

Wanda Enoch

Cosmetic Enhancement Clinic & Academy

Fundamentals of Permanent Cosmetics

Cosmetic Enhancement Clinic & Academy
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Div. of WE Creations, Inc.

INTRODUCTION

Welcome to Cosmetic Enhancement Clinic and Academy and the exciting and rewarding career of permanent cosmetics.

Wanda Enoch, owner and instructor of Cosmetic Enhancement Clinic & Academy offers an ultimate educational experience. This intensive information and technical hands-on packed permanent cosmetics course will give you, the beginning student, a solid fundamental education to get started in the permanent cosmetic industry. You will learn the time proven techniques of applying permanent cosmetics as well as cutting edge trends. Classes are held at our location in Orland Park, Illinois.

Fundamentals of Permanent Cosmetics 100 hours total.

Our fundamentals training course is designed to teach excellent techniques using quality machines, pigments and supplies. Developing your knowledge for color choice, marketing and business strategies will also be presented. We follow the Society of Permanent Cosmetic Professionals (SPCP) guidelines which are the highest in the permanent cosmetics industry.

This 100 hour primary course is an excellent introduction to permanent cosmetics (35 hours of home study and 65 hours of class room study). Come and learn the necessary skills that will set you apart from other technicians starting out in the business. You will be working on practice pads and mannequins and completing procedures on live models. Upon class completion you will receive a certificate of training.

Contact Us

Website: www.permanentmakeuptrainingusa.com

Phone: 888-461-4441

Email: wecreations@comcast.net

Contact form: <http://www.permanentmakeuptrainingusa.com/contact/>

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“Cosmetic Enhancement Clinic & Academy is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education” and “Cosmetic Enhancement Clinic & Academy is not accredited by a US Department of Education recognized accrediting body.”

ABOUT OUR TRAINING

Mission Statement – Our Courses are meant to:

EDUCATE – ENCOURAGE – EMPOWER

Educate each student with valuable knowledge and skills necessary to reach their professional goals.

Encourage each student to advance their knowledge and learning to a higher level through continuing education.

Empower each student to have the desire to extend their vision and apply their knowledge.

For Students

Whether you are novice or an experienced professional, Wanda Enoch owner and trainer of Cosmetic Enhancement Clinic & Academy, will provide you with the required theoretical and practical knowledge to master and refine the technical skills needed to practice permanent cosmetics in a safe and efficient manner. Our goal is to ensure our students experience the benefits our industry requires for permanent cosmetic instruction and qualifications. We recognize that every student has a different learning curve, which is why many will benefit from our educational approach. Our closely supervised hands on training, allows us to custom tailor our curriculum to meet your particular needs.

About Wanda Enoch

Wanda is an artist and Master Certified Permanent Cosmetics Professional with over 24 years of experience applying permanent cosmetics. She specializes in beautiful natural looking permanent makeup procedures, including Microblade, 3D Hairstroke Eyebrows, Powder/Feather Shaded Brows, all styles of Eyeliner, Lip Liner, Full Lip Color, Scar Camouflage, Scalp Micropigmentation, Areola Restoration, Color Correction and Tattoo Removal.

She has instructor certifications with Softap International, The American Institute of Intradermal Cosmetics, and NPM. Wanda is a Trainer Member of the SPCP (Society of Permanent Cosmetic Professionals) as well as a Lifetime Member of the association and has passed the CPCP (Certified Permanent Cosmetic Professional) exam. She attends continuing education classes around the world and attends other courses and seminars yearly.

Why study permanent cosmetics?

Gain job satisfaction, by helping others

Start your own business, set your own hours and be your own boss

Receive word of mouth referrals – what they see, they will believe

Acquire good income, either as a main – or side-line business

New career or augment this as an additional career

Train quickly – permanent cosmetics training is perfect for women and men who cannot take the time out of their busy lives to go and train for weeks or months on end. Continued education classes are highly recommended throughout your profession.

Start your own business or new career.

By enrolling at the Cosmetic Enhancement Clinic & Academy, you will be provided an excellent educational opportunity to start a new career or business. By learning this beautifying art and by completing the program as a permanent cosmetic technician, your earning potential can be substantial, but the satisfaction remains unsurpassed in helping women and men enhance their own images, whether for purely aesthetic or for medical reasons.

Please remember that when you treat people with humility, care and respect, showing the right attitude and approach, your clients will become regular clients and provide referrals based on the service you provide them.

By enrolling with Cosmetic Enhancement Clinic & Academy you are assured your training and basic instruction will be complete. With Wanda Enoch as trainer, her experience and time proven techniques and knowledge, will propel you on your way to a successful permanent cosmetics business and career.

Is permanent cosmetic training for you?

Permanent cosmetic training is certainly not for everyone. In order to be successful in this industry, individuals should possess the following skill and traits.

- Passion and commitment to being first-class
- A steady hand, capable of precise work
- Having good eyesight without impairments that can limit your abilities
- Having a good eye for lines and proportions
- Having a good eye for color
- Having an eye for enhancing a person's features without overdoing it
- Have an artistic ability

If you believe that you have these traits, we will assist you in becoming the best that you possibly can be.

WHAT WILL YOU LEARN?

You will learn the latest and time proven techniques for applying permanent makeup to the brows, eyes and lips along with topics that are important for the business of permanent makeup.

- Introduction to Permanent Makeup
- Anatomy of the Skin
- Makeup Artistry & Design
- Color Theory
- Sanitation & Sterilization
- Review of Health Requirements
- Proper Forms and Documentation
- Client Consultation & Preparation
- Set-Up, Procedure Techniques & Practice
- Needles, Equipment and Pigments
- Hands – On
- After Care
- Marketing

Personalized and Professional Training

You can rest assured Cosmetic Enhancement Clinic & Academy will provide you with the highest standard of training.

Permanent cosmetics educator Wanda Enoch, combines her extensive education and experience by offering you friendly, informative training and instruction. When you have completed the class you will leave with the confidence and skills you need to get started in this very rewarding business.

PRE-CLASSROOM REQUIREMENTS

The following information covers the pre-classroom requirements for the Wanda Enoch/
Cosmetic Enhancement Clinic & Academy, Fundamentals of Permanent Cosmetics
course and training program.

Phone Orientation	30 minutes
SPCP – Permanent Cosmetics – The Foundation of Fundamental Application Textbook	20 hours
SPCP Workbook Completion	12 hours
SPCP Glossary of Terms	3 hours
OSHA Bloodborne Pathogens Certificate	4 hours
Drawing homework	2 hours

Course Materials will be customized and charged accordingly

CLASSROOM RULES

PROFESSIONAL CONDUCT:

Each student must conduct themselves in an honorable and ethical manner, showing professionalism, dignity and respect for your fellow Students as well as our models.

DRESS POLICY:

All students are to maintain a professional appearance at all times. Regular slacks or skirts, scrubs and comfortable shoes may be worn. Bring magnifier glasses if needed.

TELEPHONE:

Cell phones must be put in airplane mode during class. Calls can be made during breaks.

LUNCH:

There will be a break to get something to eat nearby or bring your lunch.

FOOD & BEVERAGES MAY NOT BE CONSUMED IN THE PROCEDURE ROOMS:

OSHA Blood Borne Pathogen standard mandates that no food and beverages are allowed under any circumstance in the procedure room.

CLIENT PHOTOS:

Our Models have agreed to allow you to take their before and after photos. Please bring a camera with you to class. You may photograph the procedure area, procedure table, stretching positions etc. It is the responsibility of the student to take before and after photos of the models.

POLICY ON ADULT / CHILDREN IN TREATMENT ROOMS:

We ONLY allow the Models and Students in the Procedure Rooms during class time. We do not allow children in the Procedure Rooms nor do we allow children to be left unsupervised in the waiting room. We do not allow friends or family members in the Procedure Rooms during class time. Please ask your friends and relatives to meet with you after class.

SMOKING:

This is a non-smoking facility. You may smoke outside during lunch or a scheduled break.

CLASS TIME:

10:00am to 8:30pm

Breaks are provided as needed.

POLICIES

ADMISSIONS:

Students require a High School diploma or a GED.

Students are responsible for obtaining information on their local and state guidelines for training and practicing.

Classroom study will be 65 hours. Currently class will be scheduled for 6 days in a row. Before classroom you must complete the pre-classroom criteria, read the text book twice and fill out the workbook.

Purchase, take and pass an Illinois state approved blood borne pathogen test. Students residing in another state must also be responsible to comply with their own states criteria.

You must email the office, your blood borne pathogen certificate 3 weeks prior to class.

1. It is each student's responsibility to sign up and attend an OSHA Bloodborne Pathogen Standards class. An accepted on-line course can be found at: <http://blxtraining.com/tattoopiercing-bbp/> ILLINOIS

Once this class has been completed with satisfactory results, forward a copy of your certificate to Wanda Enoch at Wecreations@comcast.net. Please have this class and document completed no less than three weeks before class. This serves as your tattooing license at an approved and permitted facility in Illinois only. You must have this to attend class.

All this documentation must be received no later than 3 weeks before class start date or enrolled student must wait for the next class date. You will not be accepted in the classroom without it.

TUITION FEES:

The 100 hour Fundamentals of Permanent Cosmetics course program costs \$4,800 plus a mandatory kit fee of \$1,700 which includes ALL THE NECESSARY SUPPLIES you will need to start your business and continue practicing. Please be advised that the \$1700 deposit must be received within 48 hours of your request to reserve your spot. This deposit will be used to purchase your kit of supplies. Class size is limited so if your deposit is not paid within 48 hours you may lose your place in line.

PAYMENT:

To enroll, a deposit of \$1,700 minimum or the full tuition payment via cash, cashier's check, Visa, MasterCard, Discover or American Express must be received within 48 hours of your request for enrollment. An agreement contract with your name will be emailed and must be signed and emailed back to wecreations@comcast.net to reserve your seat in the class. Credit card payments will be assessed an additional 3.75% transaction fee. The deposit payment amount is deducted from the tuition and the balance of the tuition is due no later than 21 days prior to the class start date.

If the tuition balance is not paid prior to 21 days before class start date, the student forfeits \$400 of the original deposit which reserved the class seat. The student will not be accepted for the class and will have to reschedule with a new deposit. The balance of the deposited amount will either be refunded or used towards the new class date.

Payment must be made by money order, check, cash. The balance is due 21 days prior to the first day of class.

Payment through Credit card or PayPal is accepted with an additional 3.75% transaction fee.

CANCELLATIONS and REFUND POLICIES:

Before 72 hours - If a written notice of intent to cancel is received within 72 hours after receipt of the deposit, the student will receive a refund of the deposit, minus \$150 for file set up. Please allow up to 15 business days to receive the refund.

After 72 hours and 21 days before class date – If a written notice of intent to cancel is received more than 72 hours after the receipt of the deposit and 21 days before the class start date, the student will receive a refund of the deposit, minus \$400 for cancelling the class. Please allow up to 15 business days to receive the refund.

No Show - Neither the deposit, nor the tuition is refundable if student fails to show up for class. In the event of a proven emergency, student will be offered the next available dates for the next two classes in which they can participate at no additional charge. It is the student's responsibility to clear their schedule to attend one of the two classes offered.

There is no reduction of fees if you miss a classroom day. The day must be made up during another class time.

If a student needs more practice and wants to attend other class dates, it must be approved by Wanda Enoch and there is a \$100 hour fee to be applied.

STUDENT FINANCIAL ASSISTANCE:

There is no student financial assistance available. Tuition must be paid in full 21 days prior to class date.

UPON COMPLETION:

Students will receive a Certificate of Completion upon passing a written and practical evaluation. The Certificate of Completion will identify each area of facial application training they have passed in a proficient and safe manner, (i.e. eyeliner, eyebrows, lips).

Students will receive continued support via phone, Facebook and email and are welcome to observe procedures at CEC through the following year after training at no charge

CECA also offers advanced training sessions, based on your individual needs.

The supplies you were given in your kit are yours to use during class, to continue your practicing, and to start your business once you return home. A supply and supplier list will be included as a handout for your convenience when reordering is necessary.

Graduated students showing proficient skills and excellent permanent makeup results, after 6 months, may apply and be added to the alumni list as part of their resume for marketing and promotional credentials.

STUDENT RECORDS

Student records will be kept at the school location for five years in the event someone would require a new certificate and/or needs to prove completion of training.

EMPLOYMENT PLACEMENT SERVICES:

The school does not guarantee any type of employment or placement to students completing the course.

However, local students may discuss apprenticing or renting space at the Cosmetic Enhancement Clinic because it is a licensed tattoo establishment.

STUDENT COMPLAINTS:

Any complaints should be addressed to Wanda Enoch in writing and then a personal meeting will be held to discuss the situation and come to a reconciliation.

Complaints which cannot be resolved by direct negotiation with Wanda Enoch, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701. The website for IBHE is www.ibhe.org. or through the online complaint system www.complaints.ibhe.org.

EDUCATION OFFERED

100 hr. FUNDAMENTALS OF PERMANENT COSMETICS is available for:

Brows, Lips, Eyes

Brows Only - Techniques for Powder Brow, Hair Stroke, Ombre, Combo

CONTINUING EDUCATION WORKSHOPS ARE AVAILABLE

(must provide 50 documented completed procedures and 100 hr fundamentals course certificate)

Full lips and Lip Liner

Eyeliners

Areola

3D/Powder Brow

Scalp micropigmentation, hair simulation

Needling, stretchmark, scar camouflage

Private mentoring

You will be given a certificate of completion for which ever skill or skills you have shown to be proficient in performing. This will be required for your insurance.

dba: **Cosmetic Enhancement Clinic & Academy**

Wanda Enoch/WE Creations, Inc.

888-461-4441

64 Orland Square Dr. Suite 116 Orland Park, IL 60462

wcreations@comcast.net

Fundamentals of Permanent Cosmetics Course Student Enrollment Contractual Agreement

Student Name: _____ Date: _____

Address: _____
Street City State Zip

Cell Phone: _____ Work hone: _____

Current Occupation _____ Email Address: _____

Emergency Contact: _____ Phone Number: _____

Are you over 18? Yes _____ No _____ Birthdate: _____
Are you a high school graduate? Yes _____ No _____
Have you completed your GED Yes _____ No _____

1. This agreement constitutes a legal and binding agreement between Wanda Enoch/WE Creations, Inc./Cosmetic Enhancement Clinic & Academy and :

_____ (student name)

Scheduled Training Dates _____

2. The tuition and kit for the Fundamentals of Permanent Cosmetics course is \$6,500. **Initial** _____
3. To enroll in the above training class, a deposit of \$1,700 minimum or the full tuition payment via cash, cashier's check, Visa, MasterCard, Discover or American Express must be received within 24 hours of enrollment to reserve space in the class. Credit card payments will be assessed an additional 3.75% transaction fee. The deposit payment is deducted from the tuition and the balance of the tuition is due 14 days prior to the class start date. **Initial** _____
4. If the tuition balance is not paid prior to 14 days before class start date, the student forfeits \$400 of the original deposit which reserved the class seat. The student will not be accepted for the class and will have to reschedule with a new deposit. The balance of the deposited amount will either be refunded or used towards the new class date. **Initial** _____

5. Cancellation and refund before 72 hours. If a written notice of intent to cancel is received within 72 hours after receipt of the deposit, the student will receive a refund of the deposit, minus \$150 for file set up. Please allow up to 15 business days to receive the refund. Initial _____
6. Cancellation and refund 72 hours after deposit and 14 days before class date – If a written notice of intent to cancel is received more than 72 hours after the receipt of the deposit and two weeks before the class date, the student will receive a refund of the deposit, minus \$400 for cancelling the class. Please allow up to 15 business days to receive the refund. Initial _____
7. Neither the deposit, nor the tuition is refundable if student fails to show up for class. In the event of a proven emergency, student will be offered the next available dates for the next two classes in which they can participate at no additional charge. It is the student’s responsibility to clear their schedule to attend one of the two classes offered. Initial _____
8. Beginner students are required to participate in 100 hours of training. A Study Manual (Permanent Cosmetics the Foundations of Fundamental Applications) will be mailed to you after receiving the deposit. This manual must be read & studied prior to your start date. Read through the book twice and complete the work book. This is a requirement prior to the starting date of your training. Initial _____
9. Students agree to thoroughly read the provided training manual once through and re-read the manual a second time. During the second reading, students agree to email Wanda Enoch any questions she/he has regarding the information in each section. It is imperative the student complete all pre-class studies prior to the start date. Initial _____
10. No reduction of fees if you miss a classroom day. The day must be made up during another class time. If a student needs more practice and wants to attend other class dates, it must be approved by Wanda Enoch and there is a \$100 hour fee to be applied. Initial _____
11. I understand that during class, the procedures I will be conducting are invasive. It is my responsibility to acquire the Hepatitis B series of immunizations prior to my class date, or I agree to decline the Hepatitis B inoculation process in writing. In any case, I hold Wanda Enoch/WE Creations, Inc. and/or her associates, harmless for any accidental exposure to blood borne pathogens during the on-site class session. Initial _____
12. It is each student’s responsibility to sign up and attend an OSHA Bloodborne Pathogen Standards class. An accepted on-line course can be found at: <http://blxtraining.com/tattoo Piercing-bbp/ILLINOIS>

Once this course has been completed with satisfactory results, forward a copy of your certificate to Wanda Enoch at Wecreations@comcast.net. Please have this class and document completed no less than three weeks before class. This is your tattoo license for the State of Illinois. It must be renewed every year. You MUST work at a Illinois Department of Health permitted location to be LEGAL. I understand I must bring my printed copy to class or I will not be admitted. Initial _____

13. To receive a certificate of completion you must be present during class hours. Students are expected to behave maturely. Any student displaying disruptive behavior including but not limited to: harassing other students, possession or being under the influence of drugs or alcohol, or abusive language will be terminated from the program. Students who behave inappropriately will receive a written warning. A second infraction of conduct policy will result in termination from the program. No Refund is Available. If student is terminated due to behavior. Student may reapply after a year but admission is not guaranteed. Initial _____
14. Students residing locally are required to arrange for a minimum of 2 models to bring to the class for hands on work. The models will have their brows, eyeliner, and lips done. The model will be emailed a release form and interviewed beforehand. All information will be required 2 weeks before class. Initial _____
15. The school will make every effort to provide models so the student will be able to complete a minimum of 2 brows, 2 eyeliners and 2 lip liners/full lips on live models. (The student acknowledges that no guarantees can possibly be made concerning said models.) If need be, students may be stand in models. Before working on live models, practice mannequins will be worked on. Initial _____
16. Students agree to make themselves available to work with Wanda Enoch/WE Creations, Inc. on-site at specified dates and times agreed upon by both parties. If student comes in late or leaves early, student will be required to make up hours lost at an additional cost at a rate of \$100/hour. All hours must be completed in order to receive Certificate of Completion. Initial _____
17. Each student is responsible for bringing a camera that he or she is familiar with, for taking before and after photographs of their hands on work performed during class. It is the responsibility of the student to take photographs of work performed for portfolio purposes. Initial _____
18. It is understood that I must finish all hours of training including pre-class and evening homework study assignments, complete the competency written test and achieve a passing score of 75%, and perform satisfactory hands on procedures in order to receive a Certification of Completion for the class. Initial _____
19. I understand that my certificate of completion will include only those procedures the instructor deems the student is ready to perform on clients. These procedure certificates will be needed to acquire insurance. Additional training hours may be purchased at \$100/hour. Initial _____
20. In the event models cancel their scheduled appointments, it is understood that the instructor will assign other practical work. Initial _____
21. If the class you are enrolling for is a fundamental permanent cosmetic course, it is your responsibility after the fundamental class to seek continuing education and advanced training as needed. Initial _____
22. Wanda Enoch/WE Creations, Inc. will provide all post-class support for a period of one year via email, text 630-461-6401 or by phone at 888-461-4441. Post-class support provisions do not include additional on-site class sessions at no charge. Initial _____

23. I have read and understand all aspects of this student enrollment agreement and had the opportunity to have all my questions regarding the class answered prior to enrolling in a permanent cosmetic class offered by Wanda Enoch/WE Creations, Inc. Initial _____
24. Do not sign this agreement before you have read and initialed each item. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school. Initial _____
25. You are entitled to an exact copy of the agreement and any disclosure pages you sign. This agreement and the school catalog constitute the entire agreement between the student and the school. Initial _____
26. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement. Initial _____
27. I hereby acknowledge I have received a school catalog which contains information regarding the classes offered. The school catalog is included as a part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. Initial _____
28. I have carefully read and received an exact copy of this enrollment agreement. Initial _____
29. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded. Initial _____
30. I understand that the school does not guarantee job placement to graduates upon program completion. Initial _____
31. I understand that complaints, which cannot be resolved by direct negotiation with Wanda Enoch, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701. The website for IBHE is www.ibhe.org. or through the online complaint system www.complaints.ibhe.org. Initial _____

Name: (please print) _____

Student signature: _____ Date: _____

Instructor/Owner: Wanda Enoch . Date: _____