PROGRAM ALIGNMENT & ADMINISTRATION

POLICY
To ensure that each student receives the same education, all theory education has been created to be uniform and consistent for night and day classes. Theory education should only be revised with the School President and Education Director, in order to maintain consistency throughout the student's education process.

GOVERNING ORGANIZATION
Skinworks is governed by Skinworks School & Spa of Advanced Skincare, LLC, which is owned by Natalie Parkin (100%). There was a change of ownership in 2020. Skinworks was purchase by this LLC in October of 2005.

INSTITUTION MISSION
Skinworks seeks to provide each student with an esthetics education that will prepare them for the real world in both the basic and master esthetics fields. Skinworks' training team is dedicated to providing this education through materials, techniques, and products that Skinworks has hand selected to be valuable tools in the student's education.

Skinworks' main objective is to ensure that our students combine their education with professionalism in the workplace as well as in the community, giving them the fundamental knowledge and techniques needed to grow in the beauty industry.

OCCUPATIONAL NEEDS
Skinworks fulfills the needs of employers in the field of Esthetics. Although our graduates are not limited to Utah, you will find many spas, resorts, beauty salons, and medical offices searching for ours graduates.

JOB-RELATED HEALTH, SAFETY, AND FIRE PREVENTION
Each Segment at Skinworks starts with a 3-4 week orientation in which the students learn about the health & safety of the industry. The importance of fire safety is also stressed within the program and early in the school tour, which include stopping to note all the fire extinguishers and the fire exits throughout the building.

PROGRAM OBJECTIVES

MASTER ESTHETICS PROGRAM
Skinworks Comprehensive Esthetics Program offers motivated students the opportunity to move through the full 1200 hours without having to graduate from the Basics Program, offering a seamless education without a break in between the two programs.

Our Comprehensive program first starts with our Basic Esthetics education where we train our future estheticians in the application of skincare techniques. These include but are not limited to: theory of the skin, facial treatments, skin exfoliation techniques, product selection, waxing techniques, natural nailcare, eye enhancements, lash extensions, electrical & machine facial treatments. We train on aggressive treatments such as microdermabrasion and chemical exfoliation with the use of AHAs, BHAs, and Jessner's Solutions. Medical treatments such as microneedling, dermaplaning, IPL, laser (which included Laser Hair Removal, Skin Tightening, Skin Resurfacing, and Tattoo Removal). The importance of relaxation is taught to our students. In our Student Spa, students are able to practice and perfect all techniques to prepare themselves for growth in the esthetics industry.

Following Basics, we move our students throughout our Master Esthetic's education we prepare our students for the medical side of esthetics. We train on more aggressive treatments such as microdermabrasion and chemical exfoliation with the use of AHAs, BHAs, and Jessner's Solutions. Our 3 week Advanced Medical Modalities & Laser class is provided at 600 hours affording the student adequate knowledge on the skin before graduating onto the medical devices. The student will continue to use those medical devices through their remaining education. Being a Master Esthetician opens doors for our students to work on the full body and advanced modalities.

PROGRAM LENGTH & FREQUENCY

The Comprehensive Esthetics program at Skinworks is 1200 hours, combining both the Basic and Master Esthetics programs to meet full state licensing requirements. Students progress through foundational skincare, spa business operations, and advanced esthetic modalities. The Hybrid and Traditional formats allow completion in approximately 40 weeks. The program offers new start dates every 9 weeks for the day and every 14 weeks for the evening.

SCHEDULES

Our esthetics programs are offered with two separate schedules, day and evening. Please see the options below:

DAYTIME

Tuesday-Friday
9:00 AM-5:00 PM
(30 Hours)
40 Weeks to complete

EVENING PLUS SATURDAY

Tuesday-Thursday
5:15 PM- 10:15 PM
Saturday
9:00 AM – 4:30 PM
(22 Hours)
54 Weeks to complete

OBJECTIVES

UPON COMPLETION OF THE PROGRAM REQUIREMENTS, THE GRADUATE WILL BE ABLE TO:

- Exhibit confidence and professionalism in a spa or medical esthetics setting.
- Perform a wide range of basic and advanced skincare treatments.
- Demonstrate client consultation, analysis, and treatment planning skills.
- Operate esthetic devices and perform chemical treatments safely and effectively.
- Maintain high standards of sanitation, ethics, and client care.
- Understand the scope of practice, business operations, and career pathways.
- Stay updated on esthetics trends, products, and continuing education.

ABILITY TO PERFORM THE FOLLOWING ESTHETIC SERVICES:

- Facials
- Electrical Modalities
- Waxing (Face & Body)
- Client Consultations
- Lash & Brow Tinting
- Natural Nailcare
- Lash Extension
- Body Treatments
- Dermaplaning
- Laser, Light & RF
- Advanced Exfoliation
- Chemical Peels

CURRENT NEEDS OF BUSINESS & INDUSTRY

The Comprehensive Esthetics program equips graduates with the diverse skill set needed to thrive in today's evolving beauty and wellness industry. Employers across spas, salons, medical esthetics clinics, and wellness centers seek professionals who are trained in both foundational and advanced techniques. The program's

extensive hands-on experience and broad-based curriculum prepare students for immediate employment and long-term career growth.

LASH & BROW TECHNICIAN

Skinworks employers employ our Master Estheticians, and will employee our Lash & Brow Technicians as well. Skinworks meets with these employers on a regular basis to ensure that we are meeting their needs. Skinworks also reviews the laws and rules of our scope annually. We are involved when new legislation is proposed and speech to our industry often. This new legislation creating a new lash program does fit the needs of our employers and future students.

PROGRAM LENGTH & FREQUENCY

Skinworks Lash & Brow Technician program is 270 hours, which is the amount of time that the state has put into law. The 270 hours will be split between classroom time (practical & theory) along with student spa time where the student performs the service to the public. This number of hours provides a sufficient amount of time to prepare the student for entry lever earnings upon completion of the program. The program is scheduled to be completed in 20 weeks. The program will start at least every 9 weeks.

SCHEDULES

Our esthetics programs are offered with two separate schedules, day and evening. Please see the options below:

DAYTIME
Monday
9:00 AM - 6:00 PM
Thursday
9:00 AM – 1:00 PM
(12.5 Hours a week)
22 Weeks to complete

EVENING
Monday - Wednesday
5:15 PM - 9:15 PM
(12 Hours a week)
23 Weeks to complete

OBJECTIVES

UPON COMPLETION OF THE PROGRAM REQUIREMENTS, THE GRADUATE WILL BE ABLE TO:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Discuss the importance of delivering worthy service for value received in an employer–employee relationship.
- Develop effective work habits in the interest of safety and infection control.
- Perform the basic manipulative skills in the areas of eyelash care.
- Demonstrate the basic analytical skills needed to determine proper lash service for the client's needs.
- Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures within the scope of the job.
- Identify new and current information related to skills, trends, and methods for career development to continue to achieve career success.

ABILITY TO PERFORM THE FOLLOWING SERVICES:

- Classic Lash Extensions
- Volume Lash Extensions
- Brow Lamination
- Lash Lifts
- Brow & Lash Tints
- Eyebrow Shaping
- Facial Waxing
- Business/Prosper U

CURRENT NEEDS OF BUSINESS & INDUSTRY

The primary purpose of the Lash & Brow Technician Program is to train the learner in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure for competency in entry-level positions as a lash technician or a related career field.

NAIL TECHNICIAN – *PROGRAM ON HOLD*

Offering a Nail Technician Program opens the door to a broader student demographic, including those interested in the beauty industry but not ready to commit to a 1,200-hour esthetics program. This shorter, more affordable licensure option can attract high school graduates, career changers, and part-time learners seeking a faster track into the workforce.

Adding nail training supports Skinworks' mission of producing well-rounded spa & salon professionals. Many employers seek candidates with multiple certifications—graduates who hold both esthetics and nail technician licenses have enhanced job prospects and earning potential.

Skinworks already has the infrastructure—clinic floor space, sanitation systems, and spa-style ambiance—to support nail services. With thoughtful scheduling, the program can run alongside current offerings without disrupting esthetics operations, especially on days when classrooms or instructors are underutilized.

Today's students often expect beauty schools to offer multi-license options under one roof. By introducing a Nail Technician Program, Skinworks aligns with top competitors and stays current with comprehensive beauty education trends.

PROGRAM LENGTH & FREQUENCY

Skinworks Nail Tech program is 300 hours, which is the amount of time that the state has put into law. The 300 hours will be split between classroom time (practical & theory) along with student spa time where the student performs the service to the public. This number of hours provides a sufficient amount of time to prepare the student for entry lever earnings upon completion of the program. The Traditional program is scheduled to be completed in 15 weeks. The program will start at least every 8 weeks.

SCHEDULES

Our esthetics programs are offered with two separate schedules, day and evening. Please see the options below:

DAYTIME
Tuesday 9:00-6:00
Thursday 9:00-1:00
(12.5 Hours)
22 Weeks to complete

EVENING
Monday-Wednesday
5:15 PM - 9:15 PM
(12 Hours)
23 Weeks to complete

OBJECTIVES

UPON COMPLETION OF THE PROGRAM REQUIREMENTS, THE GRADUATE WILL BE ABLE TO:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.

- Discuss the importance of delivering worthy service for value received in an employer–employee relationship.
- Develop effective work habits in the interest of safety and infection control.
- Perform the basic manipulative skills in the areas of nailcare.
- Demonstrate the basic analytical skills needed to determine proper nailcare for the client's needs.
- Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures within the scope of the job.
- Identify new and current information related to skills, trends, and methods for career development to continue to achieve career success.

ABILITY TO PERFORM THE FOLLOWING SERVICES:

- Acrylic Nails
- Gel Nails
- Manicuring
- Pedicuring
- Nail Tips, Wraps & Dips
- Nail Art/Gel

CURRENT NEEDS OF BUSINESS & INDUSTRY

The Nail Technician Program equips students with the core skills, safety practices, and professional standards needed for licensure and success in today's nail care industry. Salons and spas are actively seeking licensed nail technicians to meet growing client demand, making well-trained professionals highly valued in both full-service and specialty beauty settings.

ALL PROGRAMS

ASSESSMENTS & GRADING

TESTING

Test have been created for each theory chapter, as well as for finals, and can be found in CIMA. Test retakes can be made on an as-need basis.

COMPETENCY TEST/ GRADING

Student is graded on each appointment in our students spa. It is important for the students to complete the following to the best of their ability. These areas are what Skinworks has determined over the years to be what makes a graduate successful in the field of esthetics.

PASS OFF'S

Student complete a series of services that are relevant. These pass off's are graded to show that the student has proficiency in that services and will be signed off accordingly.

LEARNING ACTIVITIES & INSTRUCTIONAL MATERIALS

JOB-RELATED HEALTH, SAFETY & FIRE PREVENTION

Students learn about the health & safety of the industry. The importance of fire safety is also stressed within the program and early in the school tour, which includes stopping to note all the fire extinguishers and the fire exits throughout the building.

LESSON PLANS

Lesson plans have been created for each theory chapter and can be found in the google drive and in CIMA. They include items needed to teach the lesson, instructor prep, and activities for the lesson.

PREZI/POWERPOINTS

Prezi's and PowerPoints have been created for each theory chapter and can be found in the Google drive & CIMA. They will be a condensed version of the theory chapter, so it is important that the students read the chapter thoroughly, for complete understanding of the chapter.

STUDY GUIDES

Skinworks has maintained that the students should learn all the education material presented to them, not what is just important for the test. For that reason, we do not give out study guides to students. Instead, instructors can do various in-class activities or watch videos from the library that will assist the student in absorbing and relating the material to their esthetics career.

CHAPTER GUIDES

Skinworks has students complete the chapter guides provided. This will help supplement their theory education. This will allow the student to study over the chapter prior to lecture and prepare questions for the upcoming theory lecture.

PROJECTS

Students will complete projects pertaining to the chapters they are working on, CIMA also has many built in activities for the students to work on.

GRADE PERCENTAGE REQUIREMENT (QUALITATIVE COMPONENT)

Each student must meet a cumulative grade point average standard. The minimum percentage is 75% (equivalent to a C average). Your grade consists of the following:

- Quantitative (Attendance) = 100%
- Qualitative
  - Chapter Tests: 35%
  - Chapter Guide: 15%
  - Projects and Assignments: 10%
  - Participation/Tracker: 10%
  - Sanitation: 10%
  - Appointment (Practical) Grades: 10%
  - Business: 10%

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below

EQUIPMENT

Skinworks has carefully put together a student kit that will be used throughout the students education, this is in addition to our extensive backbar of items that can also be used in a classroom setting or with our student spa clientele. Skinworks also maintains our learning equipment such as our projector/screen and TVs for our presentations.

PROGRAM ANNUAL EVALUATION OF OBJECTIVES

Skinworks meets at least once annually in our policy meetings and again in our Occupational Advisory Meetings to ensure that the content we teach is current and relevant to the student and that the coursework is qualitatively and quantitatively relevant. Skinworks students are also surveyed before policy meetings to ensure we receive their feedback before we meet.

THIS DOCUMENT IS LOCATED: