for an intimate training experience.

Admission Requirements

- Must be 18
- Be at least 16 years of with guardians consent
- Must show proof of 9th grade completion
- Be a citizen or permanent resident of the United States or hold an approved, valid visa if residing in the United States
- Complete all required forms for admission
- Submitted and paid \$50 application fee
- Submitted and paid 50% of tuition prior to first class
- Students are required to complete and provide a health form

Re-Entry Admissions Policy

Outstanding tuition, fees, and overtime expenses must be paid in advance to be allowed in a future class date. The class must either restart on the first day of the first week or the first day of the second week, depending on the week in which the student discontinued the program. Student has one year to re-enter a lash program.

Attendance Policy

During the student's time at Connecticut Institute of Beauty and Wellness, the student is allowed to miss 5 hours of the 55 hour program before having to repeat the next available program date. 100% of attendance for the 55 hours is required to graduate the program and obtain a state license within our two-week time frame. Our 55 hour program is broken down into specific days. Whichever day you miss in your original class, you must repeat on the next day on which those particular subjects are taught within one year of your original class start date. Example: If you miss Wednesday of Week-1, you will enter a future program date on Wednesday of Week-1.

Grading Policy: 3 portions of the program must be passed to graduate

- A full set of eyelash extensions must be completed within 2.5 hours
- A lift & tint must be completed within 1 hour
- A passing grade on the final written exam must be completed

Graduation Requirement

In order to graduate a student must complete all required 55 hours with a 70 average. Upon successful completion of the program we agree to award you a Certificate of Completion and Official Student Transcript.

The school reserves the right to withhold Certificates and Official Transcripts if the student fails to make contractual agreed upon tuition payments.

A criminal background may be a barrier to employment.

Credential Awarded

Upon completion of the Lash Technician Program, the student will graduate with a Diploma and will receive a copy of their transcript. Your instructor will complete a submission to the Department of Public Health and the student is responsible for submitting their own license request with a fee required by DPH.

Conduct Policy

Students should be friendly and collaborative. Disruption or obstacles created in the school that affects students or staff from their work will not be tolerated. All students must be open for communication with staff and other students to assure the best outcome during training. The following are also expected:

1. Interaction and communication with school administration, faculty, and student body shall be mature, professional, and courteous at all times. Profane language, inappropriate conversation, and rude behavior are strictly prohibited.
2. Respect of others and their belongings is expected. You are not able to use other students products or school products without consent. Vandalism or theft of school or others' personal belongings will result in immediate expulsion.
3. Cheating is strictly prohibited and will result in termination from the program.
4. All students must fully participate in both theory and practical parts of the class. Students are expected to work on students and models and students may work on one another. This includes acting as a working Lash Technician and client.
5. All students must contribute to daily sanitation duties; classes will not be dismissed until all duties are complete.
6. Health and wellness is an important part of the beauty and wellness industry. Use of drugs or alcohol or being under the influence of these substances is strictly prohibited and basis for immediate dismissal.
7. All student are assigned a table for theory and practical portions. Each student must bring their kits home at the end of each class and bring to every class. The school is not responsible for any kits or contents of kits that are missing or stolen.
8. Students are allowed to use classroom or any other parts of Scarlett's Beauty Bar and Spa to practice while an instructor is present or permission to do so.
9. Students are allowed one purse, one personal item and lunch and a choice of drink. These items must be removed when not in class.
10. Breaks are given during each class period. During this time students may use the restroom, replenish water, make any necessary phone calls, have a snack, etc. Students are not allowed to leave the classroom during class time unless it is absolutely necessary. Any abuse of this policy can result in dismissal.
11. Parking is only permitted in the back of the building; student entrance is in the the back of the building.
12. Entering through the front spa is prohibited.
13. Smoking is only permitted in the back parking lot.
14. Being on time to class so as not to disrupt other students is important.
15. School instructor reserves the right to reprimand or remove a student from class for verbal profanity.
16. Verbal or physical sexual harassment is prohibited.
17. Keeping your station clean as well as any other area you utilized is required.
18. Clothing should be professional and clean.
19. Closed toed shoes must be worn during the second half of the practical portion of the program.
20. Nails should be kept clean and a shorter length due to ability to hold tweezers properly and avoid injury to a model or clients eye.
21. Hair should be tied back or kept off face during the second week during the practical portion of the program.

REFUND / WITHDRAWAL POLICY:

Refunds prior to instruction

If you cancel for any reason, notifying the School Director prior to beginning classes, all monies paid will be refunded less the non-refundable application fee, and cost of books or kits pre-ordered for the student.

Refunds after instruction has begun

If you cancel, withdrawal or are dismissed after you begin classes, but before you complete the program, we shall retain the stated cost of fees, textbooks and materials which you have accepted plus the total program tuition paid to date. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last date of verifiable attendance.

If a student wishes to withdraw from their program, they should notify the school director and provide as much as notice as possible. This notification should be made in person or in writing. All financial obligations must be met, by the student, in order to receive a School Transcript.

ALL REFUNDS DUE SHALL BE MADE WITHIN THIRTY DAYS OF WRITTEN NOTIFICATION OR WITHOUT WRITTEN NOTIFICATION ON YOUR PART WITHIN THIRTY DAY S FROM OUT DETERMINATION OF YOUR LAST DATE OF VERIFIABLE ATTENDANCE.

Termination Policy

We reserve the right to terminate any student for the following:

- Failure to make contractually agreed upon tuition payments
- Violation of the school's Conduct Policy outlined in the School Catalog
- Violation of the school's Attendance Policy outline in the School Catalog
- Failure to meet Sufficient Academic Progress outline in the School Catalog

Barriers to Employment

Students must complete our 55 hour Lash Technician Program and pass the final exam to submit a transcript to the Department of Public Health for licensure. Students must check with state barriers for licensure regarding criminal history as well as citizenship. Connecticut Institute of Beauty & Wellness does not require a criminal background check to enroll in the program.

Students must be physically capable of applying lash extensions. Any physical condition that prohibits a student from applying lashes on a person's eyelash or is susceptible to injure a person due to a medical condition cannot enroll in the 55 hour lash course and will impair employment opportunities.

Previous criminal history can possibly prohibit The Department of Public Health from issuing a state license to work. The hiring process with a company based on their own policies may also restrict job opportunities, however, working independently as the owner of your own business cannot restrict your work.

Placement Opportunities

Connecticut Institute of Beauty and Wellness does not guarantee student placement for employment or internships; however, it will connect students for opportunities with businesses as well as use the Ct Coalition of Esthetics on Facebook to connect to our community. The school offers space available to continue practicing on live models prior to applying for a job if they are not confident after graduation. It is the sole responsibility for the student to apply for employment and or practice independently as an artist.

Complaint Policy

Please refer to our Complaints & Procedure Policy provided in your enrollment packet. If there is any reason the School Director or Trainer of the Program is unable to provide a solution to your complaint, you may contact the Executive Director at the Office of Higher Education with our schools resolution of the complaint.

Contact at the Department of Higher Education

Executive Director
450 Columbus Boulevard, Suite 707
Hartford, CT 06103
Phone: 860-947-1816

Complaint Website: <https://veoci.com/v/p/181953/workflow/gjrt4qhrrvkv>



CONNECTICUT INSTITUTE OF BEAUTY AND WELLNESS

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55 Hour Eyelash Technician Student Curriculum

- Introduction to Eyelash Extensions
1hr

Anatomy of the Eye
1hr

- Infection Control for Technicians and Clients
4hr

- Client Consultations
1hr

- Technician Set Up and Preparation
2hr

- Product Knowledge
5hr

- Eyelash Extension Application
25hr

- Removal of Eyelash Extensions
2hr

- Timing Your Eyelash Extension Sets & Refills
2hr

- Tips & Tricks of the Trade
2hr

- Eyelash Lift & Tint
5hr

5 Hour Bonus Curriculum with the following:

Each hour will be added at the end of each day of one consecutive class week based on schedule student is enrolled

- 1 hr Business - Employee vs. Contractor
- 1 hr Business - Ownership and leasing or renting your own location
- 1 hr Marketing - Social Media - FB, Instagram, Tik Tok, (Planly App) & Google Business
- 1 hr Client Professionalism - Scheduling & Deposits
- 1 hr Client Relationship & Conduct - Knowing your audience. Communication & Texting

Tuition \$3400
 Down Payment (50%) \$1700
 Lash Kit \$325
 Elleebana Lash Kit \$200
 Manual \$30
 Total Investment \$ 3955

 Application Fee \$50 (Not included in tuition)

Day Lash Program

Monday - Friday

Week 1
 9am - 3pm
 30 Hours

Week 2
 9am - 2pm
 25 Hours
(Live Model Week)

5 Bonus Hours
Week 1
 2pm-3pm
 (Refer to Page 11)

Evening Lash Program

Monday - Friday

Week 1
 4:30pm - 9:30pm
 25 Hours

Week 2
 4:30pm - 9:30pm
 25 Hours
(Live Model Week)

***Saturday**
***5 Bonus Hours**
Week 1
 9am-2pm
 (Refer to Page 11)

OBSERVED HOLIDAYS:

- | | |
|----------------------------|------------------------|
| New Years Day | Labor Day |
| Martin Luther King Jr. Day | Election Day |
| St. Patrick's Day | Veterans Day |
| Easter Sunday | Thanksgiving Day |
| Mother's Day | Day After Thanksgiving |
| Memorial Day | Christmas Eve |
| Father's Day | Christmas Day |
| Juneteenth | Day After Christmas |
| Independence Day | New Year's Eve |

GLAM Studio

GLAMOROUS LASHES AND MORE

Glam Lash Kit Contents:

Total Value \$325

- 1 Large Kit Box
- 1 “So Clingy” Lash Adhesive
- 1 Adhesive Remover
- 10 Volume Trays
- 1 Under Eye Tape
- 100 Microbrushes
- 50 Gel Pads
- 1 Adhesive Palette
- 50 Glue rings
- 50 Glue cups
- 1 Lash Tray
- 1 Lash glue bottle opener
- 4 Types of Tweezers
- 1 Lash Shampoo
- 1 Eye Rinse Water Bottle
- 1 Mini Handheld Fan
- 1 Ring Light
- 1 Humidity Thermometer
- 1 Mini Manequin
- 1 Hand Held Mirror
- 1 Mini Zipper Bag



Elleebana Lash Lift & Tint Kit

Total Value \$200

Contents:

- S - Silicone Rod
- S - Silicone Rod
- L - Silicone Rod
- XL - Silicone Rod
- 1 - Lifting Tool
- 1 - Lami Balm Adhesive
- 5 - Packs of Lifting & Setting Lotion
- 1 - Cream Oxydant
- 1 - Black Lash Tint

