



Alexandria/Arlington Regional Workforce Council

June 5, 2020 Executive Committee Meeting







ALEXANDRIA | ARLINGTON REGION

Virtual Meeting Guidance for Guest Attendees

- ★ This meeting of the Alexandria/Arlington Regional Workforce Council's Executive Committee will take place as scheduled, at 8:30 a.m. – 9:30 a.m. on the MS Teams virtual platform. The meeting will be livestreamed on MS Teams and the public will be able to participate in the meeting remotely.
- ★ All guests entering the meeting will have their camera and microphone muted.
- ★ The designated public comment period occurs at the end of this meeting, around 9:20 a.m.
- ★ Those who have not registered in advance and would like to provide public comment can identify their intention to speak in the chat window.
- ★ When it is your turn to speak, a moderator will ask you to unmute yourself; each speaker will be given 2 minutes before being muted again.
- ★ Participants who registered in advance will be allowed to speak first.

Thank you!





ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Executive Committee Meeting Agenda June 5, 2020 8:30 am to 9:30 am Via MS Teams

Welcome Message	Alberto Marino
Review June Meeting Agenda	David Remick
Review & Approve Consent Agenda Package	David Remick
Adjourn	Alberto Marino

UPCOMING MEETINGS

September 11, 2020 December 4, 2020 March 12, 2021 June 11, 2021

8:30 am to 9:30 am Arlington County Department of Human Services 2100 Washington Blvd, AEC Conference Room Arlington, VA 22204



ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Quarterly Meeting Agenda June 18, 2020 8:30 am to 9:30 am

Welcome Message	Alberto Marino
Executive Director's Report/Consent Agenda	David Remick
Regional Labor Market Update	Alex Cooley
Public Comment Period	David Remick
Adjourn	Alberto Marino

UPCOMING MEETING

September 24, 2020 December 17, 2020 March 25, 2021 June 24, 2021

8:30 am to 9:30 am Arlington County Department of Human Services 2100 Washington Blvd, Lower Level Auditorium Arlington, VA 22204



ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- February 27, 2020 Meeting Minutes Recommendation: Approval
- June 5, 2020 Executive Committee Meeting Minutes Recommendation: Approval
- One-Stop Operator Quarterly Report For Your Information Only
- Change to Adult OJT & Work Experience Policy: (Page 38 of policy) Made the following change "All OJT or TJ placements must be paid at least the Virginia's minimum wage. (\$7.25/hr. at the effective date of this policy)". Recommendation: Approval
- Change to Case Management/Case Notes Policy: (Page 45 of policy) Made the following change "When reviewed collectively, the individual counseling notes must describe the participant's entire period of participation and clearly provide any outside reviewer with a comprehensive understanding that tells the participant's entire story during program participation, including the WIOA financial investments made to support the individual." – Recommendation: Approval
- Additions to Eligible Training Provider List: The Skin Care Center LLC List for their various beautician certification programs. Their application is complete and provides evidence that basic professionalism skills are incorporated into their curricula. Recommendation: Approval
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the transfer of funds between the two programs. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. Recommendation: Approval
- PY20 WIOA Funding Levels FYI

Consent Agenda Begins

February 27, 2020 Meeting Minutes



ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Quarterly Meeting Minutes February 27, 2019 8:30 am to 9:30 am

- Attendance: Kate Bates, Stephanie Briggs, Dottie Brown, Karen Brown, Stacey Butler, Alex Cooley, Dennis Desmond, Lesa Gilbert (Proxy), Ellen Harpel, Tricia Jacobs, Elizabeth Jones (Proxy), Alberto Marino, Kris Martini, Christine McCurdy, Erik Pages, Brian Stout, Fernando Torrez, Ryan Touhill (Proxy), Ricardo Wright
- Absent: Eduardo Achach, Lisa Bauer, Patrick Brennan, John Gallagher, Daniel Gomez, Nate Mauer, Cynthia Richmond, Andrea Rubino, Chastity Thornton, Darren Tully, Landon Winkelvoss
- Staff: Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:35 am.

PRESENTATIONS

- Mary Frances Kenion presented an overview of the Memorandum of Understanding between Alexandria City's and Arlington County's Housing Programs and the Regional Workforce Council.
- Alex Cooley presented an update to the region's labor market status.
- The February 27, 2020 Consent Agenda was unanimously approved.
- Several members and guests presented their updates.

The meeting adjourned at 9:30 a.m.

NEXT MEETING

June 18, 2020

8:30 am to 9:30 am Arlington County Department of Human Services 2100 Washington Blvd, Lower Level Auditorium Arlington, VA 22204

June 5, 2020 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Table 1	Period (PY2019 - July 2019 to June 2020)	Q1 (July, Aug, Sept) Q2 (Oct, Nov, Dec)			Q3 (Jan, Feb, Mar)					
S.No.	Data measure	WDC	AEC	Total	WDC	AEC	Total	WDC	AEC	Total
1	Career Services customer satisfaction results	93%	80%	87%	90%	80%	85%	92%	76%	84%
2	Business Services satisfaction results	100%	100%	100%	100%	pending	n/a	100%	pending	n/a
3	Businesses served			annual data			annual data			annual data
4	Total One-Stop Center Visitors (duplicated)	4195	pending	pending	3286	881	4167	2915	pending	2915
5	Total One-Stop Center Visitors (unduplicated)	2319	pending	pending	1800	1469	3269	1610	pending	1610
6	New WIOA Title I Adult Participants	6	7	13	13	5	18	8	13	21
7	New WIOA Title I Dislocated Workers Participants	1	3	4	1	4	5	1	1	2
8	New WIOA Title I Youth Participants	1	1	2	2	0	2	1	1	2
9	Total New participants	8	11	19	16	9	25	10	15	25
10	Active WIOA Title 1 Adult Participants	49	54	103	50	41	91	48	34	82
11	Active WIOA Title I Dislocated Workers Participants	15	10	25	15	10	25	10	8	18
12	Active WIOA Title I Youth Participants	11	3	14	6	1	7	2	2	4
13	Total Active participants	75	67	142	71	52	123	60	44	104

Q3 (Ja	n, Feb, Mar)	- PY 18	% change from same period PY		
WDC	AEC	Total	WDC	AEC	Total
91%	n/a	n/a			n/a
100%	n/a	n/a			n/a
		n/a			n/a
4589	n/a	n/a	-57%	n/a	n/a
2273	n/a	n/a	-41%	n/a	n/a
16	12	28	-100%	8%	-33%
0	2	2	100%	-100%	0%
1	1	2	0%	0%	0%
17	15	32	-70%	0%	-28%
51	56	107	-6%	-65%	-30%
20	9	29	-100%	-13%	-61%
17	6	23	-750%	-200%	-475%
88	71	159	-47%	-61%	-53%

Data Source:

Measures #1-5 - One Stop Centers system of records.

Measures #6-#11 & State WIOA Perf. measures - Virginia Workforce Connection (VaWC).

Table 2	Period (PY2019 - July 2019 to June 2020)	YTD (Q1-Q3)			
S.No.	WIOA Title 1 Performance Items		AEC	Regional Total	PY19 Goals
	Adults				
1(a)	Employment 2nd Quarter after Exit (#)	23 of 31	36 of 42		
1(b)	Employment 2nd Quarter after Exit (%)	74%	86%	80%	80%
2(a)	Employment 4th Quarter after Exit (#)	11 of 16	32 of 43		
2(b)	Employment 4th Quarter after Exit (%)	69%	74%	72%	85%
3(a)	Credential Attainment Rate (#)	12 of 13	19 of 24		
3(b)	Credential Attainment Rate (%)	92%	79%	86%	84.1%
4	Median Earnings 2nd Quarter after Exit			pending info	\$6,000
	Dislocated Workers				
5(a)	Employment 2nd Quarter after Exit (#)	6 of 8	8 of 8		
5(b)	Employment 2nd Quarter after Exit (%)	75%	100%	88%	84%
6(a)	Employment 4th Quarter after Exit (#)	6 of 8	9 of 9		
6(b)	Employment 4th Quarter after Exit (%)	75%	100%	88%	87.5%
7(a)	Credential Attainment Rate (#)	3 of 4	3 of 4		
7(b)	Credential Attainment Rate (%)	75%	75%	75%	86%
8	Median Earnings 2nd Quarter after Exit (#)				\$9,427
	Youth				
9(a)	Employment 2nd Quarter after Exit (#)	10 of 14	1 of 4		
9(b)	Employment 2nd Quarter after Exit (%)	71%	25%	48%	87.0%
10(a)	Employment 4th Quarter after Exit (#)	7 of 10	5 of 7		
10(b)	Employment 4th Quarter after Exit (%)	70%	71%	71%	73.5%
11(a)	Credential Attainment Rate (#)	1 of 4	3 of 3		
11(b)	Credential Attainment Rate (%)	25%	100%	63%	73.9%

Note:

 Table 2 Data Source: Virginia Workforce Connection (VaWC).

 Measures #4 , #8 - information to be provided by VCCS.

 Credential attainment is within four quarters after exit.

Change to Local WIOA Policies

ADULT OJT, WORK EXPERIENCE, & TRANSITIONAL JOBS POLICY

REFERENCES:

- 20 CFR Part 652
- 20 CFR 663.700
- 20 CFR 680.150
- 20 CFR 680.530
- 20 CFR 680.830
- 20 CFR 680.840
- 20 CFR 680.850
- 20 CFR 680.900
- WIOA Section 134(c) (3)(h)
- WIOA Section 134(d) (1-5)

DEFINITIONS:

"On the Job Training" or "OJT" means training by an employer that is provided to a paid employee while engaged in productive work in a job, knowledge or skills training that is essential to the full and adequate performance of the job, and training that provides reimbursement to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training.

"Work Experience" is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

A "Transitional Job" or "TJ" is part of a portfolio of training services available to job seekers in Alexandria City and Arlington County. TJs seek to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build work place skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the public, private, or nonprofit sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Labor standards apply in any OJT, Work Experience, or TJ where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

An "individual with a significant barrier-to-employment" is a member of one or more of the following populations:

- Adult ex- offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Lack of educational and/or occupational skills attainment;
- Living with a disability;
- Long-term unemployed;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Poor work history and/or lack of work experience;

• Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.).

Individuals with "chronic unemployment" or an "inconsistent work history" are those who:

- Have been unemployed for 13 weeks or longer;
- Were unemployed at least 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

PURPOSE:

The purpose of this policy is to establish guidelines for the arrangement of Adult OJT, Work Experience, and TJ where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

POLICY:

Participant Eligibility

WIOA Adult and Dislocated Worker participants can be deemed eligible, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT, Work Experience, or TJ. The participant must be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history.

The need for OJT, Work Experience, or TJ can include; an introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes, etc. Supporting documentation proving eligibility is required.

Employer Eligibility

- May be a private-for-profit business, private nonprofit organization, or a public sector employer;
- Must have been in business for at least one year;
- Must have adequate personnel to provide sufficient supervision and training;
- Must provide a minimum of 50% of the employee's wage throughout the training;
- Must provide a job description, benefits, and working conditions at the same level and to the same
 extent as other trainees or employees working a similar length of time and doing the same type of
 work;
- Must not have a history or pattern of failing to provide OJT, Work Experience, or TJ participants
 with continued employment with wages, benefits, and working conditions that are equal to those
 provided regular employees who have worked a similar length of time and are doing the same type
 of work;
- Must not have relocated from any location in the United States within 120 days, if the relocation
 resulted in any employee losing his or her job at the original location;
- And must not use OJT, Work Experience, or TJ assignments to displace regular employees, or to replace any employee on layoff.

General Requirements

- OJT, Work Experience, or TJ must be combined with comprehensive career services and supportive services.
- OJT, Work Experience, or TJ placements should contribute to the occupational development and upward mobility of the participant.
- Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that

individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, sonin-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

OJT, Work Experience, or TJ Length

OJT, Work Experience, or TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week.

WIOA Funding Levels

All OJT or TJ placements must be paid at least the-<u>Virginia's</u> minimum wage. (\$7.25/hr. at the effective date of this policy).

Payments to Employers

Payments are deemed to be compensable for the extraordinary costs associated with training participants. This includes additional supervision, training, and the costs associated with the lower productivity of the participants, those extraordinary costs are documented by the employer, and must not be in excess of 50% of the wage rate of the OJT or TJ participant.

Because Work Experience is a pre-vocational service, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience or internship activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

For OJT and TJ, the relationship is that of employer/employee and payments to the participant are provided by the employer and treated as taxable income. OJT and TJ payments to the employer and Work Experience payments to the participant are to be made from the participant's Individual Training Account (ITA). Total payment amount cannot exceed LWDA 12's ITA limit, unless the Workforce Council Executive Director provides an ITA waiver.

Process

Participants will market themselves to employers as eligible for OJT or Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate American Job Center.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide longterm regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular employer. This ratio shall not exceed 25% of the workforce.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT, Work Experience, or TJ to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the OJT, Work Experience, or TJ contract.

If the employer is agreeable to the length of training and the covered wage, then the contract will be prepared.

This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his or her signature. Please note, during any engagement with an employer, WIOA staff should present the Work Opportunity Tax Credit opportunity for their consideration.

Case Management & Monitoring

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the OJT, Work Experience, or TJ activity.

- a. A Training Plan and OJT, Work Experience, or TJ Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- b. The Case Manager shall make contact with the participant and their employer/work experience host at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- c. A minimum of one on-site monitoring visit must be made during the time of active training of a participant at the worksite. Time and attendance records must be reviewed prior to forwarding requests for incentive payments.
- d.

CASE MANAGEMENT & CASE NOTES POLICY

REFERENCE

• Workforce Innovation and Opportunity Act, Sec. 185

POLICY

The purpose of this guidance is to describe the general expectations and responsibilities for professional staff performing Case Management support for participants enrolled under WIOA.

The general term Case Management is used to describe an individualized, staff-focused service approach of professionally assisting and coordinating a customer's entire program participation from time of program application to post-program follow-up. The key concepts with this comprehensive service philosophy include individualized attention, timely and responsive customer assistance, proactive needs assessment and service planning, and effective case file management (both paper file and on Virginia Community College System's online WIOA System of Record). The general Case Management responsibilities for WIOA program customer's entire program participation and eligibility determination and continues throughout a customer's entire program participation including: initial assessment, employability planning and development, program enrollment, objective assessment, establishment of an Individual Employment Plan, deployment of program services, program completion, outcomes, post-program activities and follow-up.

All Counseling Notes for WIOA funded participants must be recorded electronically using the System of Record's available Case Note functionality. This collection of individual Counseling Notes should begin at the time of first meeting or conversation with a program applicant and then continue with any each additional significant event or milestone that may occur as a participant progresses through the normal evolution of program application and full program participation. Having a chronological and clear written history of significant program events, meetings and discussion with the customer as recorded in the Counseling Notes is a foundational hallmark of and prerequisite for effective case management.

Benefits of Effective and Timely Counseling Notes

- Clear and concise chronological understanding of all critical events associated with a customer's program participation.
- Provides a comprehensive and immediate feedback on the current status and history of every customer served.
- Archival written documentation of all past events long after clear recollection has faded.
- Facilitates improved case management and program coordination by offering a timely, cumulative history of a participant's entire period of participation.
- Promotes improved follow-up of services for the customer regardless of changing staff assignment due to up-to-date nature of service record.

Electronic Posting of Counseling Notes Requirements and Guidelines

- When reviewed collectively, the individual counseling notes must describe the participant's entire
 period of participation and clearly provide any outside reviewer with a comprehensive understanding
 that tells the participant's entire story during program participation, including the WIOA financial
 investments made to support the individual.
- Must clearly depict significant program milestones and events.
- Notes must reflect all significant contact and conversations with the customers.
- Notes must record all efforts to contact and follow-up with the customer, including unsuccessful contact attempts.

- Notes must be recorded in database system within 10 days (if not sooner) after meeting with customer.
- Notes must record any significant update to the customer's program participation.

Examples of Proper Counseling Notes

Sample Note by Employment Services Specialist for George W. - First Meeting

Date: March 30, 2017	Duration: 60 minutes	Location: AEC Offices
Client: George Wilson		

George W. is a 36-year old African American male who expressed interest in returning to full-time employment after being laid off from his last employer, The American Can Company. During our introductory session learned more about his work interests, work history and goals for employment. George has a history of working in the American Can Company has a Material Handler, but is interest in some type of work that would lead to a managerial position. George is interested in learning more about other kinds of trades that would enhance his career opportunities and goals. George signed all necessary paperwork and Consent of Release of Information. Referred George to Resource Center to start search for types of management positions he may be interested. Next meeting is on April 10th at 9 a.m.

Sample Note by Employment Services Specialist for George W. - Second Meeting

Date:April 10, 2017Duration: 30 minutesLocation: AEC OfficeSpent the meeting discussing George's career interests.George is definitely interested in finding a job andwe scheduled a follow-up appointment for April 25, 2017 at 9 a.m. via telephone to discuss progress.Alsoreferred George to Job Club and asked him to prepare a draft resume for us to review at our nextmeeting will be participating in 1st CDL's CDL Training Program starting April 11, 2017. Total WIOA cost is\$3,500.00.

Formatted: Superscript

Sample Note by Employment Services Specialist for George W. - Call from Client

 Date: April 25, 2017
 Duration: 15 minutes
 Location: Telephone

 Client: George W.

George W. reports being hired as a Site Supervisor with Murphy Construction Company, with a rate of pay of \$16.00 per hour, full-time with benefits. George's start date is May 10, 2017. The employer's address is: 12347 South Signal Avenue, Bethesda, Maryland. George asked and will receive transportation supportive services. George was asked if there was anything further needed prior to starting his new position, and he stated "no" at this time and will stay in touch if there are any changes in his employment status. First quarter follow-up will be conducted on August 9, 2017.

Additions to Eligible Training Provider List



Training Provider Application

1. Name of Training Organization		2. Federal Ta	ix ID#	
The Slan Cure Center 1 3. Mailing Address	LLC	82-151	4827	
3. Mailing Address	4. City	5. State	6. Zip	
9403 Richmond Huily Unit & 7. Physical Address		AV		
		9. State	10. Zip	
8403 - Richmond Huny Unit G 11. Name & Title of Contact Person:	Alexandria	VA	22309	
Azita Shafazand Dir 12. Email Address of Contact Person:	ector			
	13. Phone Number of Cont	act Person:		
Skincared Cogmail. Com	703-360-6	521		
14. Mailing Address of Contact Person (if different from a				
6106 4th of N.W Washingt	on De 2001	•	1 Section 1	
15. Year Established	16. Website Address:	o ot	allo Com	
15. Year Established 1994 WWW, SkinCare CenterLLC, C				
17. Type of Entity A Limited Wability	Company (LLC)			
Other (please Describe)				
18. Does your organization provide job search assistance	or placement services?	Yes	No	
(if yes, please describe) OUT School have connection with also school gets email (19. What types of financial aid are available to students?	4 Salon, Day Spa	modi	SDA	
also school gets email f	rom diferent com	pany co	rhiring.	
19. What types of financial aid are available to students	none	1	0	
Just Payment plan				
20. Does your organization have a tuition refund policy? (if yes, please attach the policy including time frame	Yes No s and percentage of reimburse	ment)		
21. Name of Financial Aid Contact Person	22. Email Address of Finar	icial Aid Conta	ct Person	

Training Provider Application

23. Please provide three customer references including contact information: Ms. Yonette Brathwaite 1. email. SkinCarebyyonne & yahoo. com Tel. 240-706-3723 2. Maria Telford email. Cirma 2005 @gmail. Com Tel. 703_336-9307 ³ Faniba Sharifi email. farinaz 747 @gmail.com Tel. 540-798-6694

Certification and Representation

1. Azita Shatazand (Name) as Director (Title) of The Skin Care Center LLC (Applicant Agency), hereby

certify and represent the following:

- That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
- 2. That <u>The Skin Cure Center LL</u>Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
- 3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this 15 day of April	,2020
Signed this 15 day of April Signature Afile Abolym .	
Telephone Number 703-360-6521	

Email Address Skincarede Ogmail. com

A THE STATE OF A DESCRIPTION	F	OR LWDB OFFICE USE	ONLY
Date Received by MDB	Date Approved by WDB	Date /WDB Submitted to State	Authorized WDB Signature

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Skin Care Center LLC

Authorized Sign

-2020

Director

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

- 1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- 6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended,
- which prohibits discrimination on the basis of disability. Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

- 1) Will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the WIOA Sec. 188, as provided in the regulations.
- 2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
- 3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

7

The Skin Care Center LLC Organization Apile Shafeand. 4-15-2020

THE SKIN CARE CENTER LLC

REFUND POLICY

If the School closed, cancels or discontinues a course or any program, the Student will receive a full refund. cancels enrollment and demands his/her money back in writing within/ or after three business days of the signing of an Enrollment

Agreement, regardless of whether or not the student actually started training, all money collected shall be refunded with the exception of the Application Fee. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

Withdrawal before class beginning date: 100% refund

A student who enters the school and pays full tuition then withdraws or is terminated during the 10% of the program shall be entitled to refund percent (90%) of the cost of the program.

A student who withdraws or is terminated during the 20% of the program shall be entitled to refund of (80%) of the cost of the program.

A student who withdraws or is terminated during the 30% of the program shall be entitled to refund amounting to (70%) of the cost of the program.

A student who withdraw or terminated during the 40% of the program shall be entitled to refund amounting to (60%) of the cost of the program.

A student who withdraw or terminated during the 50% of the program shall be entitled to refund amounting to (50%) of the cost of the program.

A student who withdraw or terminated during the 60% of the program shall be entitled to refund amounting to (40%) of the cost of the program.

A student who withdraw or terminated during the 70% of the program shall be entitled to refund amounting to (30%) of the cost of the program.

A student who withdraw or terminated during the 80% of the program shall be entitled to refund amounting to (20%) of the cost of the program.

A student who withdraw or terminated during the 90% of the program shall be entitled to refund amounting to (10%) of the cost of the program.

A student who withdraw or terminated during the 91% to 99% of the program shall be entitled to refund amounting to (0%) of the cost of the program. *The \$100.00 application fee is non-refundable*.

The school will make no refund books, supplies and equipment when: The school furnishes the books, supplies and equipment. Any monies due the applicant or student will be refunded within 45 days of official cancellation or withdraw date

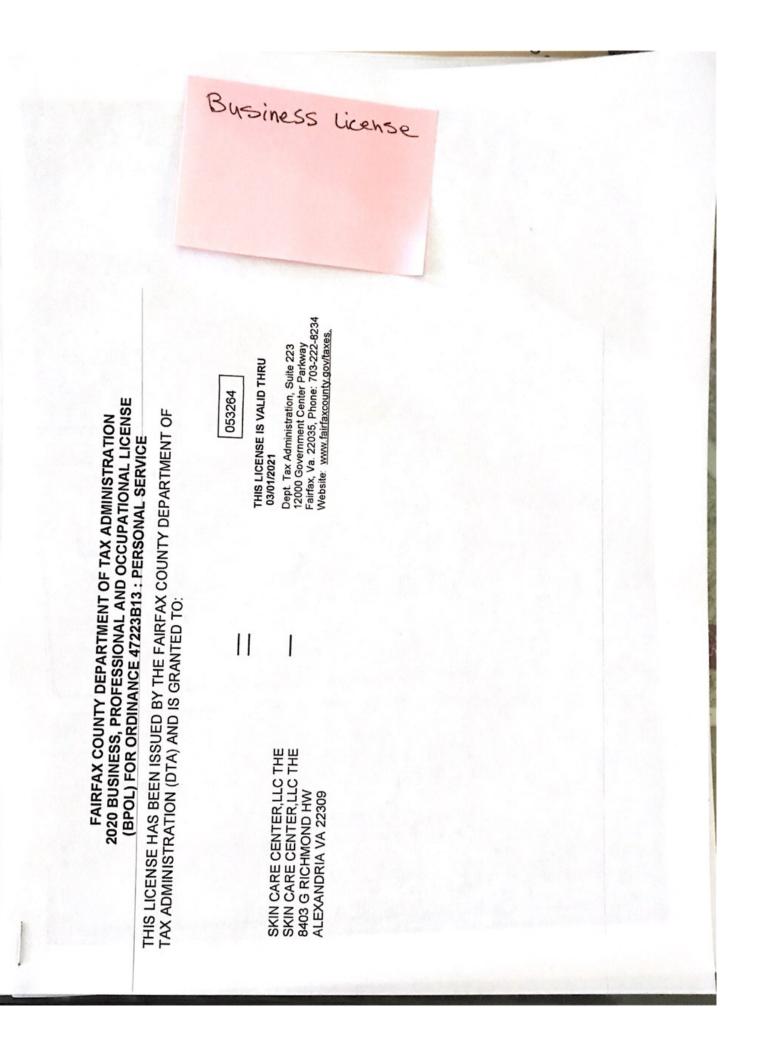
THE SKIN CARE CENTER LLC

POLICY CONCERNING STUDENT RIGHTS, DUTIES, RESPONSIBILITIES AND GRIEVANCES

Students are expected to display orderly conduct. Any disregard for institute rules and regulations or institute property and personnel will be cause for dismissal. Students who lack the proper aptitude and attitude for class room will be so advised and their training discontinued. If a student's progress is not in keeping with the standards of the institute, the student will be so notified and placed on probation for one week. If at that time, the student's work and grades have not improved it will be necessary to interrupt the training of the student. The student shall attend classes regularly as scheduled and do the work assigned to the student to the best of the students ability. **THE SCHOOL SHALL RESERVE THE RIGHT TO DISMISS A STUDENT FOR FAILURE TO MEET THE AGREED INSTALLMENT** PAYMENTS WHEN DUE, FAILURE TO ATTEND CLASSES PUNCTUALLY, BREACH OF INSTITUTE RULES OR REGULATIONS OR ANY CAUSE THE INSTITUTE DEEMS NECESSARY FOR THE GOOD OF THE SCHOOL.

Complaint Resolution Procedure

Any concerns from students should be submitted to the school director. If the matter can not be resolved at the school level, it may be submitted to the: State Board of cosmetology Virginia DPOR. Any concerns from students should be submitted to the school director. If the matter can not be resolved at the school level, it may be submitted to the: State Board of cosmetology Virginia DPOR.



From:Azita ShTo:David RemickSubject:Fwd: 1907075303 - The Skin Care Center LLCDate:Monday, April 20, 2020 3:47:15 PM

EXTERNAL EMAIL

----- Forwarded message -----From: <<u>sccefile@scc.virginia.gov</u>> Date: Sun, 7 Jul 2019 at 12:47 Subject: 1907075303 - The Skin Care Center LLC To: <<u>azita2dc@gmail.com</u>>

SCC eFile

Annual Registration Fees Confirmation

The SCC has received payment for your Annual Registration Fee and will be reflected in eFile transaction history.

Entity Name:	The Skin Care Center LLC			
SCC ID:	S6815346			
Amount Paid to SCC:	\$75.00			
Date Paid:	7/7/2019			
Document Control Number:	1907075303			
Comments? Take our brief survey to provide feedback.				

Notice: Each Corporation is required to file an Annual Report in addition to paying an Annual Registration Fee.

Sign-up to receive <u>Email Notification</u> when an online filing or payment has been performed for this business by another account holder.

EXPIRES ON 11-30-2021

COMMONWEALTH of VIRGINIA Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

NUMBER 1267000111

BOARD FOR BARBERS AND COSMETOLOGY ESTHETICS SCHOOL LICENSE DISPLAY IN PLAIN VIEW OF PUBLIC

THE SKIN CARE CENTER LLC SKIN CARE INSTITUTE 8403 RICHMOND HWY STE G ALEXANDRIA, VA 22309



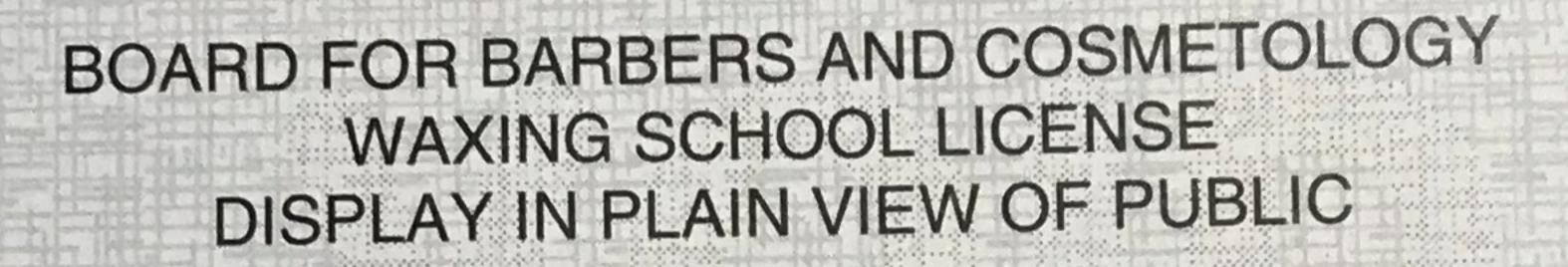
NUMBER

1219000059

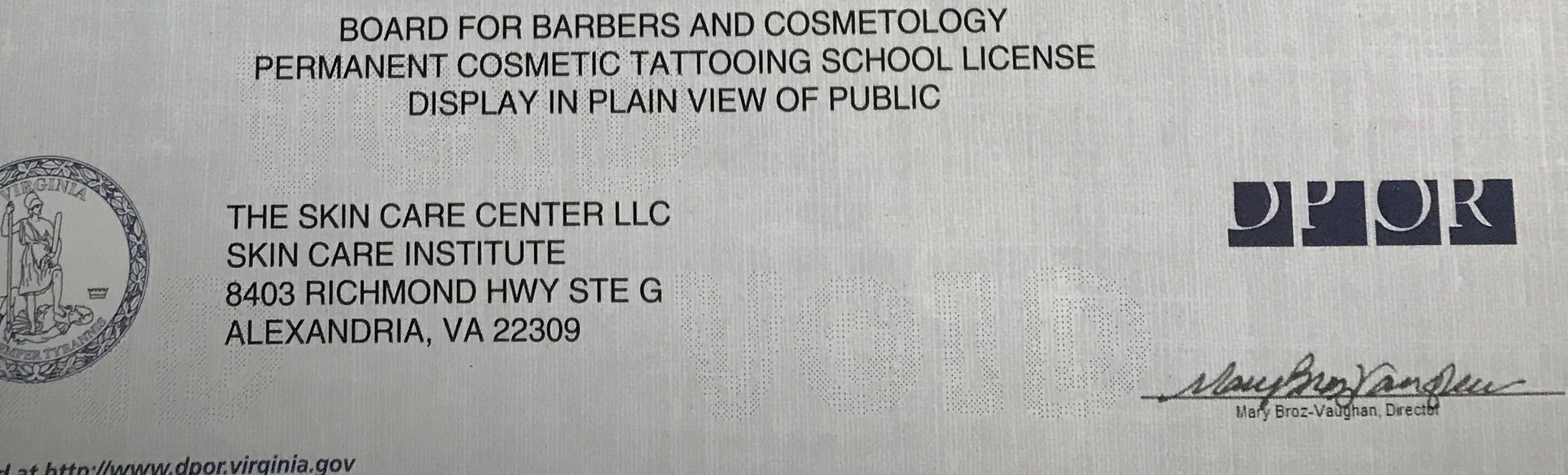
DRDR

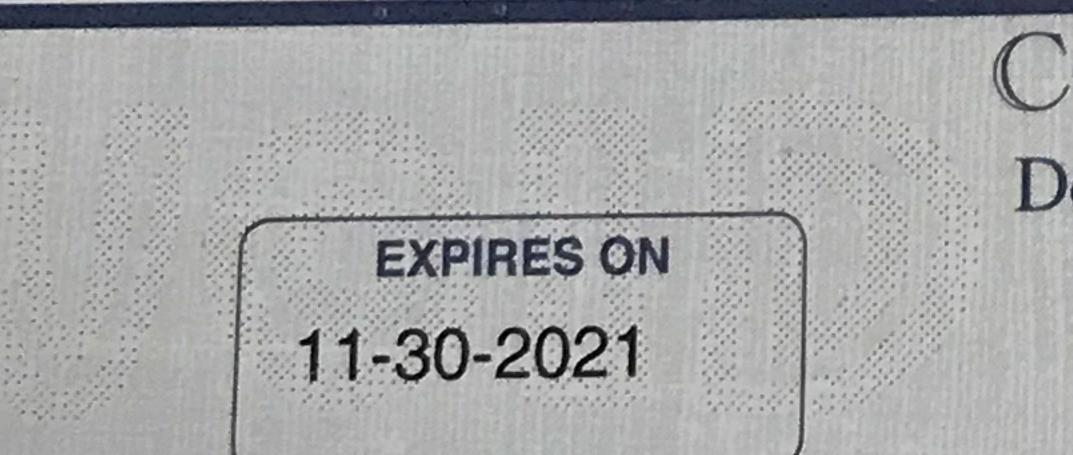
(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

EXPIRES ON 05-31-2020 COMMONWEALTH of VIRGINIA Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500

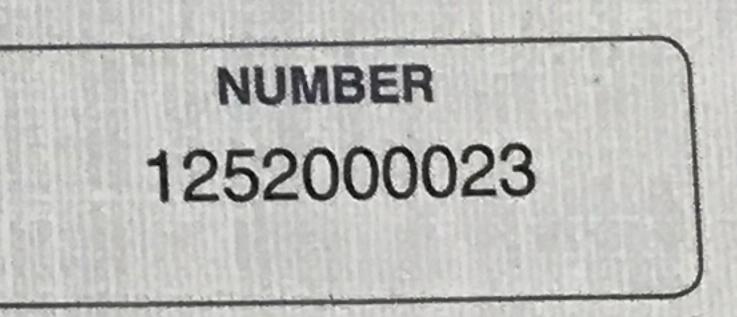


THE SKIN CARE CENTER LLC SKIN CARE INSTITUTE 8403 RICHMOND HWY STE G

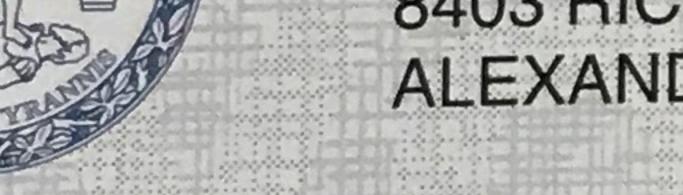




COMMONWEALTH of VIRGINIA Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500



(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



ALEXANDRIA, VA 22309

Status can be verified at http://www.dpor.virginia.gov

DPOR-LIC (02/201

itus can be verified at http://www.dpor.virginia.gov

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

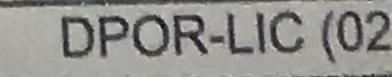


TABLE OF CONTENTS

History of school The Philosophy of The Skin Care Center Objective of Program Facility and Equipment School calendar Weather Policy Class schedules Student requirements Admission procedures School rules and regulation Attendance Policy, Leave absences,	page 2 page 2 Page 2 page 3 page 3 Page 3 Page 3 page 4 Page 4 Page 5 page 5	
Tardiness and Makeup	Page 5,6	
Policy concerning Student Rights, Duties,	6	
Responsibilities Complaint Resolution proc	cedure page 7, 8	
Transfer of credit	Page 8	
Standards of Progress –Grading System.	Page 8	
Practical and Clinic Work	page 9	
Satisfactory Academic & Attendance Progr Probation, ASSIGMENT PREPARATION		ge 10 age 10
		450 10
Refund Policy	Page 11	
CURRICULUM / COURSE FEES AND T	UITION	
Electrolysis page 12, 13, 14 Esthetics, Master Esthetic, Page 14, 15, 1 Make- up Artistry Page 17 Waxing Page 18, 19	16,17	

Waxing Page 18, 19 Permanent Make-up page 19

HISTORY OF THE SCHOOL

The Skin Care Center school of Esthetics and Permanent make-up has more than 25 years of experience in teaching and training numerous beauticians, many of whom have gone onto very successful careers in the beauty industry. The Skin Care Center has European trained instructors, with worldwide experience throughout England, Germany, France, Canada and also has qualified personnel from here in the United State. All this knowledge is passed on to the students, which Guarantee's all student the best training available. , Our school was therefore nominated 'Best School' in the DC metropolitan area in 2002 by annual report to the Governor of the State of Virginia..

The program in our school will qualify you to be a trained professional esthetician, permanent make-up technician We train with the best European skin care product lines such as Rosa Graf, Styx, Bio Kur, and several lines of make-up and wax from Germany and Austria.

The school is certified to operate by the State- Board of Cosmetology/ VIRGINIA -DPOR

THE PHILOSOPHY OF THE SKIN CARE CENTER

The philosophy of the Center is to train and graduate the most efficient, professional and ethical Estheticians and Permanent make up Technician possible. The school sets its standards high and expects the same from the students. *The Skin Care Center* offers a comprehensive course in esthetics ,Permanent make up and many more in both theory and practice. The school uses the modern and state of art equipment and is designed to train professionals. The instructor teaches modern and up-to-date information in scientific skin care. There is a demand today in the skin care and permanent make up or micro blading field all around the country, and it is a growing business, we are trying our best to contribute in this growing industry.

OBJECTIVE OF PROGRAM

The objective of cosmetics is to keep the skin healthy, and to improve and beautify it. This is of greater importance than is usually admitted, because beautiful, healthy skin contributes to a feeling of well being, confirms the ego, and makes us more attractive. This shows that the effect of cosmetics is not aimed at bodily appearance alone; cosmetics also influence the emotional nature of man in a positive way. The Skin Care Center School offers a comprehensive training program designed to make you a professional beautician specialist in a sufficient possible time. Practical, hands-on training in all phases of Esthetics and Master Esthetics, Permanent make-up, Make-up, Eyelash extension. Training of esthetics and preparation for state board exam Preparation the Student for Esthetics license examination administered by Maryland. Washington DC and Virginia Board of Cosmetology. We offer programs in esthetics and permanent makeup.

Classes are kept small with no more than 10 students for training in classes; therefore each

student can get personal attention. *For student convenience the staff and instructor are available to students outside of class.*

FACILITY AND EQUIPMENT

The Skin Care Center School of Aesthetics, Permanent Mak-up is located at 8403-G Richmond Highway, Alexandria, VA 22309 with ample parking.

The student will learn more hi-tech methods of sterilization and sanitation. State-of-the-art in skin care and permanent makeup.

ESTHETICS AND MASTER ESTHETIC

High frequency, brush, vacuum, spray, galvanic current,

vaporizer, magnifying lamps, Micro-Dermabrasion machine, herbal steamer, ultrasonic, dry heat, face-life machine, ultra-

violet machine, wood lamp, special trash containers for needles,

lancets, very comfortable chairs for students or clients. In addition we offer high quality products for makeup and different types of facials and skin treatments.

PERMANENT MAKEUP (MIRCO BLADING)

Most advanced and hi-tech machine. Top quality color and advanced technique.

For student convenience the school has set up different rooms for different treatments.

The school represents various manufactures and offers assistance to students interested in starting up their own business.

SCHOOL CALENDAR

HOLIDAYS: Presidents Day, Labor Day, Thanksgiving Day, Easter Weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day and Independence Day.

WEATHR POLICY

In the event of inclement weather or emergency situation, the students need to contact the school officials for closings or late opening information. It's the student's responsibility to ensure that their phone numbers are current and inform the school authority about changes in their regular attendance schedule.

CLASS SCHEDULE

ESTHETICS, MASTER ESTHETIC , PERMANENT MAKE-UP, WAXING SCHOOL WILL GIVE THE SCHEDULE ELECTROLYSIS : OPEN ENROLLMENT

Admission Procedures

- 1. Visit to school.
 - 2. Interview with director, also can get treatment with out charge.
 - 3. High school diploma, G E D, or equivalency.
 - 4. Student must be at least eighteen years of age.
 - 5. Two forms of identification.

6. Skin Care Center does not discriminate on the base of race, color, age, sex, religion, national origin or handicap provided such handicap does not interfere with proper technique and use of the equipment.

ADDENDUM:

ANY IN INDIVIDUAL WHO IS ENTITLED TO EDUCATIONAL ASSISTANCE UNDER CHAPTER31, VOCATIONAL REHABILITATION AND EMPLOYMENT, OR CHAPTER 33, POST _ 9/11 GIBILL BENEFITS SHOULD PRESENT CERTIFICATE OF ELIGIBILITY FOR ENTITLEMENT TO EDUCATIONAL ASSISTANCE UNDER CHAPTER 31 OR 33. The individual by presenting the benefits certificate won't be penalize for late fee or denies access to classes or any facilities in the school.

School rules and regulations

Student are required to "sign in "the attendance book prior to each session of class. Proper professional attire is required at all times. Student are expected to demonstrate a commitment to the educational process by being at class on time and by keeping up with the class assignments. Students should be attentive in class and not behave in any way that disturbs the learning process. Classes are conducted in professional and ethical manner and students are expected to act accordingly. Failure to comply with this policy may result in dismissal or withholding the certificate of completion. Drugs, any form of intoxication, or illegal substances are strictly

prohibited and will result in immediate and permanent dismissal from the school.b The student must obtain this attire at her or his own cost. The student must obtain uniform (lab coat).

*All students are required to wear lab coat.

*If your hair is an inch below your shoulders, it must be properly pulled back.

*No open toe shoes, no boots, no heels and no slippers. Make sure your shoes are comfortable and clean.

*keep jewelry to a minimum.

*Keep fragrance to a minimum.

Leaves, Absences, Tardiness And Make-up

Upon the of entrance every student is informed of the schedule of classes that student must follow and is , therefore, obligated to meet this schedule. Inform the school in advance for absents. Perfect attendance is essential in all courses to meet the State requirements for completion. The School does not distinguish between excused and unexcused absences. A 90% attendance rate required, meaning the student may not exceed missing 10% of study course hours.

Tardiness late arrival- early Dismissal policy

Due to the intense nature of the instruction schedule a great deal of importance is placed on students being prepared and punctual. Therefore, student that leave early, arrive late, or not prepared for class, will be required to make-up the time missed. Missed time shall accuse in 15-minute increment and must be made up by arrangement with the instructor.

The school will allow 5 un-excused lates per month. If you are going to be late, a courtesy phone call is required. Please call and give your message to a School Official - Not a student. Over 5 un-excused lates per month will result in a suspension.

Absences

The student should be aware that absenteeism for more than 7 seven consecutive days without contacting the school can result in the student being withdrawn from the program. Time is calculated from last date of attendance. The contracted date of graduation may be changed throughout your program because of unexpected school closures.

Make-up hours may not reverse your revised graduation date. 5% of your contract time for scheduled hours is allowed for absenteeism and/or tardiness. The school will grant each student a total of 30 hours of make - up time at no additional charge. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the School Director at that time. All students should be in their class location 5 minutes prior to starting class. At this time the student should be completely prepared for class – all materials needed in hand, completely dressed for the school day. Students are required to call in if not attending school for the day. When calling in, you must speak with a School Official.

Leave of Absence

If , for some reason during the training period , the student's illness, job or transportation has been altered to notify the office in writing and request a change in schedule. Absenteeism and tardiness must be made up. There will be no charge for make- up time, but the time must be made up during the published operating hours of the institute. Requests for

leave of absence must be submitted in writing to the institute. The request will be considered and the leave may be granted a student at the discretion of the school administration. Valid documentation must be provided in order to grant leave of absence. Failure to return within the time frame of the leave, or any unexcused, continued absence foe 30 days will result in the student being dropped from the program.Leave length maybe extended upon school evaluation of extenuating circumstance and reviewed on case-by case basis, however a student should not exceed 90 days of leave in any 12 months period. Requests for reinstatement in the course will be upon re evaluating of the student and approved according to the student population at the requested time.

Student Re-entrance Policy

1. If the student re-enters the program within 6 months of their last date of attendance, they would enter at the exact same point he/she dropped out at without loss of hours and no additional cost would be incurred upon re-entrance other than application fee and any up-grades in equipment, textbooks, etc. that took place after the student dropped out.

2. If the student re-enters the program within 6 months to 1 year of their last date of attendance, they would re-enter with the same number of hours dropped out at and would purchase the number of hours required to graduate at the current tuition rate and pay application fees for any up- grades in equipment, textbooks, etc. that took place after the student dropped out.

3. If the student re-enters the program after 1 to 2 years of their last date of attendance they would need to enroll for the entire program as a new student.

Clean Up

In the spirit of generating good teamwork, we all clean up after ourselves, This should become a habit and should be done immediately after finishing your work. This applies to any work station, as well as the use of the lunch table, refrigerator, microwave and sink.

POLICY CONCERNING STUDENT RIGHTS, DUTIES, RESPONSIBILITIES AND GRIEVANCES

Students are expected to display orderly conduct. Any disregard for institute rules and regulations or institute property and personnel will be cause for dismissal. Students who lack the proper aptitude and attitude for class room will be so advised and their training discontinued. If a student's progress is not in keeping with the standards of the institute, the student will be so notified and placed on probation for one week. If at that time, the student's work and grades have not improved it will be necessary to interrupt the training of the student. The student shall attend classes regularly as scheduled and do the work assigned to the student to the best of the students ability. **THE SCHOOL SHALL RESERVE THE RIGHT TO DISMISS A STUDENT FOR FAILURE TO MEET THE AGREED INSTALLMENT** PAYMENTS WHEN DUE, FAILURE TO ATTEND CLASSES PUNCTUALLY, BREACH OF INSTITUTE RULES OR REGULATIONS OR ANY CAUSE THE INSTITUTE DEEMS NECESSARY FOR THE GOOD OF THE SCHOOL.

Complaint Resolution Procedure

Any concerns from students should be submitted to the school director. If the matter can not be resolved at the school level, it may be submitted to the: State Board of cosmetology Virginia DPOR. Any concerns from students should be submitted to the school director. If the matter can not be resolved at the school level, it may be submitted to the: State Board of cosmetology Virginia DPOR.

Addendum

For all the student who are using Veterans benefits they should submitted any concerns to the school director if the matter can not be resolved at the school level, it maybe submitted the report to the : Virginia State Approving Agency and US Department of Veterans Affairs (SSA). If the situation cannot be resolved at the school level, the beneficiary should contact office via e mail ssa@dvs.virginia.gov

Transfer of Credit

The school does accept credit from other schools with the official transcript in order to transferring of credit.

- Transfer student must complete all admission requirement application to all new students.
- schools may accept up to 300 hours credit towards the 600 hour requirement based on a competency assessment and a review of the student's transcript. After the evaluation has taken place and the evaluation form completed, the instructor will meet with the Director of admission to discuss the results. At this time, the instructor and director of admission will determine how many hours the student will need to complete and what schedule of classes will best benefit the transfer student.
- c. The number credit hours awarded shall not exceed the actual

hours of instruction verified on the transcript or the number of hours specified in the boardapproved curriculum for a specific

STANDARDS OF PROGRESS-GRADING SYSTEM

The educational objective of following classes is to ensure that upon graduation, each student has a detailed understanding of both theoretically and clinical. This knowledge will allow the student to provide their clients with the quality of service they deserve. Student are formally evaluated after 150 hours in their program. By this time most aspects of profession have been experienced. Each student should have fulfilled requirements of the state board. Clinical grade reports are

rendered periodically. Theory reports are based on the average of the quizzes from each chapter, midterm examination and final examination. Upon graduation each student will be awarded a diploma.

A 90 TO 100 EXCELLENT C 70 TO 79 SATISFACTORY

B 80 TO 89 GOOD F BELOW 70 FAILURE

The student must maintain at least a "C" average to be eligible for graduation. A student not meeting the minimum requirements for attendance and /or academic progress is placed on probation. The student ,along with the academic advisor, devises a plan that will bring the student back up to satisfactory level. The length of probationary periods is seven 30 days.

Practical and Clinic Work:

The following is an outline sample of the four-step assessment used when grading practical and clinic work:

- 1. Connect & Establish rapport and build credibility Student comes to class with necessary classroom and clinic supplies, displays professional attitude, participates, and greets clinic customer.
- 2. *Consult & Arrange plan for moving ahead* Student consults with instructor and/or client to prepare for practical assignments or client services.
- 3. *Create & Achieve the desired results* Student summarizes service decisions by explaining to the instructor implements, products, and step by step procedures they will use.
- 4. *Complete & Provide a positive finish:* Student asks questions to make sure client is satisfied, recommends proper products and care for service, completes all record cards and sanitation.

Satisfactory Academic & Attendance Progress Evaluation Policy:

The student must meet both attendance and academic requirements to be considered making satisfactory progress at mid-point of the program/course . If the student's cumulative grade average is 75% or above, and attendance is 90% of the hours required, the student will be determined as making satisfactory progress. At the completion of each quarter 150 hours of training the student must demonstrate the ability to complete all program requirements within the allotted time frame by scheduled attendance/make-up work.

PROBATION

Students who do not have an average grade of 75% and/ or 90% of the hours required at 150 hours, 300 hours and 450 hours will be placed on academic/attendance probation. While on probation, The student on probation will be given a period of 30 school days to improve performance. If the student during this time improves on their % and is not yet in Satisfactory Progress they may be given an additional 30 days. However, if the student doesn't meet the minimum of Satisfactory Progress at the end of second probation of 60 days they will be terminated from their program. At anytime during the probationary period if the student fails to improve they may be terminated from the school at anytime. The student may request an appeal.

ASSIGMENT PREPARATION COURSE COMPLETION

Each assignment is calculated to take approximately 2 hours, some may need more time than others. Assignment need to be completed and checked before leaving. Each day's lesson is prepared according to how long it takes to teach the average student. Those having difficulty memorizing hand techniques will work longer on the mannequins before they begin practice on models. for each chapter of text book there is exam student should have a passing great before graduating, there are no limitation of number of exam student can take from each chapter in order to get passing or better great.

*To obtain a diploma or certification of completion and supporting documentation for your State requirements, each student must.

* Maintains an average grade of 70% or higher.

* All hours of practical and theory work must be completed. * Tuition and Fee paid in full. * *The school will attempt to assist with employment*

* **Refund Policy**

If the School closed, cancels or discontinues a course or any program, the Student will receive a full refund. cancels enrollment and demands his/her money back in writing within/ or after three business days of the signing of an Enrollment

Agreement, regardless of whether or not the student actually started training, all money collected shall be refunded with the exception of the Application Fee. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

Withdrawal before class beginning date: 100% refund

A student who enters the school and pays full tuition then withdraws or is terminated during the 10% of the program shall be entitled to refund percent (90%) of the cost of the program.

A student who withdraws or is terminated during the 20% of the program shall be entitled to refund of (80%) of the cost of the program.

A student who withdraws or is terminated during the 30% of the program shall be entitled to refund amounting to (70%) of the cost of the program.

A student who withdraw or terminated during the 40% of the program shall be entitled to refund amounting to (60%) of the cost of the program.

A student who withdraw or terminated during the 50% of the program shall be entitled to refund amounting to (50%) of the cost of the program.

A student who withdraw or terminated during the 60% of the program shall be entitled to refund amounting to (40%) of the cost of the program.

A student who withdraw or terminated during the 70% of the program shall be entitled to refund amounting to (30%) of the cost of the program.

A student who withdraw or terminated during the 80% of the program shall be entitled to refund amounting to (20%) of the cost of the program.

A student who withdraw or terminated during the 90% of the program shall be entitled to refund amounting to (10%) of the cost of the program.

A student who withdraw or terminated during the 91% to 99% of the program shall be entitled to refund amounting to (0%) of the cost of the program. *The \$100.00 application fee is non-refundable*.

The school will make no refund books, supplies and equipment when: The school furnishes the books, supplies and equipment. Any monies due the applicant or student will be refunded within 45 days of official cancellation or withdraw date

CURRICULUMS

ELECTROLYSIS, COURSE CURRICULUM

THE OBJECTIVE OF THE ELECTROLYSIS COURSE IS TO OFFER A COMPREHENSIVE STUDY IN ELECTROLYSIS, THERMOLYSIS, BLEND EPILATION, STERILIZATION AND SANITATION AS WELL AS MARKETING STRATEGIES. THE VOCATIONAL COMPETENCIES TO BE ATTAINED BY THE GRADUATE ARE TO ASSIST CLIENTS WITH THE PERMANENT REMOVAL OF SUPERFLUOUS HAIR. UPON COMPLETION OF THIS COURSE YOU WILL BE CONFIDENT IN THE PERMANENT HAIR REMOVAL PROCESS. YOU WILL BE ABLE TO WORK IN AN ESTABLISHED SALON OR START YOUR OWN BUSINESS.

UPDATED MATERIALS, ARTICLES AND MAGAZINES FROM DIFFERENT ASSOCIATIONS WILL ALSO BE STUDIED. STUDENTS WILL REVIEW VIDEOTAPE PRESENTATIONS OF ELECTROLYSIS, THERMALYSIS, BLEND AND GALVANIC METHODS. IN ADDITION, THERE WILL BE CLASSROOM DISCUSSION AND DEMONSTRATION ON EACH OTHER REGARDING THESE METHODS. THERE WILL BE A QUIZ FOLLOWING EACH SECTION OF STUDY, A MID-TERM AND A FINAL EXAM. A FINAL AVERAGE OF 70% IS REQUIRED TO COMPLETE THE COURSE.

TEXTBOOK: ELECTROLYSIS, THERMOLYSIS AND THE BLEND BY RALPH HINKEL

A-300 HOURS COURSE: 118 THEORY, 182 PRACTICAL B-600 HOURS COURSE: 200 THEORY, 400 PRACTICAL

- **1. INTRODUCTION TO ELECTROLYSIS EQUIPMENT**
- 2. BIOLOGICAL CAUSES OF HAIR GROWTH
- A-6HRS A-4HRS
- B-10HRS B-8HRS 3. NEUROLOGY ANGIOLOGY VASULAR SYSTEM A-4HRS B-8HRS
- 4. BACTERIOLOGY AND STERILIZATION A -12HRS B -18HRS
- 5. DERMATOLOGY A -5HRS B -8HRS
- 6. PRINCIPLES OF ELECTRICITY AND EQUIPMENT A -5HRS B -8HRS
- 7. Electrolysis A -3hrs B -8hrs
- 8. THERMOLYSIS A -6HRS B -8HRS
- 9. The Blend A -6hrs B -10hrs
- 10. The Needle A -5hrs B -8hrs
- 11. GENERAL TREATMENT PROCEDURES A -5HRS B -16HRS
- 12. TREATMENT OF SPECIAL AREA A -5HRS B -8HRS
- 13. DEVELOPING A PRACTICE AND MARKETING A-6HRS B-10HRS
- 14. ANATOMY AND PHYSIOLOGY OF SKIN A -5HRS B -8HRS
- 15. ANATOMY AND PHYSIOLOGY OF HAIR A -5HRS B -8HRS
- 16. HAIR AND SKIN ANALYSIS A -5HRS B -8HRS
- 17. ENDOCRINE SYSTEM A -5HRS B -8HRS
- 18. HIRSUTISM & HYPERTRICHOSIS, RE-GROWTH CAUSE A -9HRS B -8HRS
- 19. TREATMENT OF SPECIFIC AREA A -5HRS B -8HRS

20. GENERAL REVIEW A -6HRS B -8HRS

21. Professional Ethics, Contract A -6hrs B -8hrs COMAR-Code of Maryland Regulation B -8hrs

PRACTICAL: A-182HRS., B-400HRS.

The student will have hands-on experience working with other students as well as paying clients. You will learn through practical experience the appropriate methods of insertion, conditions for pre and post treatment, sanitation, and pain management for your client. The 600 hours Electrolysis course also State of Maryland Electrolysis course equivalent and prepares the students to take the Maryland Electrolysis Board exam.

TUITION FOR ELECTROLYSIS:

DURATION: 300 HOURS TUITION: \$3014.00 TEXTBOOK: \$86.00 SUPPLIES: \$700.00 * APPLICATION FEE: \$100.00 TOTAL FEE: \$4,000

DURATION: 600 HOURS TUITION: \$5114.00 TEXTBOOK: \$86.00 SUPPLIES: \$1,200.00 *APPLICATION FEE: \$100.00 TOTAL FEE: \$6,500

* APPLICATION FEE IS NON-REFUNDABLE ** EACH STUDENT WILL NEED TO ACQUIRE THEIR OWN LAB COAT.

600 HOURS AESTHETICS CURRICULUM

The Maryland and Washington DC and Virginia Board of Cosmetologists has required for qualifying as an Esthetician 600 hours. The Board has composed the enhanced curriculum. Therefore, we offer our 600 hour Aesthetics Course. Also 600 hours for Master esthetic (Medical Esthetics) Textbook: <u>Milady Standard Textbook for Professional</u> <u>Estheticians</u>, by Joel Garson Additional Reading: Milady Professional Advanced Skin Care Reference Guide, by Mark Lee and Make-up Techniques, by Pamela Taylor and Day Spa techniques, by Erica Miller, Video Series (in class)

ESTHETICS COURSE CURRICULUM

The objective of this course is to teach you to be a professional esthetician. You will be competent in all aspects of treating the skin, caring for the client, business theory and ethics, as well as manual and machine facial techniques. In addition, you will learn about career opportunities, the use of cosmetics, bacteriology, anatomy and physiology, dermatology and special aesthetic procedures, ingredients and product analysis, client consultation, cleaning the skin, facial treatments, Mirco-Dermabrasion, electricity, machines and apparatus for professional skin care, Chemical peel, removing unwanted hair, aesthetics and aromatherapy and advanced topics in aesthetics.

Textbook: <u>Milady Standard Textbook for Professional Estheticians</u> By Joel Garson

	<u>ry/Demo</u>	<u>Clinic</u>	<u>Total</u>
A. Preparation Esthetics Profession	90	40	130
Orientation & History of Skin Care	12	8	20
Safety & Health	15	5	20
Chemistry	15	7	22
Anatomy, Physiology & Nutrition	18	5	23
Structure & Function of the Skin	12	5	17
Bacteriology, Sterilization, Disinfecting	18	10	28
B. Facial and Body Procedures	45	120	169
Skin Analysis & Consultation	5	10	15
Client Preparation & Draping	5	15	20
Skin Types: Conditions/Disorders	5	15	20
Product Composition & Analysis	5	15	20
Facials, Manipulation & Motor Points	5	15	20
Mask Therapy	5	15	20
Cleansing Procedures	8	18	26
Wet & Dry Exfoliation	5	15	20
Paraffin Treatment	2	6	8
C. Color Theory & Make-up	35	35	70
Cosmetics & Color Theory	7	7	14
Corrective Makeup & Techniques	5	5	10
Morphology of the Face	3	3	6

Eyebrow Contouring	2	2	4
Makeup Application	8	8	16
False Eyelashes	1	1	2
Lash & Brow Tinting	2	2	4
Advanced Techniques	7	7	14
D. Methods of Hair Removal	10	50	60
D. Methods of Hair Removal Waxing Treatment	10 4	50 25	60 29
			•••
Waxing Treatment	4	25	29

MASTER ESTHETIC

1. Orientation, advance business subjects	, and infection control
Professional Ethics, client records and doo	cumentation, Microbiology and bacteriology,
personal protective equipment	45hrs
2. State Laws and Regulations	10hrs
3. Advanced anatomy and physiology	65hrs

3. Advanced anatomy and physiology 65hrs Advance anatomy and physiology, advanced skin typing and conditions, advance disease and disorders, pharmacology and advanced home care

4. Advanced Skin Care and Advanced modalities 90 hrs

Introduction to microdermabrasion and dermaplaning, Indications and contraindication for crystal microdermabrasion, General procedures and safety measures for crystal microdermabrasion, Indications and contraindications for crystal-free microdermabrasion and dermaplaning, General procedure and safety measure for crystal-free microdermabrasion and dermaplaning

- Advanced procedures and chemical exfoliation 270hrs Advance Skin analysis and consultation and health screening and documentation, Advanced procedures, light treatments, light-emitting diode(LED), intense pulsed light device(IPL), Advanced manual, machine, and electric treatments, microcurrent, and ultrasound,
- Lymphatic drainage 120hrs Introduction to lymphatic drainage, Tissues and organs of the lymhatic system, function of the lymphatic system, Immunity,

TUITION FOR ESTHETICS

Duration: 600 hours Tuition: \$81650.00 Textbook: \$185.00 Supplies: \$900.00 *Application Fee: \$100.00 Total Fee: \$9950.00 Duration: 600 hours Tuition: \$81650.00 Textbook: \$185.00 Supplies: \$900.00 *Application Fee: \$100.00 Total Fee: \$9950.00

TUITION FOR MASTER ESTHETICS

MAKE-UP ARTISTRY:

Professional makeup artistry: <u>Daytime and Evening Make-up</u> techniques. Cosmetics & color theory, Corrective make-up & techniques, Hygiene and Personal Grooming, Professional Ethics, Infectious and Communicable Diseases, Sanitation and Disinfections, Skin Disorders and Diseases, Skin Analysis .Upon graduation each student will be awarded a diploma. They will also receive a state board license for make-up artistry.

COURSE OUTLINE

COURSE OF TENCE		
	Theory	Practical
Cosmetics & Color Theory	5hours	5hours
Corrective Makeup & Techniques	3hours	3 hours
Morphology of the Face	3hours	2hours
Eyebrow contouring.	2 hours	2 hours
Makeup Application	5hours	5 hours
False Eyelashes	1 hour	1 hour
Lash & Brow Tinting	1 hour	1 hour
Advanced Techniques	4 hours	4 hours
Sanitation and Disinfections	2hours	2 hours
Infection/ Communicable Diseases	1hours	1 hours
Professional ethics	1 hour	1 hour
Skin Disorder and Disease	2 hours	2 hours
Skin Care	2hours	2 hours
Skin Analysis	2 hours	2 hours
Dramatic make-up	1 hour	3hours

Proper use of tools and importance of lighting 1 hour 1 hour State laws and regulations 4 hours

TUITION FOR MAKE-UP ARTISTRY:

Duration: (75 hours - flexible)

Tuition Fee \$1500.00 Tuition includes make-up material. . Classes start first Monday of the each month

<u>Waxing curriculum</u> Total of 115 hours in theory and practical to finish Waxing program

SUBJECT:	Theory and Practical
1-Orientation : School policies professional ethics and image, Personal hygiene Waxing and practices- Career opportunities	10 hours
2- State Law and Regulation	5 hours
3- Sciences: Bacteriology Infection control, sanitation, disinfection, sterilization-OSHA Human diseases carrier, immune system	20 hours
4-Applied Sciences: Anatomy- Physiology – Histology of Skin Dermatological Disorders and Diseases Skin Types and Conditions	20 hours
5- Science of Skin, hair and Client consultation and Health Screening, Different areas treatment, Skin Analysis skin disorder, analysis hair growth disorder, hair growth stage	15 hours
6- Setup supplies and implements for waxing Health forms, Client Consultation and expectation, Introduction to temporal and permanent hair removal Set-up treatment room- Equipment, Machine, Electricity ,Care of equipment and room Furnishing	12 hours
7- Salon management, Business ethics, Tax	3hours
8- Hair Removal Introduction to different type of hair removal Waxing face and body with soft wax and Hard wax	30 hours
THIS CURRICULUM INCLUDE MINIMUM 36 PERFORMAN Arms 4, Back 2, Bikini area 6, Brows 12, Chest 1, Facial 6 (face, Leg 3, underarm 2	

Duration 115 hours Tuition fee \$3000 Books and supplies \$500 Total cost \$3500.00 Class start every other months

Permanent Make-Up (MICROBLADING)

DERMAL PIGMENTATION, commonly known as tattooing, has been present for centuries in our cultures for the purpose of body adornment. The implanting of pigment, color, and/or dyes intradermally results in permanent alteration of tissue to gain a cosmetic effect. The pigmentation effect is obtained by a procedure in which minute, metabolically inert pigment granules are mechanically placed beneath the epidermis. When the procedure utilizes microscopes or magnifying loupes, the appropriate term is **micro pigmentation**.

An education in permanent cosmetics entails the application of color to the following areas: Eye Lining, Lip Lining, Lip Filling, Eyebrow.

Technic for eyebrow: Feathered, Microblading, also known as micro-stroking

Course Outline

Introduction , Machines and devices, needle, Anatomy, color theory, Transmission cycle of infection diseases, Immunization , Sanitation and disinfection, safety, Blood- borne pathogen standard. Anesthetics, Equipment, Professional standards, Permanent cosmetic tattooing, *Virginia laws and regulation (obtaining VA license)*

Who are the most likely Candidates? Mico-Pigmentation ,Frequently Asked Questions

TUITION FOR PERMANENT COSMETICS:

Duration:(90 hours - flexible)Tuition Fee:\$6,000.00 Full payment is due at time of registrationAttainments:DiplomaThe permanent Make-up machine and book are extraCost: book \$80.00Machine:\$450.00

SKIN CARE CENTER LLC



FEBRUARY 2020 VOL 12

ESTHETIC, MASTER ESTHEIC, PERMANENT MAKE-UP SPA TREATMENT, WAXING

SCHOOL LOCATION: 8403-G RICHMOND HWY ALEXANDRIA. VA 22309 TEL: 703-360-6521 VIRGINIA



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

The SK	in Care Cent	er LLC	
2. Contact Person – Name & Tit	le		
Azita Sha-	fazand 1	Director	
3. Training Program or stand-alo	one course name		
Permanent Cos	metic Tattooir	19	S. tal
A Program or course description	n Permal Pigmentat	ion, The implantin	g of pigment, color
minute, metabolically	. The Pigmentation e	fect is obtain by	procedure in which
minute, metabolically	6. Total Credit or	7. Number of training	
5. Year Program Established	Curriculum Hours	weeks or hours	Class Size
April, 1998		Sweeks	one
	10 nouis	18 hours Perweek	
 Is curriculum certified by an ad 	ccrediting agency or similar	national standardization pro	ogram:
9. Is curriculum certified by an ad		tment & prote	ceinal and occurate
Yes (if yes	specify) Der (De	pariment of the	isclude an outline of
10. Description of training and skil what is covered in the program	n and what skills are to be of	blumea.	
1. Which in-demand industry sec for the primary target occupat Employment Commission, for defined by the region, please p ersonal Care and S	tion for which the training pl the local area. If the in-dem provide LMI Information to s Services/Beauty(and sectors & occupation d support the sector & occupation	liffer from what is ation.
2. Does training lead to an indust	eq.	oloma, license, or degree?	If yes, indicate which.
Does training lead to an indust	The De	rson get Diploma	trom school mby Board cosmetic
	No the	- Theat avai	1. Band Comete
Yes		TINCKIGE	
3. Is this a stackable credential, pa	art of a sequence to move a	TINCKIGE	
		TINCKIGE	
3. Is this a stackable credential, pa ladder? Yes	art of a sequence to move a No	in individual along a career	
3. Is this a stackable credential, pa	art of a sequence to move a No	in individual along a career	pathway or up a career

Permanent cosmetic 15. List Businesses that support this training program: Beauty shopes, Day Spa, Med Spa, Cosmetic Surgeon, Dermatologist. 16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology: Because this program has hands on, working with different machine and equipment. The student needs to attend to school, some of the theory, test, can be done on line. 17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities: Before Student going to board to take exam we going to contract the board to facilitate that particular needs for that individuals. Students from Workforce will program cost 18. Registration/Pre-screening/Admissions Fees \$ 1.051 test, licensure, tool 19. Tuition (check all items included in Tuition) \$ 6000000 550=" Books \$ Required Supplies(Tools, uniforms, etc. \$ Testing/Exam Cost \$ Licensure/Certification Cost(s) \$ **Other Required Fees** \$ 20. Total Cost to Complete Curriculum/Course Ś **Criteria for Admission** 21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: Duisit to School director. 3) student must be at least 12 years. 22. Is a High School Diploma or GED required: (Yes) No

DERMAL PIGMENTATION, commonly known as tattooing, has been present for centuries in our cultures for the purpose of body adornment. The implanting of pigment, color, and/or dyes intra-dermal results in permanent alteration of tissue to gain a cosmetic effect. The pigmentation effect is obtained by a procedure in which in a minute, metabolically inert pigment granules are mechanically placed beneath the epidermis. When the procedure utilizes microscopes or magnifying loupes, the appropriate term is micro pigmentation.

Curriculum

- Machines and devices
- Needles
- Anatomy
- Color theory
- Transmission cycle of infectious diseases
- Immunization
- Sanitation and disinfection
- Safety
- Blood-borne pathogen standards
- Anesthetics
- Equipment
- Professional standards
- Permanent cosmetic tattooing
- Virginia laws and regulations (obtaining VA license)

An education in permanent cosmetics entails the application of color to the following areas: Eye Lining, Lip Lining, Lip Filling, Eyebrow, Specialty and Specialty Marking.



PERMANENT COSMETIC COURSE TOTAL OF 90 HOURS

40 HOURS OF TEORY 50 PRACTICAL

A MINIMUM OF 50 HOURS PERFORMANCE SHALL BE COMPLETED AS PART OF THE REQUIRED INSTRUCTION. COMPLETION OF PERFORMANCE ARE DETERMINED AS FOLLOWS:

- 1. TWO COMPLETE EYEBROWS CONSTITUTES ONE PERFORMANCE
- 2. 2. TWO COMPLETE EYE LINERS CONSTITUTES ONE PERFORMANCE
- 3. ONE COMPLETE LIP LINER CONSTITUTES ONE PERFORMANCE

TUITION \$6000.00

1.	VIRGINA TATTOOING AND REGULATION	1 HOURS	
А. В.	MACHINE AND DEVICES. COIL MACHINE HAND DEVICE OTHERS DEVICES	4 HOURS	
А. В.	NEEDLES TYPES USES APPLICATION	3 HOURS	
А. В.	ANATOMY LAYERS OF SKIN PARTS AND FUNCTIONS OF SKIN DISEASES	3 HOURS	
Α.	COLOR THEORY SKIN AND PIGMENT COLOR HANDLING AND STORAGE OF PIGMENT	3 HOURS	
6	TRANSMISSION CYCLE OF INFECTION DISEA	SES	3 HOURS
			3 HOURS
	TYPES OF IMMUNIZATION GENERAL PREVENTATIVE ,MEASURES TO B AND CLIENT	E TAKEN TO F	PROTECT THE TATTOOER
A. 1. 2. 3.	SANITATION AND DISINFECTION DEFINITION OF TERMS: STERILIZATION DISINFECTTIONAND DISINFECTANT STERILIZER OR STERILANT ANTISEPTIC		3 HOURS

 GERMICIDE DECONTAMINATION SANAITATION SANAITATION THE USE OF STEAM STERILIZATION EQUIPMENT AND TECHN THE USE OF CHEMICAL AGENTS, ANTISEPTICS, AND DISINFE THE USE OF SANITATION EQUIPMENT PRESERVICE SANITATION PROCEDURE F. POSTSERVICE SANITATION PROCEDURE 	
 9. SAFETY A. PROPER NEEDLE HANDLING AND DISPOSAL B. BLOOD SPILL PROCEDURES C. EQUIPMENT AND INSTRUMENT STORAGE D. FRIST AID 	2 HOURS
 BLOOD-BORN PATHOGEN STANDARDS OSHA AND CDC BLOOD - BORNE PATHOGEN STANDARDS OVERVIEW AND COMPLIIANCE REQUIREMENTS DISORDERS AND WHEN NOT TO SERVICE A CLIENT 	3 HOURS
11. ANESTHETICS A. USE B. TYPES C. APPLICATION D. REMOVAL	3 HOURS
12. EQUIPMENT A. GLOVES B. MASKS C. APRON D. CHAIR E. LIGHTING F. WORK TABLE	2 HOURS
 PROFESSIONAL STANDARDS A. HISTORY OF PERMANENT COSMATIC TATTOOING B. ETHICS C. RECOEDKEEPING CLIENT HEALTH HISTORY CONSENT FORMS D. PREPARING STATION, MAKING APPOINTMENT, SALON ETHICS MAINTAINING PROFESSIONAL APPEARANCE, NOTIFYING CLICHANGES PROMOTING SERVICES OF THE SALON AND ESTABLISHING E. SALON MANAGEMENT LICENSING REQUIREMENTS TAXES 	ENT OF SCHEDULE

14. PERMANENT COSMETIC TATTOOING

4 HOURS

- A. CLIENT CONULTATION
- B. CLIENT HEALT FORM
- C. CLIENT DISCLOSURE FORM
- D. CLIENT PREPARATION
- E. SANITATION AND SAFETY PRECAUTIONS
- F. IMPLEMENT SELECTION AND USE
- G. PROPER USE OF EQUIPMENT
- H. MATERIAL SELECTION AND USE
- I. EYEBROWS
- J. EYELINER
- K. LIP COLORING
- L. LIP LINERS



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

2. Contact Person – Name & Th		Manage of St.	
Azita Shafa		rector	
Training Program or stand-al	one course name		and the first start
Waxing	s with the local board to		a marter O Canto
4. Program or course description different part of	n Introduction to	temporal haur	(SWORDE HOW
5. Year Program Established	6. Total Credit or	7. Number of training	8. Minimum
and marchineds	Curriculum Hours	weeks or hours	Class Size
2008	115 hours	6 Weeks 20 hours per W	one
9. Is curriculum certified by an	accrediting agency or simila		
			19.900
 Description of training and s what is covered in the progra Which in-demand industry so for the primary target occup Employment Commission, for defined by the region, please Personal Care and 	kills to be obtained – Attach am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information to Services/Bea	obtained. fit with the training program prepares the individual , as p mand sectors & occupation of	n; and the average wage published by the Virginia differ from what is
 Description of training and s what is covered in the progra in the progra for the primary target occup Employment Commission, for defined by the region, please ersonal Care and Carloideble in the primary target occup 	kills to be obtained – Attach am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information to Services Bea	fit with the training program prepares the individual, as prepares the individual, as prepares the individual of the sector & occupation of the sector & occ	n; and the average wage published by the Virginia differ from what is pation.
 Description of training and s what is covered in the progra in the progra for the primary target occup Employment Commission, for defined by the region, please ersonal Care and advisor of the primary target occup defined by the region, please and the primary target occup defined by the region of the primary target occup defined by the region occ	kills to be obtained – Attach am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information to Services Bea C. Me. HO CUEA Justry recognized credential,	fit with the training program prepares the individual, as prepares the individual, as prepares the individual of the sector & occupation of the sector & occ	n; and the average wage published by the Virginia differ from what is pation.
 Description of training and s what is covered in the progra Which in-demand industry suffer the primary target occup Employment Commission, for defined by the region, please Personal Care and Quailable in 1 Does training lead to an induction 	kills to be obtained – Attach am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information to Services Bea OC MEHO CHEA Istry recognized credential, Var	diploma, license, or degree?	n; and the average wage published by the Virginia differ from what is nation. 200 Jobe S
 Description of training and s what is covered in the progra Which in-demand industry so for the primary target occup Employment Commission, for defined by the region, please Personal Care and available in 1 Does training lead to an industry 	kills to be obtained – Attach am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information to Services Bea OC MEHO CHEA Istry recognized credential, Var	diploma, license, or degree?	n; and the average wage published by the Virginia differ from what is nation. 200 Jobe S
 Description of training and s what is covered in the progra Which in-demand industry suffer the primary target occup Employment Commission, for defined by the region, please Personal Care and Quailable in 1 Does training lead to an induced Is this a stackable credential, 	kills to be obtained – Attach am and what skills are to be ectors and occupations best ation for which the training or the local area. If the in-de e provide LMI Information to Services Bea OC MEHO CHEA ustry recognized credential, ves No Fro part of a sequence to move No	diploma, license, or degree?	n; and the average wage published by the Virginia differ from what is nation. 200 Jobe S

Waxing

15. List Businesses that support this training program: Beauty shopes mail Silon, Day Spa, Med Spa, Cosmetic Surgeon, Permatologist, 16. Describe how you will ensure access to training services throughout the state, including rural Because this program has hands on, working with different machine and equipment. The student needs to attend to school, some of areas and through the use of technology: of the theory, test, can be done on line. 17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities: Before studient gaining to board to take exam we going to contact the board to facilitate that particular needs for that individuals Students referred from Work Force Program Cost (05) Tet 1: Test, licensure 18. Registration/Pre-screening/Admissions Fees 61000 \$ 3500 19. Tuition (check all items included in Tuition) \$ Books \$ Required Supplies(Tools, uniforms, etc. \$ \$ Testing/Exam Cost \$ Licensure/Certification Cost(s) \$ **Other Required Fees** \$ 20. Total Cost to Complete Curriculum/Course **Criteria for Admission** 21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: 1) uisit to school. Einterniew with director. 3. student wust be at least 18 years.

22. Is a High School Diploma or GED required:

No

2

Yes

THE SKIN CARE CENTER LLC 8403-G RICHMOND HWY ALEXANDRIA, VA, 22309

Waxing curriculum <u>Total of 115 hours in theory and practical to finish Waxing program</u>

SUBJECT:	Theory and Practical
1-Orientation : School policies professional ethics and image, Personal hygiene Waxing and practices- Career opportunities	10 hours
2- State Law and Regulation	5 hours
3- Sciences: Bacteriology Infection control, sanitation, disinfection, sterilization-OSHA Human diseases carrier, immune system	20 hours
4-Applied Sciences: Anatomy- Physiology – Histology of Skin Dermatological Disorders and Diseases Skin Types and Conditions	20 hours
5- Science of Skin, hair and Client consultation and Health Screening, Different areas treatment, Skin Analysis skin disorder, analysis hair growth disorder, hair growth stage	15 hours
6- Setup supplies and implements for waxing Health forms, Client Consultation and expectation, Introduction to temporal and permanent hair removal Set-up treatment room- Equipment, Machine, Electricity ,Care of equipment and room Furnishing	12 hours
7- Salon management, Business ethics, Tax	3hours

30 hours

8- Hair Removal Introduction to different type of hair removal Waxing face and body with soft wax and Hard wax

THIS CURRICULUM INCLUDE MINIMUM 36 PERFORMANCES: Arms 4, Back 2, Bikini area 6, Brows 12, Chest 1, Facial 6 (face, chin, cheek, and upper lip), Leg 3, underarm 2 SKIN CARE CENTER LLC 8403-G RICHMOND HWY ALEX,VA,22309 703-360-6521

Removing unwanted hair: waxing procedures

Textbooks: Milady's Standard Textbook for Professional Estheticians by Joel Gerson

Milady's Standard comprehensive Training for Esthetician

Duration: 115 hours

Learning objectives:

Upon the completion of this course, student should be able to: Describe hair growth as related to different ethnic groups. Explain the morphology of hair and its growth stages. Methods of hair removal, Client health form Describe the proper way to set up a treatment room. Identify the different equipment, tools, accessories and wax. How to prepare the skin for wax treatment. Sanitation. Safety precautions. Client preparation General hair removal(waxing)

a. Understand the uses of hard and strip waxes.

Know the steps required for various waxing procedures.

- a. Eyebrow shaping and waxing.
- b. Waxing the upper torso
- c. Waxing the cheek.
- d. Waxing the chin.
- e. Waxing the upper lip.
- f. Waxing the underarm.
- g. Waxing the arm.
- h. Waxing the shoulder and back.
- i. Waxing the bikini area.
- j. Waxing the legs.

Understand how to treat ingrown hair. After wax treatment

Standards of progress- grading system

Upon the completion each student will be awarded a diploma.



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

Contact Person – Name & Tit	e Center LLC	the stand of the stand	
	cand Direc	etor	
3. Training Program or stand-ald	one course name	and all sectors with the	. / 10 10 alt
Esthetic Frogram or course description skin, Caring for the chi and mapping for the chi and the chi a	n will be composition	etert in all aspect	as well as many
skin, Caringfor the Cu	ent, DUSINESSTI	hear from a series of	tor which
2nd machine facial + 5. Year Program Established 1994 9. Is curriculum certified by an a	6. Total Credit or Curriculum Hours 600 hours	7. Number of training weeks or hours 34 Weeks 18 hows per week	8. Minimum Class Size
	and I had a Attach	training program description	n, include an outline of
 Description of training and sk what is covered in the progra Which in-demand industry se for the primary target occupa Employment Commission, fo 	kills to be obtained – Attach and and what skills are to be ectors and occupations best ation for which the training r the local area. If the in-de	training program description obtained. ESHLETC	ה, include an outline of הי and the average wage oublished by the Virginia differ from what is
 Description of training and sk what is covered in the prograd Which in-demand industry see for the primary target occupa Employment Commission, fo defined by the region, please Personal Cure and Se 	kills to be obtained – Attach am and what skills are to be ectors and occupations best ation for which the training r the local area. If the in-de provide LMI Information to ovices / Beauty Curr	training program description obtained. ESHLER: fit with the training program prepares the individual, as p mand sectors & occupation of o support the sector & occup e. OVER 900_00005 9	icense and the average wage bublished by the Virginia differ from what is ation.
 Description of training and sk what is covered in the prograd Which in-demand industry se for the primary target occupa Employment Commission, fo defined by the region, please Personal Cure and Se Metro Oreg 12. Does training lead to an indu 	kills to be obtained – Attach and and what skills are to be ectors and occupations best ation for which the training r the local area. If the in-de provide LMI Information to ovices / Beauty Curro stry recognized credential, Diploma	training program description obtained. ESHLAGE fit with the training program prepares the individual, as p mand sectors & occupation of o support the sector & occup o OVER GOLODES Q diploma, license, or degree? from School	is and the average wage bublished by the Virginia differ from what is ation. Voulable in De If yes, indicate which.
 Description of training and sk what is covered in the prograd Which in-demand industry set for the primary target occupa Employment Commission, for defined by the region, please Personal Cure and Set Metro Oreg 12. Does training lead to an indu 	kills to be obtained – Attach and and what skills are to be ectors and occupations best ation for which the training r the local area. If the in-de provide LMI Information to ovices / Beauty Curro stry recognized credential, Diploma	training program description obtained. ESHLAGE fit with the training program prepares the individual, as p mand sectors & occupation of o support the sector & occup o OVER GOLODES Q diploma, license, or degree? from School	is and the average wage bublished by the Virginia differ from what is ation. Voulable in De If yes, indicate which.
 Description of training and sk what is covered in the prograd Which in-demand industry set for the primary target occupa Employment Commission, fo defined by the region, please Personal Cure and Set Metro Orea Does training lead to an indu Ja. Is this a stackable credential, 	kills to be obtained – Attach and and what skills are to be ectors and occupations best ation for which the training r the local area. If the in-de- provide LMI Information to ovices / Beauty Cura stry recognized credential, stry recognized credential, of ploma es Esturation part of a sequence to move No	training program description obtained. ESHLAGE fit with the training program prepares the individual, as p mand sectors & occupation of o support the sector & occup o over 900 obes a diploma, license, or degree? from School ense from DPO e an individual along a career	is and the average wage bublished by the Virginia differ from what is ation. Voilable in De If yes, indicate which.

Esthetic

15. List Businesses that support this training program: Beauty Salon, hair Salon, Day Spa, huir Salon, Med Spa, Cosmetic Surgeon, Dermatologist. 16. Describe how you will ensure access to training services throughout the state, including rural Beacuse this program has hands on, working with different Muchine and tools, equipment. The student needs to attend to School, Some of the theory, test, Can be done, on line. areas and through the use of technology: 17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities: Before Student going to board to take exam we going to Contact the board to facilitate that particular needs for that individuals. Student referred from WorkForce Program Cost Cost Tert line Test, linsure, tool 18. Registration/Pre-screening/Admissions Fees 19. Tuition (check all items included in Tuition) \$ \$ Books \$ Required Supplies(Tools, uniforms, etc. \$ Testing/Exam Cost \$ Licensure/Certification Cost(s) \$ **Other Required Fees** 20. Total Cost to Complete Curriculum/Course Ś Criteria for Admission 21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: Duisit to School @ interview with director. 3 - Student must be atleast 18 years. 22. Is a High School Diploma or GED required: No Yes

SKIN CARE CENTER 8403-G RICHMOND HWY ALEXANDRIA, VA, 22309

Total of 600 hours in theory and practical to finish Esthetics program

SUBJECT:	Theory and Practical
1-Orientation : professional Esthetics and practices- Career opportunities	25 hours
2- Law and Regulation	10 hours
3- Sciences: Bacteriology Infection control, disinfection, sterilization-OSHA Cosmetic chemistry- Product and Ingredients- Nutrition	80 hours
4-Applied Sciences: Anatomy- Physiology – Histology of Skin Dermatological Disorders and Diseases Plastic Surgery and Dermatology Practice- Instruction to Skin Types and Conditions	95 hours
5- Science of Skin Care and Skin Treatment Consultation and Health Screening, Skin Analysis Set-up treatment room- Equipment, Machine, Electricity and room Furnishing Cleansing, Extraction, Facial Massage movement, Using different machine with facial treatment, Appling Mask	255 hours
6- Make-Up Setup supplies and implements Consultation, Color theory, Day and night makeup Camouflage, Eye lash extensions, Application of False lashes, Lash and tinning, Lash perming	65 hours
7- Body and Spa Treatment Cellulite treatment, Body wrap, Salt Glow, Aromathera Body Mask, Indications, Contraindications, Reflexolog Hand and Foot, Back facial	
8- Hair Removal Introduction to different type of hair removal Waxing face and body, Bust treatment	50 hours

Milady's Standard Textbook for Professional Estheticians by: Joel Gerson and educational

1-<u>Introduction:</u> Career Opportunities for the Professional Esthetician Growing interest in Skin Care Opportunities for Licensed Estheticians in the the Cosmetic Industry

2- Professional Image Hygiene Posture and Visual Poise Hand and Nail Grooming Professional Ethics Laws, Rules, and regulations

3-<u>A History of Skin Care and the use of Cosmetics</u> Color and Ancient Cosmetics The History of Grooming and Cosmetology Period in History and cosmetic Practices

4- Bacteriology Understanding Bacteriology Bacterial Growth and Reproduction Bacteria Infections Immunity Human Disease Carrier Destruction of Bacteria The Body Defenses Plants and Bacteria Insects (Parasites) Prevention of Disease

5- <u>Sterilization and Sanitation</u> Definitions Pertaining to sanitation Methods of Sterilization and Sanitation Sanitizers Chemical Sanitizing Agents Sanitizing Procedures Safety Precautions Sanitation Sanitary Procedures

6- <u>Cell. Anatomy, and Physiology</u> Cell, Tissues, Organs, Systems, Skeletal System, The Muscular System, The Nervous System, The Circulatory System, The Endocrine System, The Excretory System, The Respiratory System The Digestive System, The Reproductive System.

7- <u>Physiology and Histology of the Skin</u> Keratin Composition Collagen Histology of the Skin How the Skin is Nourished Nerves of the Skin Skin Elasticity Absorption of the Skin Skin Color Melanocytes The Glands of the Skin Function of the Skin

8- Disorders of the Skin. Dermatology, and special Esthetic Procedures Estheticians and Dermatology Complement one Another Skin Conditions Lesions of the Skin Definitions Pertaining to Disease Disorders of the Sebaceous (oil) Glands The Extraction of Blackheads and Other Blemishes The Extraction of Whiteheads and Other Blemishes Disorders of Sweat Glands Inflammations Pigmentations of the Skin Hypertrophies (New Growths) Characteristics of Aging Skin Other Serious Disorders of the Skin Allergies Regeneration and Repair of the Skin

9- <u>Chemistry for Estheticians</u> Matter Properties of Common Elements, Compounds, and Mixtures Acidity and Alkalinity Chemical Reactions Chemistry as Applied to Cosmetics

10- Ingredient and Product Analysis Ingredients Cleansers Products for Skin Care and Cosmetics Natural and Organic Cosmetics Laws Governing Manufacture Cosmetic Labeling Making Products for Salon Use Cosmetics Safety Consumer Complaints Cosmetics Advertising

11- Nutrition and the Health of Skin The Three Basic Food Groups Calories Enzymes, Vitamins, And Oxidation Nourishment of the Skin Nutrition Labeling and Information Water- An Essential of life Nutrition and the Prevention of Disease The use of sex Hormones on the Skin Habits that may be Harmful to the Skin Medication That May Affect the Skin Vitamins in Cosmetics

12 -<u>Client Consultation and Skin Analysis</u> The Client's First Impression of the Salon Discussing the Cost of Treatments and Products Credentials Client's Records Procedure for the Analysis The Classification of Skin Types Adore Detailed Explanation of Skin Types Difference in light and Dark Skins Facts About Light and Dark Skins Advising the Client About Skin Care at Home Cleaning the Face at Home Claims and Guarantees Question Frequently Asked During the Consultation

13 - <u>Client Preparation and Draping</u> Procedure for Preparing the Treatment Area Preparation of the Client for the Facial Treatment Draping the Head Preparation of Cotton Pads and Compresses

14-<u>Cleaning the Skin</u> Product Application The Cleansing Procedure

15 Techniques for Professional Massage Type of Massage Manipulative Movement of Massage Massage Techniques The Standard Massage Dr. Jacgent Movements(acne Skin)

16-<u>Mask Therapy in Facial Treatments</u> Classification and Benefits of Facial Masks The use of Gauze for Mask Application

17- Facial Treatment without the Aid of Machines Towel Steaming of the Face Normal Skin Facial Dry Skin Facial Dehydrated Skin Facial Oil Dry Skin Facial Facial Treatment for Mature (aging Skin Oily Skin Facial A Combination Skin Facial Acne Skin Facial (problem Blemished) Special Acne Facial Treatment Home Care Acne Skin Disincrustation Facial Treatment for Couperose Skins Masks For Couperose Skin Enemies of the Skin, Aging Factors

18- Electricity, Machines, and Apparatus for Professional Skin Care
Magnifying Lamp
The Skin Scope
The Wood.s Lamp
The Facial Vaporizer
The Brushing Machine
The Galvanic Current Machine
Disincrustation
Ionization(Iontophoresis)
High-Frequency Machine
The Spray Machine

The Suction Machine Electric Pulverizer The Carbonic Gas Spray Electric Mask Treatment Mitts Electricity Ultra- Violet Rays Infrared Rays Other Apparatus Used in Treatments

19- Facial Treatment with Aid of Machines for All Type Of Skin Towel steaming of the face, Disincrustaion, The epidermabration treatment

20- <u>Removing Unwanted Hair</u> Waxing Face and Body (Soft Wax, Hard Wax) Tweezing Chemical Depilatories

21- Esthetics and Aromatherapy Herbs and Other Substances

22- Advanced Topics in Esthetics Body Treatment Body Wraps Salon Glycolic And Alphahydroxy acid Treatments Water Therapies Cellulite

23- <u>Color Theory</u> Color Psychology How Skin Gets its Color Skin Color Defined The Basic of Color Harmony Selecting Cosmetic Colors Guide to Selecting Makeup Colors Guide to Selecting Eye Makeup Colors Cheek Colors (Rouge or Blushes) Guide to Lip Colors coordinated with Hair Color

24- Professional Makeup Techniques The Professional Makeup Artist Furnishing for the Makeup Area Preparing the Client For the Makeup Analyzing the Client's Facial Features and Shape of Face Grooming the Eyebrows Foundation Face Powder Cheek Color Eye Makeup Make for the Lips Contouring and Corrective Makeup special Makeup Technique for the Black Client Eyelash and Eyebrow Tinting Quick step-By-Step Makeup Application Practice Routine Special Accents for Evening Bridal Make-Up Camouflage make-up



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

2. Contact Person - Name & Tit	1 Norda	C	
3. Training Program or stand-al	19		
	one course name		sees, winhedings
4. Program or course description			in alastaicite
4. Program or course description Advance training for	or esthetic to d	lo Micro-Dermat	rasion, electricity
Advance training for Machine apparatus f	or Professional s.	an care, or	calped.
5. Year Program Established	6. Total Credit or		
	Curriculum Hours	weeks or hours	Class Size
2008	GOOHOUTS	34 weeks	one
2	600110	18 hoursper Weel	8
0 la surriquium contified by an	accrediting agency or simila	r national standardization p	rogram:
9. Is curriculum certified by an	epartment of Profe	essional	'ano .
Dpok (Yes)lify	es specify) and occupa	tional Regulat	lon.
10 Description of training and s	kills to be obtained - Attach	training program descriptio	on, include an outline of
10. Description of training and s	kills to be obtained – Attach am and what skills are to be	training program descriptio	on, include an outline of
what is covered in the progra	am and what skills are to be	training program description obtained. Master Es	on, include an outline of sthetic license
what is covered in the progra	am and what skills are to be ectors and occupations best	training program description obtained. Master E	m; and the average wage
what is covered in the progra 11. Which in-demand industry s	am and what skills are to be ectors and occupations best pation for which the training	training program description obtained. Master Est t fit with the training progra prepares the individual, as	m; and the average wage published by the Virginia
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de	t fit with the training program prepares the individual, as emand sectors & occupation	m; and the average wage published by the Virginia differ from what is
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de	t fit with the training program prepares the individual, as emand sectors & occupation	m; and the average wage published by the Virginia differ from what is
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de	t fit with the training program prepares the individual, as emand sectors & occupation	m; and the average wage published by the Virginia differ from what is
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and	am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information t Services / Beauty	training program description obtained. Master E t fit with the training program g prepares the individual, as emand sectors & occupation to support the sector & occup Care over 900 Job	m, include an outline of Sthetic license m; and the average wage s published by the Virginia h differ from what is upation. Des avoilable in D
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information to Services / Beauty ustry recognized credential	training program description obtained. Master E t fit with the training program prepares the individual, as emand sectors & occupation to support the sector & occu Care over 900 Job , diploma, license, or degree	m; and the average wage spublished by the Virginia differ from what is upation. bes avoidable in D
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information to Services / Beauty ustry recognized credential	training program description obtained. Master E t fit with the training program prepares the individual, as emand sectors & occupation to support the sector & occu Care over 900 Job , diploma, license, or degree	m; and the average wage spublished by the Virginia differ from what is upation. bes avoidable in D
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information to Services / Beauty ustry recognized credential Diple No 65	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Job diploma, license, or degree on a from Scha butic license for	n, include an outline of Sthetic license m; and the average wage s published by the Virginia n differ from what is upation. Des avoidable in D e? If yes, indicate which. D P D R
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information to Services / Beauty ustry recognized credential Diple No 65	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Job diploma, license, or degree on a from Scha butic license for	n, include an outline of Sthetic license m; and the average wage s published by the Virginia n differ from what is upation. Des avoidable in D e? If yes, indicate which. D P D R
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information to Services / Beauty ustry recognized credential Diple No ES	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Job diploma, license, or degree on a from Scha butic license for	n, include an outline of Sthetic license m; and the average wage s published by the Virginia n differ from what is upation. Des avoidable in D e? If yes, indicate which. D P D R
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu 13. Is this a stackable credential	am and what skills are to be ectors and occupations best pation for which the training or the local area. If the in-de e provide LMI Information t Services / Beauty ustry recognized credential Diple No ES	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Job diploma, license, or degree on a from Scha butic license for	n, include an outline of Sthetic license m; and the average wage s published by the Virginia n differ from what is upation. Des avoidable in D e? If yes, indicate which. D P D R
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu 13. Is this a stackable credential ladder? Yes	am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information t Services / Beauty ustry recognized credential log No Cost I, part of a sequence to mor No	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Jok diploma, license, or degree on A from Scha hettic license for ve an individual along a car	er pathway or up a career
what is covered in the progra 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an indu 13. Is this a stackable credential ladder? Yes	am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information t Services / Beauty ustry recognized credential log No Cost I, part of a sequence to mor No	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Jok diploma, license, or degree on A from Scha hettic license for ve an individual along a car	n, include an outline of Sthetic license m; and the average wage s published by the Virginia n differ from what is upation. Des avoidable in D e? If yes, indicate which. D P D R
 what is covered in the program 11. Which in-demand industry s for the primary target occup Employment Commission, for defined by the region, pleas Personal Cure and 12. Does training lead to an induction 13. Is this a stackable credential 	am and what skills are to be ectors and occupations best bation for which the training or the local area. If the in-de e provide LMI Information t Services / Beauty ustry recognized credential log No Cost I, part of a sequence to mor No	training program description obtained. Master E t fit with the training program grepares the individual, as emand sectors & occupation to support the sector & occup care over 900 Jok diploma, license, or degree on A from Scha hettic license for ve an individual along a car	er pathway or up a career

Master Esthetic

15. List Businesses that support this training program: Beauty Salons, Day Spa, hair Salon, Med Spa, Cosmetic Surgeon Dermatologist 16. Describe how you will ensure access to training services throughout the state, including rural Beause this program has handson, working with different machine and equipment. The student needs to attend to school, some of areas and through the use of technology: the theory, test, Can be done, on line. 17. Describe how you will work with the local board to serve individuals with barriers, including Before Student going to board to take exam we going to contact the board to facilitate that particular needs for that individuals. Student from workforce will get Discourt from School. 18. Registration/Pre-screening/Admissions Fees s Cost + test, licensure, too 19. Tuition (check all items included in Tuition) \$ 9950 6295 \$ Books \$ Required Supplies(Tools, uniforms, etc. \$ Testing/Exam Cost \$ Licensure/Certification Cost(s) \$ **Other Required Fees** Ś 20. Total Cost to Complete Curriculum/Course **Criteria for Admission** 21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: Duisit to school director. 3 - Student must be atleast 18 years. 22. Is a High School Diploma or GED required: CYes No

THE SKIN CARE CENTER MASTER ESTHETICS

The Master Esthetics 600 hours

Orientation, advance business subjects, and infection control 45hrs Professional Ethics, client records and documentation, Microbiology and bacteriology, personal protective equipment 15hrs

2. State Laws and Regulations

3. Advanced anatomy and physiology 65hrs Advance anatomy and physiology, advanced skin typing and conditions, advance disease and disorders, pharmacology and advanced home care

- 4. Advanced Skin Care and Advanced modalities 90hrs Introduction to microdermabrasion and derma planing, Indications and contraindication for crystal microdermabrasion, General procedures and safety measures for crystal microdermabrasion, Indications and contraindications for crystal-free microdermabrasion and derma planing, General procedure and safety measure for crystal-free microdermabrasion and derma planing
- 5. Advanced procedures and chemical exfoliation 270hrs Advance Skin analysis and consultation and health screening and documentation, Advanced procedures, light treatments, light-emitting diode(LED), intense pulsed light device(IPL), Advanced manual, machine, and electric treatments, micro current, and ultrasound,
- 6. Lymphatic drainage 120hrs Introduction to lymphatic drainage, Tissues and organs of the lymphatic system, function of the lymphatic system, Immunity, Etiology of edema, Indication and contraindications for lymphatic drainage, lymphatic drainage manipulations and movements

MILADY'S STANDARD ESTHETICS ADVANCE

MASTER - Curriculum Topics

Advanced Esthetic Sciences:

Advanced Anatomy and Physiology, Microbiology, Bacteriology, Infection Control Chemistry, Physics Advanced Dermatological Disorders and Diseases, Pharmacology, Advanced Product Chemistry, Advanced Ingredient Technology

Advanced & Clinical Skin Care:

Advanced Skin Analysis Advanced Treatments Skin Conditions related to Hormones, Menopause, Morphology and Treatment Aging Skin: Morphology and Treatment Sensitive Skin: Morphology and Treatment Hyperpigmentation: Morphology and Treatment Acne: Morphology and Treatment Ethnic Skin Morphology and Treatment, Exfoliation Advanced Treatment Protocols: IPL overview, LED, Light Therapy Microcurrent Ultrasound Introduction to treatments for: broken capillaries, skin tags, cherry angiomas & skin blemishes (not laser technology) Advanced Home Care Pre- and Post-operative Care

Advanced Esthetic Equipment & Application:

Advanced Extractions Advanced Facial & Body Treatments Advanced Exfoliation Techniques: Chemical Exfoliation & Fundamentals of skin care associated with chemical exfoliation Assessing suitability and predicting Chemical exfoliation efficacy Understanding Chemical Peeling Understanding Chemical Peeling of the Epidermis Advanced Skin Typing Indications, contraindications Pre & Post Treatment for Peels Enzymes & Herbal Exfoliators Alpha & Beta Hydroxy Peels **Glycolic Peels** Salicylic Peels Jessner Peels Trichloracetic Acid Peels & Designer Peels Microdermabrasion Introduction to Microdermabrasion & Dermaplaning Equipment Safety Equipment types Crystal versus crystal free Indications, contraindications Pretreatment for

Microdermabrasion Microdermabrasion Treatments

Lymphatic Drainage & Advanced Esthetic Massage Techniques:

Advanced Western & Eastern Massage Techniques, Facial Massage targeting Specific Conditions Tissues and Organs of the Lymphatic System Lymph Circulation, Functions of the Lymphatic System Immunity, Etiology of Edema Indications for Lymph Drainage Massage Principles of Lymph Drainage Massage The Lymph Drainage Massage Session Cellulite Treatments Energetic and Body/Mind Effects of Lymph Drainage Massage Lymphatic massage with machines Advanced Massage Techniques Specialty Massage Introduction

Introduction to Medical Esthetics topics:

Advanced Peels, Layered Technology, Pre & Post Operative Treatments, Laser Hair Removal IPL: Hair removal, Broken Capillaries, Vascular Blemishes, Pigmented Blemishes (not laser technology) Overview of Fillers & Injectables, Botox, Collagen, Restylane

Esthetics lab/clinic:

Requires a minimum number of "on site hands on practice" (according to state licensure exam you are seeking). Requires that students complete a minimum number of "practical requirements" (according to state licensure exam you are seeking). Practical Treatments student is required to perform prior to graduation:

MASTER Advanced treatments = 40 Microdermabrasion = 50 Chemical Exfoliation = 75 Lymphatic Drainage Treatments = 50

THEORY AND PRACTICAL TEST PREPARATION COURSES INCLUDED! We reserve the right to amend these topics.

SKIN CARE CENTER 8403-G RICHMOND HWY ALEXANDRIA, VA, 22309

600 HOURS MASTER ESTHETICS

SUBJECT:

Theory and Practical

45 hours

10 hours

65 hours

1. Orientation, advance business subject And Infection control, Confidentiality of HIPAA

Advance Dermatology. Pharmaceutical and Cosmeceutical Terminology, Ensuring an Optimal outcome in Skin Care, Liability Issues For clinician,

2- State Laws. Rules and Regulation-

3-Advanced Anatomy and Physiology

Advanced Skin structure and function

History and Origins of facial Plastic Surgery

Advanced Cosmetic Ingredients, Working in

Medical facility, Pre_ and Post Operative

Advanced Home Care, Botox, Dermal Fillers, and Sclerotherapy

4- Advanced Skin Care and advance modalities

90 hours

Introduction to Microdermabrassion techniques and proper protocols

Introduction to Microdermabrasion

Indication and contraindications for crystal Microdermabrasion

General procedures and safety measures for crystal Microdermabrasion

Introduction to non-crystal Microdermabrasion

Indication and contraindication for

Non-crystal Microdermabrasion

Machine parts, operation, protocols, Pre treatment and post treatment care

General procedures, Practical application Consultation and safely measures For crystal-free Microdermabrasion and Dermaplaning.

Equipment safety: Crystal Microdermabrasion Non- Crystal Microdermabrasion and dermaplaning

West disposal by OSHA standard

5- Advanced procedures and Chemical peel

270 hours

Advanced skin analysis and consultation and Health screening and documentation

General practical application, consultation protocols Safety measures for Enzymes, Herbal peel, Vitamin base peels, AHA peels, BHA peels, Jessner and Modified Jessner peel, Trichloracetic Acid Peels.

Indication and Contraindication for Enzymes peels Herbal peels, Vitamin base peels, AHA peels, and BHA peels, Jessner and Modified Jessner peel Trichioracetic Acid peels.

Introduction to chemical peels of the Epidermis.

Fundamentals of skin care associated with Chemical Peels and wound healing. Advanced procedures, light treatments, LED, IPL.

Advanced manual, machine, and electric treatments, Microcurrent, Ultrasound

Pre treatment and post treatment for Chemical Peels

Analyzing, effecting of each Chemical peels on each client

Practical application and consultation for Enzymes, herbal peels and Vitamin based peels

Indications and contraindication for Enzymes, Herbal and Vitamin base peels

6-lymphatic Drainage-

120 hours

Funding Transfer Request



May 26, 2019

Mr.George Taratsas WIOA Administrator Virginia Community College System Arboretum III 300 Arboretum Place, 3rd Fl-Ste 390 Richmond, VA 23236

RE: PY19 WIOA FUNDING TRANSFER REQUEST #3

Dear Mr. Taratsas:

Virginia Career Works Alexandria/Arlington requests the transfer of \$65,818.45 from PY19 WIOA Dislocated Worker funds to the PY19 WIOA Adult funds. This request will cover additional projected expenses in PY19 as follows: \$33,491.07 for personnel expenses; and \$32,327.38 for client training related expenses. A WIOA Title I programmatic and financial analysis pertaining this request can be found in Attachment A.

Thank you in advance for your attention to this request. Should you have questions please contact David Remick at <u>dremick@arlingtonva.us</u> or 703.228.1412.

Sincerely,

Alberto Marino Chair

CC: David Remick

WIOA Title I Expenses for VCWAA									
	AD	ULT	DW						
	# Active Participants	Expenditures	# Active Participants	Expenditures					
PY 2015	97	\$ 238,403.00	35	\$ 365,531.00					
PY 2016	81	\$282,866.37	35	\$ 249,653.73					
PY 2017	71	\$ 301,622.31	31	\$ 184,865.99					
PY 2018	175	\$ 230,675.40	45	\$ 186,740.10					
WIOA ADULT PY 2019	Total	40% Training	Supportive Services	Staff/Operating					
Budget	\$ 156,558.79	\$ 62,623.52	\$ 0.00	\$ 93,935.27					
Projected Expenses	\$ 222,377.24	\$ 94,950.9	\$ 0.00	\$ 127,426.34					
Shortfall	(\$65,818.45)	(\$ 32,327.38)	\$ 0.00	(\$ 33,491.07)					
WIOA DW PY 2019	Total	40% Training	Supportive Services	Staff/Operating					
Budget	\$ 237,829.36	\$ 95,131.74	\$ 0.00	\$ 142,697.62					
Projected Expenses	\$ 172,010.91	\$ 62,804.36	\$ 0.00	\$ 109,206.55					
Surplus	\$ 65,818.45	\$ 32,327.38	\$ 0.00	\$ 33,491.07					
Trans	\$ 65,818.45								

ATTACHMENT A

PY20 WIOA Budget

PY 2020 WIOA Allocations_Final.xlsx

<u>LWDA</u>	FIPS	NAME	<u>Adult</u>	<u>Youth</u>	Dislocated Worker	Total_Allocation
	000	VIRGINIA	\$8,569,115	\$9,194,153	\$8,216,849	\$25,980,117
12		Alexandria/Arlington	\$128,959	\$108,947	\$253,556	\$491,462
12	013	ARLINGTON CO.	\$74,649	\$72,455	\$96,813	\$243,917
12	510	ALEXANDRIA CITY	\$54,310	\$36,492	\$156,743	\$247,545

Consent Agenda Ends

PUBLIC COMMENT PERIOD



ALEXANDRIA | ARLINGTON REGION





Washington Economy Watch

Vol. IV, No. 5 May 2020

The Stephen S. Fuller Institute for Research on the Washington Region's Economic Future Schar School of Policy and Government George Mason University

The Washington Economy Watch is a monthly report issued by The Stephen S. Fuller Institute that is intended to inform its readers regarding the current and near-term performance of the Washington region's economy. The Leading and Coincident Indices were first reported in February 1991 and have been calculated each month since that first release and reflect an underlying data base that dates from 1978 covering five complete business cycles in addition to the current cycle that began in mid-2009.





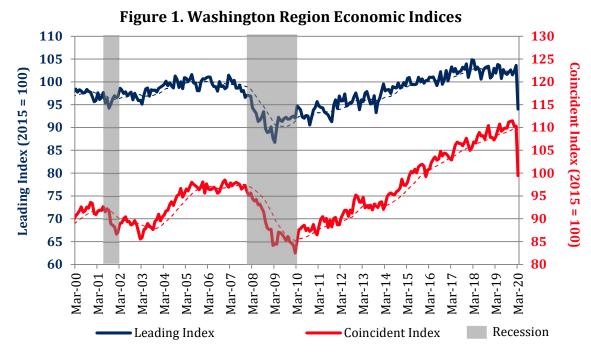
Washington Economy Watch

Vol. IV, No. 4

May 2020

The Washington Region's Economic Expansion Ended in March 2020

In March 2020, Washington region's Coincident Index and Leading Index decreased compared to both February 2020 and March 2019, reflecting the end of the economic expansion that began in April 2014. The Coincident Index decreased 7.9 percent compared to last March, with two of the four components contributing to its decline. The two components that continued to increase on a monthly over-the-year basis reflect conditions as of mid-March and both decreased as of mid-April. The Leading Index decreased 7.7 percent between March 2019 and March 2020, with declines in three of its four components. Economic conditions continued to deteriorate in April. The Washington region lost 301,000 jobs (-9.0%) between April 2019 and April 2020, including nearly one-half (46.7%) of the Leisure & Hospitality sector. Overall, the Washington region's economy is projected to contract between 5.3 percent and 6.0 percent in 2020, depending on how quickly consumer confidence returns.



Source: The Stephen S. Fuller Institute at the Schar School, GMU





The **Washington Coincident Index**, which represents the current state of the metropolitan area economy, decreased 9.8 percent between February 2020 and March 2020. This is the largest month-to-month decrease on record, with data starting in 1990, and reflects the sharp pivot in economic conditions caused by the pandemic. All four of the Index's components decreased compared to last month: domestic airport passengers (-56.2%), consumer confidence (-6.1%), non-durable goods sales (-3.2%), and wage and salary employment (-0.2%).

Compared to March 2019, the Coincident Index decreased 7.87 percent, ending its 71-month trend of gains that began in April 2014. Even though the decrease in March 2020 was the ninth largest since 1990 on a monthly over-the-year basis, it does not fully capture the economic effects of the pandemic. Of the four components, the two that measured conditions through mid-March, consumer confidence and employment, had gains.¹ However, the two components that reflect the totals for March, passenger volume and retail sales, had significant declines:

- *Consumer confidence (in the present)* increased 4.3% from last year, reflecting conditions through March 19, 2020; and,
- *Wage and salary employment* in the Washington region increased 0.9% between March 2019 and March 2020; while,
- *Domestic passenger volume at Reagan National and Dulles Airports* decreased 54.3% from March 2019, which is the largest decrease since 1978; and
- *Non-durable goods retail sales* decreased 1.2% compared to last year, marking its first decline in 37 months on a monthly over-the-year basis.

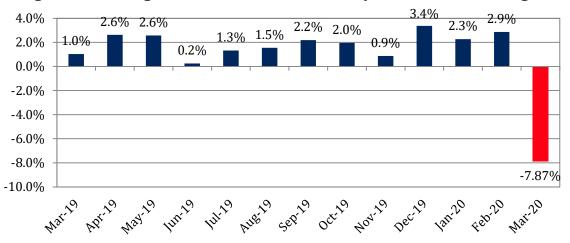


Figure 2. Washington Coincident Index, Monthly Over-the-Year Changes

Source: The Stephen S. Fuller Institute at the Schar School, GMU

¹ The survey of consumers was closed on March 19 and wage and salary employment is measured as of the March 12 pay period of each month.





The **Washington Leading Index**, which is designed to forecast the performance of the metropolitan area economy in six to eight months, decreased 9.2 percent between February 2020 and March 2020, marking the largest decline since 1990 on a month-to-month basis. Three of the four components contributed to this contraction and only building permits increased, reflecting seasonal patterns.

Compared to March 2019, the Leading Index decreased by 7.73 percent. This is its largest monthly over-the-year decrease since 2009 and the seventh largest decline on record. Under normal business cycle conditions, this decrease would suggest a sharp economic contraction in the fall or winter of 2020; however, the current contraction primarily reflects the immediate effects of the pandemic, especially on durable goods retail sales and initial unemployment claims, and is less indicative of future conditions.

In March, three of the Leading Index's four components contributed to its decline:

- *Total residential building permits* increased 13.8 percent, reversing its sevenmonth trend of monthly over-the-year declines; while
- *Consumer expectations (consumer confidence six months hence)* decreased 6.0% compared to last March, marking its first decrease in four months;
- *Durable goods retail sales* decreased 17.2% for its first decline in nine months; and
- *Initial claims for unemployment insurance* increased 2,126.5% (worsened) for its largest monthly over-the-year increase on record.

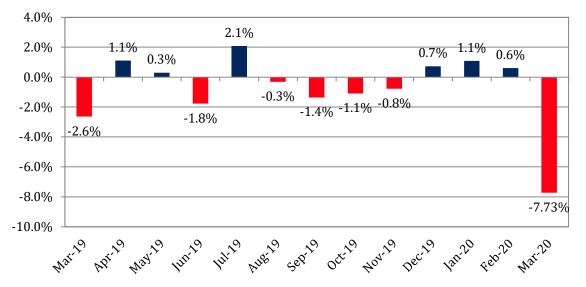


Figure 3. Washington Leading Index, Monthly Over-the-Year Changes

Source: The Stephen S. Fuller Institute at the Schar School, GMU





Current Performance

The Washington region's economy contracted in March 2020, ending the economic expansion that began in April 2014. This recent economic expansion was the second longest on since 1990, behind the 1992-2001 expansion that lasted for 107 months.² Overall, the Washington region's Coincident Index showed a rapid, broad-based deterioration in the economy during the month of March. The Index decreased 9.8 percent compared to February 2020 and 7.9 percent compared to March 2019. On a month-to-month basis, all four components decreased. On a monthly over-the-year basis, the two components that were measured as of mid-March continued to increase, while the two that reflected conditions for all of March decreased. The economic deterioration continued into April and economic activity will remain weak until the health crisis abates.

The two components of the Coincident Index that had registered gains on a monthly over-the-year basis as of mid-March were consumer confidence and wage and salary employment. As of mid-April, both components decreased. Consumer confidence in present economic conditions for the South Atlantic region decreased 59.5 percent compared to April 2019, marking the largest decrease since the 2008 Recession and bringing the confidence level to its lowest point since 2014. The number of jobs in the Washington region decreased by 301,000 (-9.0%) from April 2019 and the number of jobs in the region reached its lowest April-level in nine years.

Between April 2019 and April 2020, every sector except the Federal Government³ lost jobs but the losses were primarily concentrated in three sectors: Leisure & Hospitality, Retail Trade and Education & Health Services. These sectors accounted for 82.8 percent of the total decline in April and just 31.6 percent of the jobs base. The largest decrease was in the Leisure & Hospitality sector, which lost nearly one-half (46.7%) of its jobs for a total decline of 157,000 jobs. Within this sector, the Arts, Entertainment & Recreation sub-sector decreased by 51.2 percent, or 23,500 jobs, and had the sharpest percentage decrease. The Food Service & Drinking Places sub-sector decreased by 48.6 percent (-118,700 jobs) and had the largest absolute decline of all sub-sectors in any industry. The Accommodation sub-sector decreased by 32.0 percent, or 14,800 jobs. Altogether, the decrease in this sector was in line with the national decline of 47.2 percent.

The Retail Trade sector had the second largest percentage decrease (-13.5%) and declined by 35,900 jobs in the Washington region. Nationally, this sector decreased by 13.4 percent and had losses in every sub-sector except Warehouse Clubs & Supercenters. The largest percentage decline in the U.S. was in the Clothing & Clothing Accessory sub-sector, which decreased by 59.7 percent. Nationally, these

² Excluding the two months of mild, temporary declines in early 1996 that were likely due to the 1995-1996 federal government shutdown

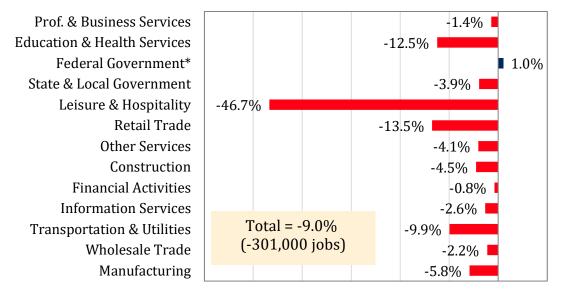
³ The Federal Government increase was likely due to temporary Decennial Census hires.





losses were consistent with retail spending estimates for April from the U.S. Census; retail spending excluding Food & Drinking Places (restaurants and bars) decreased 17.3 percent while retail spending in Clothing & Clothing Accessories Stores decreased by 89.3 percent.

Figure 4. Percent Change in Jobs by Sector April 2019 to April 2020, Washington Region (Ranked by Size in 2019)



 $-60.0\% - 50.0\% - 40.0\% - 30.0\% - 20.0\% - 10.0\% \quad 0.0\% \quad 10.0\%$

Source: Bureau of Labor Statistics; The Stephen S. Fuller Institute at the Schar School, GMU *Includes temporary Decennial Census hires.

The Education & Health Services sector had the third largest percentage decline and lost 12.5 percent of its jobs, or 56,400 jobs in total. These losses were concentrated in the Health Services sub-sector (-15.3%, -50,500 jobs). The Ambulatory Health Care Services sub-sector lost one-fifth (20.9%) of its jobs, declining by 29,600 jobs, while the Residential Care and Social Assistance sub-sector lost 15.9 percent of its jobs (-17,900 jobs). Hospital employment had smaller losses, decreasing by 4.0 percent or by 3,100 jobs. Overall, both the Education & Health sector and Health Services sub-sector had sharper losses in the Washington region compared to the U.S. The Education & Health Services sub-sector decreased by 8.7 percent nationally, while the Health Services sub-sector decreased by 8.3 percent.

The largest sector in the Washington region, Professional & Business Services, lost 10,800 jobs (-1.4%) as a result of the pandemic. These losses were concentrated in the Administrative Support & Waste Management sub-sector, which decreased by 18,700 jobs (-9.5%) and includes Temporary Employment Services. The Professional, Scientific & Technical Services & Management sub-sector continued to add jobs in March, increasing by 7,900 jobs (+2.6%). Overall, this sector significantly outperformed the nation in April. Nationally, the Professional & Business Service sector decreased by 9.0 percent, including a 16.7 percent decrease in the





Administrative Support & Waste Management sub-sector and a 3.2 percent decrease in the Professional, Scientific & Technical Services & Management sub-sector.

Altogether, the Washington region's job losses in April were somewhat milder than those in the U.S. overall. The number of jobs in the U.S. decreased by 13 percent⁴ while those in the Washington region decreased by 9.0 percent. This difference is largely due to the industrial composition of the Washington region, but also partly reflects the ability of the regional workforce, overall, to work from home and the stability in business revenue provided by federal contracting and the knowledge- or management-based services provided by region.

Washington Region's Near-Term Outlook

The Leading Index typically projects economic performance six to eight months in advance based on underlying economic conditions. As a result of the pandemic, this Index has become less indicative of future conditions and, instead, is primarily reflecting current economic conditions. In March 2020, the Leading Index mirrored the trend of the Coincident Index, decreasing 9.2 percent from February 2020 and 7.7 percent from March 2019. Also like the Coincident Index, the Leading Index will continue to decline until the health crisis improves. In past recessions, the Leading Index reaches a trough and begins to improve before the recession ends. During this recession, it is unlikely that the Leading Index will pivot prior to the Current Index. Instead, the health crisis will determine consumer demand and economic conditions.

The pandemic has now affected the Washington region for nearly three months, starting in early March and lasting through the end of May. Once health experts deem it safe, the region is planning to follow a three-phase reopening. Assuming that this reopening occurs starting in June 2020 and that a vaccine is available in June 2021, the Washington region's economy is projected to contract between 5.3 and 6.0 percent in 2020. This range assumes the same underlying pandemic and reopening conditions but different consumer confidence trajectories. The speed at which consumer confidence rebounds will determine how quickly consumer demand, and their spending, returns. Consumer confidence will reflect how consumers feel about how institutions and governments addressed the pandemic, the likelihood of additional pandemics or economic disruptions, overall attitudes about near-terms risk, and a variety of other household-specific factors.

If consumer confidence rebounds quickly, the economic contraction in 2020 will be slightly milder (-5.3%) and the economy would increase in 2021 by 4.8 percent as measured by Gross Regional Product (GRP). Even with this growth, the economy would not fully recover until 2022, when the economic is projected to increase 4.4 percent. Economic growth in 2023 and 2024 would then moderate to 2.1 percent and 1.7 percent, respectively.

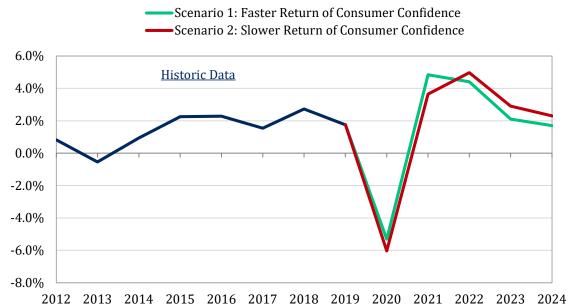
⁴ The U.S. estimate (-12.9%) differs slightly from the estimate of state-level data (-13.2%).





If consumer confidence returns slowly, the economic contraction in 2020 is projected to be larger (-6.0%) because consumer spending, and the recovery, would remain weak even as the health crisis subsides. Economic growth would return in 2021 (+3.6%) and would be stronger in 2022 (+5.0%) as the rebound in consumer spending would be delayed. Economic growth would also be moderately stronger in 2023 and 2024, as demand would continue to catch-up.

Figure 5. Annual Change in the Washington Region's GRP 2012 - 2019 - 2024



Sources: U.S. Bureau of Economic Analysis; The Stephen S. Fuller Institute at the Schar School, GMU (forecast as of May 26, 2020)

This forecast continues to have significant downside risk. The first phase of the economic reopening will coincide with a modest increase in consumer demand that is related to improving health situation. This initial, incremental increase in demand will not be evenly distributed across industries or geographies. Economic uncertainty will remain until there is clarity on the risk, treatment, and prevention of COVID-19 on an individual basis. Until then, consumer demand will remain subdued and businesses and households will have difficulty planning. This uncertainty will be compounded by the continued loss of firms and household income, which will continue for the duration of the health crisis.





Washington Area Economic Indicators Current and Previous Months

Economic Indicator		Estimates		Percent Change	
	Mar-20	Feb-20	Mar-19	Feb-20	Mar-19
	Prelim.	Final	Final	to	to
				Mar-20	Mar-20
Washington Area Business Cycle Indicators					
Coincident Index (2015 = 100)	99.5	110.3	107.9	-9.84%	-7.87%
Leading Index (2015 = 100)	94.0	103.6	101.9	-9.23%	-7.73%
Washington Area Coincident Index Components					
Total Wage & Salary Employment ('000) ^a	3,354.1	3,361.1	3,322.6	-0.21%	0.95%
Consumer Confidence (South Atlantic) ^a	166.7	177.6	159.8		
Domestic Airport Passengers ('000) ^b	991.8	2,264.4	2,169.8	-56.20%	
Nondurable Goods Retail Sales (\$000,000) ^c	3,286.7	3,395.0	3,326.5	-3.19%	
Washington Area Leading Index Components					
Total Residential Building Permitsa	2,057.0	1,961.0	1,807.0	4.90%	13.84%
Consumer Expectations (South Atlantic) ^a	97.9	120.5	104.1		
Initial Unemployment Claims ^b	43,567.8	2,132.6			2126.50%
Durable Goods Retail Sales (\$000,000) ^c	3,078.5	3,960.8	3,716.2	-22.28%	
Washington Area Labor Force ^a					
Total Labor Force ('000)	3,504.9	3,514.0	3,422.9	-0.26%	2.40%
Employed Labor Force ('000)	3,390.2	3,409.5	3,309.7		
Unemployed Labor Force ('000)	114.7	104.5	113.2	9.70%	
Unemployment Rate	3.3%	3.0%	3.3%		
Washington Area Wage and Salary Employment ^a					
Total ('000)	3,354.1	3,361.1	3,322.6	-0.21%	0.95%
Construction ('000)	163.9	163.6	161.5	0.18%	1.49%
Manufacturing ('000)	57.3	58.7	56.2	-2.39%	1.96%
Transportation & Public Utilities ('000)	73.5	74.0	72.4	-0.68%	1.52%
Wholesale & Retail Trade ('000)	330.3	329.7	329.4	0.18%	0.27%
Services ('000)	2,011.0	2,018.7	1,992.8	-0.38%	0.91%
Total Government ('000)	718.1	716.4	710.3	0.24%	1.10%
Federal Government ('000)	364.4	365.3	361.9	-0.25%	0.69%

^aUnadjusted data

^bSeasonally adjusted data

^cSeasonally adjusted constant (1996) dollars