



INSTITUTE OF MEDICAL AESTHETICS

COURSE CATALOG

Approved and Regulated by the Colorado Department of Higher Education,

VKMD Institute of Medical Aesthetics

1910 Vindicator Dr. Suite 100

Colorado Springs, CO 80919

Phone: 719-988-3141

Email: info@vkmd.institute

Website: vkmd.institute

Private Occupational School Board

1600 Broadway Suite 2200 Denver, Co 80202

303-862-3001

October 2026- Volume 7

www.highered.colorado.gov/dpos



Table of Contents

Mission Statement	Page 3
What is V.K.M.D.	Page 4
Introduction	Page 5
Dear Student	Page 6
Faculty	Page 7
Facility, Enrollment, Assistance	Page 8
Start Date, Attendance, Medical Conditions	Page 9
Progress, Grading, Code of Conduct	Page 10-16
Dismissal, Previous Credits, Grievances	Page 17
600-hour General Esthetics: The Foundation Overview	Page 18-22
Front Desk Training and Sanitation Responsibilities	Page 23-33
Lunches, LOA, Cell Phone Policy	Page 34
NCEA Certification	Page 35
Face Reality	Page 36
Refund Policy	Page 37-38
Terms of Payment	Page 39
VA Beneficiaries Refund Policy	Page 40
Advanced Course Options	Page 41-56



MISSION STATEMENT

At VKMD Institute of Medical Aesthetics, we empower aspiring estheticians to transform lives through the art of skincare and professional, non-surgical aesthetic treatments. Our unwavering commitment to excellence drives us to shape future industry leaders who will revolutionize the world of aesthetics on many levels. We focus on building our community by building our people, individually, through empowerment and inspiration daily throughout our programs.

At VKMD Institute, we are elevating the standard of esthetics education beyond entry-level licensure by incorporating the National Esthetician Certification, National Coalition of Estheticians Association Certified credential, to our 600-hour General Esthetics program. As Colorado Springs' first private esthetics-specialized occupational school, we are devoted to providing the highest quality, comprehensive learning experience for our students by offering intimate class sizes, plenty of hands-on practice with real people, a built-in medical spa internship opportunity (post-graduation), and so much more. Our professional staff is comprised of educators who are licensed and advanced professionals in the industry, and are respected leaders in advanced and medical esthetics, product formulation, and professional makeup artistry. Upon graduation, our students can expect ongoing mentorship, networking opportunities, professional support, and the highest quality advanced education on the market available for our VKMD Alumni to continue to grow in the mastery of their skills.



Vision. Knowledge. Mastery. Distinction.

Vision:

A VKMD education fosters a mindset of innovation and forward thinking. It entails encouraging students to explore new possibilities, develop creative treatment solutions, and anticipate emerging trends in the field. Our visionary approach helps students envision the future of advanced esthetics and empowers them to make a meaningful impact through cutting-edge techniques and professional treatments.

Knowledge:

Knowledge is the foundation of a successful esthetics career. A VKMD education encompasses a deep understanding of anatomy, physiology, histology, and the latest advancements in the field of esthetics. Our school emphasizes the acquisition of knowledge through comprehensive coursework, hands-on training, and a "practice makes progress, not perfection" philosophy. By instilling a passion for knowledge, and providing the essential educational tools, students are equipped with the expertise needed to provide safe and effective treatments for their clients.

Mastery:

Mastery refers to the attainment of exceptional skills and expertise in the practice of general and advanced esthetics. VKMD instills into our future professionals a combination of theoretical knowledge, technical proficiency, and a refined sense of artistry. Through rigorous training, practice, and mentorship with the aid and resources of our sister company, prestigious medical aesthetics spa Springs Body Sculpting, students develop the precision, dexterity, and attention to detail, necessary for advancing their education in skincare procedures and non-surgical cosmetic treatments in a real-life environment. Visit www.springsbodysculpting.com today!

Distinction:

Distinction, in the context of our general and advanced-course esthetics school, refers to setting oneself apart and standing out from others in the industry, which entails going above and beyond the standard expectations to achieve excellence and recognition. We embolden our future professionals to strive for distinction, and to demonstrate exceptional skills, professionalism, ethical practices, and a commitment to delivering outstanding client care.



INTRODUCTION:

VKMD Institute of Medical Aesthetics offers our students the unique opportunity to learn in an intimate and professional salon & spa environment, where they will learn how to thrive with real-world practice within the industry. Our students are mentored by instructors and staff with years of professional experience as master aestheticians and educators. Our school provides all necessary and modern, state-of-the-art products, equipment, curriculum and educational materials, and treatment service supplies of the highest quality for our students to utilize while developing their esthetics education. At VKMD, we pride ourselves on delivering the *highest standard of excellence* in esthetics education as we *teach far beyond the basics* within all our programs. Our goal is to set our students up for success from the very beginning as they grow and develop their craft, by *empowering* them as budding professionals, on an everyday basis. All our programs are *hands-on and instructor-led* with a methodically designed and focused curriculum to ensure our students are extensively equipped with hands-on practical skills and theoretical knowledge. Our students graduate from our programs with all the tools they need to succeed and thrive in the ever-evolving aesthetics industry. Our comprehensive skin-focused curriculum that is tailored to the robust field of esthetics, beauty and skincare, surpasses the typical expectation of entry-level esthetic education. Whether the goal is to become a new esthetician with our 600-hour General Esthetics program, or to enhance your current skills through our stand-alone advanced courses, VKMD Institute will always provide the highest-or-quality education and level of professionalism for our students to learn from.

What truly sets us apart from any other school is our partnership with one of Colorado Springs' most successful premiere medical spas: Springs Body Sculpting & Aesthetics, which is owned and operated by the same dynamic duo as the school (Dr. Matthew Dunham and his wife and business partner, Kelsie Dunham). *This unique med spa--school affiliation allows our students to gain even more insight and practical experience towards the medical aesthetics industry*, as they provide many opportunities to visit and intern at the med spa during their time at VKMD, and thereafter. Our students will gain exposure and learn more about the most contemporary procedures and treatments that are most common in medical spas across the country. Springs Body Sculpting & Aesthetics is a full-scale treatment and wellness facility from surgical-like procedures, to both minimal and non-invasive body and skin treatments, medical weight loss, hormone optimization therapy, corrective skin health, and more. Students are not only gaining top quality educational experience at our school facility, but also at the medical spa with its staff serving as additional student-mentors and support. At VKMD Institute, we are steadfastly dedicated to the highest standard of excellence for our students' esthetics education and experience within our program. Our distinct focus on the *empowerment* of our students will *inspire* them to make their mark in the industry as *future leaders and innovators*.



Dear Student,

Thank you for choosing your education at VKMD Institute of Medical Aesthetics. This catalog provides information about our school, staff, and most importantly the foundations of general and advanced esthetics. It also identifies the time commitment required to begin your career in the industry. Our entire staff of educators cordially welcome you to our school, where we will mentor and guide you to achieve your personal goals towards a successful start for a fulfilling esthetics career. There are many paths of opportunity within the esthetics industry, and our comprehensive education will help to open many doors of opportunity for your future career. VKMD Institute of Medical Aesthetics provides each student with the highest-quality education available for a successful journey into the esthetics industry. We will train and prepare you to be competent in the field of esthetics as well as to ensure your passing of the Colorado State Board exams for licensing in esthetics. Our entire faculty is highly qualified and motivated, with many years of experience, training, and service in the aesthetics field to ensure your success upon completion of our program. Our firm commitment to excellence offers you top quality education far beyond just the basics of which most esthetics schools provide. We actively encourage you to succeed far beyond the standard norm as a licensed professional in your esthetics journey. At VKMD Institute of Medical Aesthetics, our mission is to *elevate* your overall aesthetic educational experience. We take our students above the current standard by providing exceptional instruction in the technical aspects of today's modern esthetician. In addition, students will gain *real world practical knowledge* and hands-on experience, thus providing them with the skills to build clientele, network with other professionals, and improve their client consultative skills. Our VKMD graduates will also receive the most *comprehensive training* to prepare to successfully pass both written and practical state board exams at no additional cost. Our alumni will also benefit from lifetime access to all our educational and facility resources. This includes ongoing advanced training courses, educator mentoring, business development training, plus more. **We strive to create a culture of empowerment and inspiration to all our students as we create a VKMD "family of superstars."**

Sincerely,
Dr. Matthew and Kelsie Dunham



FACULTY MEMBERS:

Kelsie Dunham..... Owner/ School Director/State Agent
Dr. Matthew Dunham..... Owner/Medical Director
Ansley Reese..... Instructor/Professional Workshop Development
Krisly Garcia..... Officer of Student Services and Enrollment/Instructor
Kara Stewart..... Instructor
Cassie Bishop.....Advanced and Core Instructor
Michelle Betsayda.....Permanent Makeup and Eyelash Extension Specialist



Facility and Equipment:

Students enrolled at VKMD Institute of Medical Aesthetics will have the benefit of learning in a prestigious salon and spa real-world-like environment with the latest technological equipment and up-to-date curriculum materials. Our classroom is furnished with modern equipment, visual diagrams, charts, demonstrations, videos, field trips, guest speakers, professional workshops, etc., to enhance the educational experience. We are proud to say that our students will be learning and practicing in a real-world salon/spa-like environment, with in-depth training that goes far beyond just the basics, including day-to-day operations, professional interpersonal communication skills, and optimal client care.

Entrance Requirements for Esthetics:

VKMD does not discriminate based on race, gender, religion, ethnic origin, disability, or any other protected status. Prospective students must be a minimum of 18 years of age, and have a high school diploma or GED, to be accepted for enrollment. Students must show valid identification and proof of US citizenship. All advanced certification courses require a valid Colorado Esthetics or Cosmetology license.

Students with Disabilities/Special Needs:

The school considers and honors all individuals who may have special needs. Our goal is to provide the best learning experience and success for all students. We will work with all prospective students to ensure we can accommodate their needs whenever possible. However, given the fact that not all people are right for every profession, the school will review each case individually with the potential success of the individual and the realistic accommodations of the school in mind. The school does retain the right to discontinue or decline education if we are unable to provide the accommodation necessary.

Enrollment:

Students may enroll at any time. Students' start date will be determined by the school's class calendar, which is based on the curriculum being offered. A new student orientation is offered upon commencement of the first day in each new class. If the school is at maximum capacity, enrollment will be accepted with a registration fee and will be assigned to the next class of course date.



Postponement of Start Date:

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. whether the postponement is for the convenience of the school or the student.
- b. a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days (about 4 and a half weeks) of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance:

The school offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements:

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Upon identification of less than 85% attendance, a probationary period of 4 weeks with 100% attendance will ensue. The Director may request your withdrawal from the course of attendance to fall below 100% during probation. Students who exceed the maximum time allotted per contract to finish their course will have to complete their training hours at an overtime rate of \$150 per 8-hour day. Students who are unable to continue classes for medical reasons or severe personal issues will be required to take a leave of absence until they are able to return to class. Leaves of absence are granted on a case-by-case basis for a maximum of 30 days (about 4 and a half weeks). See previous Leave of absence information. Re-admittance on a case-by-case basis, at the discretion of the school Director and administration. Proper documentation will be required to substantiate a student's withdrawal (Medical, personal reasons).

Medical Conditions:

The safety of our clients, students, and staff is paramount in our school and spa. Any student enrolling with a pre-existing medical condition must disclose this information to the director prior to admission. Any prescribed medications must be disclosed as well. An emergency contact form is required at the time of enrollment for all students.



Progress Policy:

Students must maintain an 80% grade point average (based on test scores and practical assignments). Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director and administration's discretion. The Director has final authority and shall notify the student of the final decision.

The following factors will determine academic progress:

1. Theory work
2. Test grades
3. Workbook completion
4. Practical application
5. Laboratory application

Grading System:

90-100 = A Excellent

80-89 = B Above Average

70-79 = C Average

60-69 = D Below Average

Under 60 = U Unsatisfactory

Students will receive progress reports every 2 weeks.



Code of Conduct:

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, marijuana, and alcohol of any kind are not allowed at any time on school property or while attending any school-related function during clock hours. All prescribed medications must be disclosed on Enrollment Agreement at time of enrollment or at time of prescription subscription. Proof of prescription from the doctor is required for all medications (except over-the-counter medications). Anyone suspected to be under the influence of any drug, prescribed or other, demonstrates impaired ability to function or concentrate, or displays any unusual behavior will be asked to leave class, and can return upon verification of normal ability to perform and participate. Any violation of school policies may result in permanent dismissal from school.

All students are required to continue their practical hands-on training requirements until they graduate with their completed 600 hours, even if all minimum requirements per treatment have been met. Our goal is to create excellent estheticians (not mediocre), and therefore, consistent hands-on practice with clients throughout the entire program is non-negotiable. Once the minimum requirements have been met, our students will continue to perfect their craft with daily hands-on practice until the very end of their program.

All students are required to learn reception/front desk duties & basic daily operations, as well as proper DORA-approved sanitation duties within our 600-Hours program. We are training and educating our students to excel in all aspects of this industry, that go far beyond the basics of esthetics, and what typical beauty schools often leave out. It is our desire to create strong and hireable candidates for all aspects of this industry. ***We are not just teaching esthetics; we are shaping professionals!*** All students will receive their official certificate of completion from our school upon their successful passing of state board exams.

Facilities:

The school is located at 1910 Vindicator Drive, Suite 100, Colorado Springs, CO 80919. The School Director has an onsite office in which confidential student records and materials are stored, as well as an office at Springs Body Sculpting & Aesthetics, located at 5731 Silverstone Terrace, Suite 270, Colorado Springs, CO 80919. The school is located inside a medical professional commercial building, inside a private occupational suite that is not open to the public. There are public bathrooms, lobbies, and sitting areas within the public building space that are available to the students and public but are not part of the student learning environment. Student sanitations will never be performed in these areas that are open to the public as these are spaces for professional janitors to clean. We have ample parking in our parking lots that surround the building, with bright



lights that turn on automatically as it becomes dark outside. Our location resides within a known safe neighborhood called “Mountain Shadows” and “Flying W Ranch”.

Our private suite has been outfitted to provide a large classroom space with spacious desks, individual chairs for students, and personal cubby space for their belongings, a projector and wall space for instructional power points and guest speaker space. We have a beautiful entrance lobby for the front desk and waiting area for clients, an open-space dispensary with sinks and plenty of storage space for back bar and treatment supplies, a private bathroom and kitchenette for students and our private clients to use, a laundry room with washer and dryer, and individual treatment rooms with a full sink and counterspace set up, treatment beds and trolleys, esthetician chairs, and plenty of space to move around for services. Each treatment bed has its own room set up as our suite was previously a medical clinic office space. It is our mission to provide a learning environment for our students that resembles a real-world professional working environment, with instructor-supervised hands-on training for all aspects of training within this industry. Our integrative business-development and daily operational flow components of our program are an extensive focus at VKMD, providing valuable experience for our students to prepare for their success as an esthetics professional.

VKMD Student Code of Conduct Specifications:

Objective: *The purpose of our code of conduct at VKMD Institute of Medical Aesthetics is intended to provide structure throughout the duration of our program, to prepare our students for professional work environment expectations in the real world, and to position our students for overall success in the industry with a heavy emphasis on decorum and professional life skills.*

Our code of conduct specifications list is expected to be followed by all students, with no special treatment given to any one individual, as we value overall fairness and a high expectation of professional standard applicable to everyone. Any student who chooses not to comply with their obligation to follow our standards is subject to the following:

- Forfeiture of the gift with purchase advanced courses that are included for free with their enrollment in our 600 Hours General Esthetics Program
- Dismissal from our program if there is no improvement after verbal and/or written warnings are given

We consider this written form to be a formal written warning that is given on the commencement of class, and therefore the first warning. We will give one verbal warning thereafter (which is considered a “write-up”), followed by a formal meeting with the school Director, who will then determine disciplinary action to be taken as the last and final warning prior to release/expulsion from the program.



1. Students are expected to always maintain a professional and respectful demeanor (attitude), and are to be kind and courteous to one another, to all staff members, and to clients. Behaviors that will NOT be tolerated include, but are not limited to catty gossip, dismissiveness towards staff, rolling your eyes and/or making snide sarcastic commentary regarding anybody within our facilities, and thereby creating a toxic and uncomfortable environment for those around you. **Instead, we seek to create an environment that is positive, inspirational, motivating, and empowering.**
2. Students are expected to address any concerns, need for clarification, or negative feelings with respect and decorum. In other words, come from place of humility and a genuine desire to understand with an open mind. Complaints and frustrations are to be resolved with positive intentions as opposed to creating compounding negativity and spreading poisonous attitudes throughout the school. We are a learning environment which strives to achieve personal growth with integrity and honesty, and therefore, juvenile catty behavior has no place at VKMD. Students are to address any concerns by first conferring with their instructor or moderator, and then if the issue is still not resolved, the appropriate chain-of-command will come into play, so that we may address and resolve any issues swiftly and with care.
3. Students are to always follow our professional dress code, which entails an overall clinically clean appearance: combed hair (pulled back for services), well-groomed nails that are clean and without chipped nail polish, long tips, etc. Black scrubs with clean closed-toed shoes that adhere to DORA's standards, no distracting facial/nose piercings or large dangling/hoop earrings, or excessive visible or offensive tattoos.
4. Students are expected to be in their expected places at 8:30 AM and no later than 8:45 AM. They may arrive as early as 8:20 AM. If they arrive after 8:45 AM then they are to go home for the day and try again the following school day. The other students will arrange to take over any clients scheduled for the tardy student if applicable. Students are expected to show up on time, perform their required tasks and duties according to our standards, and prepare themselves for a successful future. When students are consistently late, it shows us that they do not take their education seriously and do not have respect for their fellow classmates and staff at VKMD. It also disrupts our operational flow and is a major distraction all around. This same rule applies to our nighttime students but with the same timeframes applicable to the part-time hours.
5. Students are expected to have a consistent work ethic during school and show that they are committed to learning and practicing their skills on a regular basis. Having constant interruptions in their education will result in subpar training, and therefore potential removal from the program. While occasional absences are necessary, having constant attendance and issues will result in dismissal from the program or having to start over later.



Leave of Absence (LOA) is sometimes necessary under extenuating circumstances and has a limit of 30 days maximum allowance. This is for situations such as grave illness, bereavement, etc.

6. Students are expected to maintain a strict moral code of ethics at our school, especially when it comes to honesty and not stealing other students' credit for retail sales and client up sales, etc. Lying, cheating, stealing, theft, spreading rumors and gossip are all examples of poor morals and ethics that will not be tolerated from anyone.
7. Students are responsible for rescheduling or reallocating their clients in the event they are unable to perform services or must be absent. It is not acceptable to simply no-call, no-show, no-communicate with staff, and expect everyone to last minute take care of your unattended schedule.
8. Students are required to perform front desk/reception training duties with professionalism, reliability, and performance with customer service. Peruse the front desk binder thoroughly and regularly so that you are familiar with all its contents. Students are not permitted to rearrange or cancel their allocated training time on the schedule for any reason as a moderator/staff member is required to approve any changes (please see page regarding front desk/reception training duties for details).
9. All students are responsible for daily sanitation and always keeping the client service and educational-related areas of the school in pristine clean condition (please see separate page for details regarding sanitation rules). Even if students have already met the baseline sanitation points and requirements per state guidelines, VKMD holds a higher standard and requires all students to participate in daily sanitation all the way through the 600 Hours General Esthetics program. The points system will be utilized each day to ensure that participation is happening from all students. Students may not switch or trade assigned sanitations.
10. Students will only be allowed to extend hours into the other class timeframes to get ahead if they meet the following criteria:
 - They are consistently attending their own daily class, without being late or showing up to class according to their own schedule, displaying a teamwork mentality and overall positive attitude.
 - The student must be self-motivated and independently inclined to over-achieve, have extensive knowledge in esthetics with excellent practical skills.
 - Staying into the evening class is only permitted in 2- or 4-hours increments, with the requirement of utilizing that time performing treatments on real treatment models/paying clients.



- Students must pre-arrange and be pre-approved by all staff to have the privilege of “fast-tracking” their hours in this fashion. This will be approved on a case-by-case basis and may be revoked if the rules are broken.
11. **All communications must follow the proper chain of command** by first going through your instructor/moderator. If additional guidance is necessary, our Student Admissions and Services Officer (when applicable) will be the next step, followed by the Director of the school/owner as the final step.
 12. Supervision from a staff member is always required in the dispensary, no exceptions.
 13. **Treatment records are a requirement for all services performed**, whether it be paying clients, MVP clients, other students, Daria Doll, or staff. The entire process from start-to-finish is a requirement to receive credit. Starting with intake forms, returning client forms, Fitzpatrick scale form, all consent forms, pre and post care, and treatment records as the final step is required for every single service performed. Checking out and rescheduling, followed by clean-up/sanitation are the final steps to complete the entire service for credit. If this is not submitted at all, or if done incorrectly, there will be zero credit given. If records are done correctly but are submitted late (after the day services are performed), half credit will be issued.
 14. If a student carelessly loses or damages property of the school, it is the student’s responsibility to replace or pay for the item immediately. If the student refuses to pay for the damages caused, privileges of using any other advanced service machines/devices will be revoked for the remainder of their time at the school. The student will also forfeit their free advanced courses offered to them post-graduation. These devices include but are not limited to: LED light therapy, High Frequency wands, 13-function machine handpieces, Skin Moisture Detector, Woods Lamps, Moon Light, Steamer and Mag Lamp, our luxury cosmetics selection, library books, etc.
 15. The following components of our 600 Hours program require mandatory attendance, with zero credit given if missed without prior staff approval:
 - Baby Boards (all 4 classes)
 - All professional workshops
 - All pre-scheduled workshops and proctored exams (such as NCEA and post-module final exams)
 - CPR/First Aid/AED class (if a student misses this pre-scheduled class, they are responsible for getting certified outside of our school at their own expense, and before taking the NCEA final proctored exam).
 - NCEA final proctored exam (if a student misses this exam, they are responsible for taking it at their own cost).



- Attending the required one Saturday per month classes throughout the program (unless other arrangements were made upon enrollment and documented in the official Enrollment Agreement contract between student and school).

In summary, our Code of Conduct and standard of practice at VKMD Institute of Medical Aesthetics is intended to mold our students into high-quality estheticians who embody professionalism, decorum, exceptional practical skills and knowledge, and the readiness to exceed industry expectations. While there are always occasional exceptions to some general rules of thumb, we are specifying the “big ones” that will essentially show us through patterns of behavior and habits, who will be displaying our standards of excellence across the board.

The main requirements to graduate from our program are briefly mentioned below:

- Consistent attendance with enthusiasm and a positive attitude (excluding times of legitimate sickness or emergency situations) on a regular basis, 85% attendance rate or higher, 80% GPA or higher (based upon the completion of all theory and chapter exams, practical labs, homework assignments, and the log of all hands-on treatment service requirements), and of course the completion of the required 600 hours of in-person credits.
- NCEA student manual completion, CPR/First Aid/AED certification, NCEA proctored final exam completion with successful passing rate, 600 hours completion, all service, reception/front desk, professionalism, life skills, retail skills, etc. points are met per our points system rules.
- All tuition has been paid in full, and there are no outstanding balances/monies owed to the school.



Dismissal and Re-admittance Policy:

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, does not participate in exercises or theory, shows negative attitude or lack of enthusiasm, disrespects dress codes, makes unsatisfactory progress, or defaults on tuition payments. The School Director, after consultation with all parties involved, makes the final decision. The School Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The School Director will review each case and decide upon re-admittance on an individual basis.

Previous Credits:

Credits from another institution will be evaluated on a case-by-case basis. We do not guarantee transferability of our credits to or from another institution without a prior written agreement between the institution and ourselves. A full or partial kit fee may be required if a student does not have sufficient material to complete training. All transfer students must provide an original transcript from the previous school (signed and sealed) to enroll as a transfer student. If a student does not have original transcripts, the student must enroll as a new student with no prior credits at full contract price and kit fee.

Student Grievances:

All student complaints regarding the school should be discussed with the School Director as soon as the issue is identified and followed up in writing within 3 days. Upon notification, the Director and student will meet to address the complaint and develop a written action plan specific to the situation. The expectation will be that every effort will be made to resolve the issue within 2 weeks, but account is taken given the situation. A follow-up meeting shall formally be arranged within the timeframe of the action plan to discuss the successful or unsuccessful resolution to the issue.

Student Complaints:

Attempting to resolve any issue with the school first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos>; You can reach the Division of Private Occupational Schools by phone, 303-862-3001. Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S., may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. Students must file all complaints in writing. No action regarding third party complaints is required, except as required by § 23-64-121(4)(a), C.R.S.



VKMD Institute Course Descriptions:

600-Hours General Esthetics: The Foundation

600 Hours 20 Weeks Full-Time/37 Weeks Part-Time

Objective: To prepare students interested in pursuing a career in esthetics for professional success. The student will have a strong foundational level of understanding on the following: skincare and facials, hair removal, body treatments, facial makeup, state laws, rules and regulations, management, ethics, interpersonal skills, salesmanship, disinfection, sanitation, and safe work practices.

Class Schedule for General Esthetics:

Monday through Thursday ----- 8:30 AM-4:30 PM with one-half hour lunch break

Monday through Thursday ----- 5:00 PM-9:00 PM

***One Saturday per month (mandatory) upon entrance of MOD 2: 8:30am– 3pm**

Full-time students: 30+ hours per week

Required: Fully in classroom, laptop/ tablet

Part-time students: 16+ hours per week Monday – Thursday 5pm-9pm

Required: Fully in classroom, laptop/ tablet

When an unexpected closure occurs due to extraordinary conditions such as inclement weather or instructor illness, students will be notified as soon as possible by phone, the school's chosen group communications app, and/or email as soon as possible. Classes are not held on the following holidays:

New Year's Eve

Labor Day

New Year's Day

Thanksgiving Day & Weekend

Memorial Day

Christmas Eve & Christmas Day

Independence Day



600-Hours General Esthetics: The Foundation

General Esthetics Cost \$13,999

Our **600 Hours General Esthetics** course includes the prestigious NCEA-Certification credential, CPR/First Aid certification, ASCP student membership during your time at our school, along with their associated alumni membership perks, and formal Face Reality Acne Expert educational training. Students must complete these programs within the duration of the 600 hours prior to graduation, as they are a significant portion of our curriculum.

Upon completion of our **600 Hours General Esthetics** program at VKMD Institute of Medical Aesthetics, and once state boards have been successfully passed, our students are then eligible to receive their gift from us, our “**Core4 Essentials**” advanced course combo package, which consist of three microexfoliation advanced courses: Microdermabrasion, Dermaplane, and Chemical Peels, as well as traditional Microneedling. *These stand-alone advanced courses are **free** to our post-graduate, licensed students as a gesture of gratitude for choosing to complete their 600 Hours General Esthetics program at VKMD Institute of Medical Aesthetics.* Therefore, these courses are not eligible for a refund should our alumni choose not to take advantage of their gift, as they are not required to do so. Students will have six (6) months to take advantage of taking these four free courses upon graduation from our program, after which the gift will expire. Students will be disqualified for eligibility of this gift if they receive any disciplinary action during their tenure at our school.

*Students must graduate from our 600 Hours General Esthetics program and successfully pass their state board exams before they are eligible to take their gifted **Core4 Essentials** advanced course bundle.

Breakdown of hours per category:

Facials and Skin Care	210 Hours
Facial Makeup	30 Hours
Hair Removal	90 Hours
Laws & Rules	30 Hours
Management, Ethics Interpersonal Skills, and Salesmanship	30 Hours
Disinfection, Cleaning & Safe Work Practices	210 Hours
Total General Esthetic Curriculum Hours:	600 Hours



Types of instruction include:

- Classroom theory and didactics, including text and workbooks by Milady and CIMA, various PowerPoint presentations, school handouts, professional videos and instructional manuals, professional guest speakers, field trips, NCEA student manual, Face Reality Acne Expert digital modules, professional online webinars, and our Professional Workshop series of formal in-person training.
- Weekly homework assignments and interactive classroom activities to enhance the classroom and lab skills.
- Online use of the Milady Board exam practice questions, Face Reality Acne Expert exam and take-home materials, and the NCEA final exam.
- Skills lab time to allow for demonstrations, questions, and practicing peers.
- Critical Thinking Lab/Essay exercises to enhance the ability of the student to problem solve and delve deeper into the subject matter.
- Practical Lab skills working in the spa environment. Students will learn the inner workings of the beauty spa industry standards by actively participating in the crucial front desk duties training, back of spa duties (aka “behind the scenes”), all industry-required cleaning and disinfecting duties they will be expected to perform as working professionals, professional client services on the floor, customer service skills, retail sales skills, and the necessary teamwork mentality to be a successful professional as they begin their journey in the evolving beauty industry.

Equipment used for instruction includes:

- All spa resources...treatment rooms, beds, linens, steamers, mag lamps, professional skin care products, computers, iPads, wax pots, and all other supplies, professional back bar products, and equipment necessary to perform facial and skin treatments.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control

Resources for instruction include:

- Milady Standard Foundations with Standard Esthetics Fundamentals, 12th Edition, 2025-2026. Milady's Skin Care and Cosmetic Ingredients Dictionary
- NCEA Study Guide/Training Manual
- Board of Barbers and Cosmetology Rules and Regulations (online)
- All Manufacturer's literature and professional product resources



- The Prestigious Face Reality Acne Expert educational program training includes digital training modules, live webinars, protocol handouts, written quizzes and learning activities, and hands-on practical training on the floor

Subjects/Topics of study include:

- Orientation
- Infection Control Principles and Practices
- Anatomy and Physiology
- Physiology of the Skin and Skin Disorders
- Skin Analysis
- Hair Removal
- Makeup
- Chemistry, Electricity, and Nutrition
- Product Knowledge
- Professional and Business Preparation
- Department of Regulatory Agencies

Suggested School Supply List extras to bring with you:

- Laptop/Tablet (required)
- Notebook paper
- 11x14 poster (for dream boards)
- Pictures/stickers/magazines/pictures (for dream boards)
- 500 pack of flash cards
- Markers, pens, colored pencils

Dress Code:

- Black medical scrubs and professional scrub-wear
- Comfortable and clean, closed-toe sneakers/non-slip shoes (worn with socks)
- No open-toed shoes, sandals, slippers, etc.
- Short manicured natural nails
- Professional and well-groomed overall appearance
- Hair must be clean, neat, pulled back off face during practical training
- No excessive perfume or smoke odors
- No visible offensive tattoos, face piercings, or large, dangly jewelry

Failure to comply with our dress code will result in dismissal for the day, which counts as missed instructional time.



Student Kit Contents for 600 Hours General Esthetics

Subject to change at any time

Treatment & Services Products and Supplies:

- Daria Doll
- Tote Bag
- VKMD patch
- Skincare Kit plus educational packets—Epicutis and Face Reality brands
- Skincare for scalp kit plus educational materials—Laced Hair brand (Scalp serum, scalp microbiome shampoo, oil, hydrating Masque, Skin/Hair/Nail vitamins)
- Spa wrap
- Spa headband
- Mini beauty scissors set
- Tweezers set
- Extractor Tools set
- Mask mixing bowls
- Mask brushes
- Mask silicone spatulas
- Product dispensary palettes
- Medical Spa Treatment Voucher for CO2 Skin Resurfacing treatment
- Medical Spa Treatment Voucher for Chemical Peel treatment
- Medical Spa Treatment Voucher for Dermaplane treatment
- *All supplies and materials required for state board exams: to be distributed upon entrance of Baby Boards prep classes during Module 2*
- ASCP individual student liability insurance

*Note: *Our Luxury cosmetics kit and brush sets are backbar for all students and therefore not included in individual kits, since it is no longer required by the state to have for state boards. We continue to include makeup application and color-wheel in our program as it still benefits estheticians overall. We have an extensive luxury cosmetics collection for our students to play with!*

Educational Materials and Curriculum:

- All professional branded skincare materials, information, and protocols
- CIMA by Milady online educational platform
- Milady Ingredients Dictionary



- NCEA Credentialing: student manual and study guide + Exam + first year membership
- CPR/First Aid/AED Certification and all related educational materials
- Student Protocol Binder: with all manufacturer protocols and quick reference guide learning materials, CPR/First Aid/AED information, VKMD protocols and chapter recaps, DORA laws and state regulations, PSI candidate bulletin, and any other additional materials related to products and go-to guides we are using at our school

Front Desk and Reception Duty Educational Benefits for Students at VKMD

Objective: *Learning front desk duty and reception skills helps esthetic students build well-rounded professional capabilities, improve client communication, and increase their hiring value in spas and clinics upon graduation from our program.*

Key Benefits:

- **Better Client Communication:** Students practice active listening and polite conversation with interpersonal communication skills, which helps them better understand client needs, as well as build lasting professional relationships.
- **Retail and Sales Growth:** Handling the front desk teaches students how to recommend skincare products and explain how they boost their professional treatments, touch on other related services that will compliment what they are currently doing with you and driving retail and service up sales for the business as a whole. Business development is a crucial component of your career as an esthetician in the beauty industry.
- **Stronger Organizational Habits:** Managing appointment software, phone calls, and the service/treatment schedule teaches vital time-management as well as multitasking skills that are required at any business to maintain proper client management on a daily basis.
- **Higher Employability:** Salons and medical spas prefer hiring licensed estheticians who can seamlessly step into front office operations, process payments, and manage client check-ins and scheduling. Furthermore, the first and last “step” of client care is upon arrival and departure, which ensures that clients are engaged from start-to-finish, boosting client retention rates.
- **Understanding Clinic Workflow:** Working at reception and understanding the basic daily operations gives students a complete experience of procedural flow, compliance rules, and excellent customer service skills!

At VKMD Institute of Medical Aesthetics, we pride ourselves on our unique real-world spa-style work environment for our students to gain the necessary hands-on experience from the very beginning of their educational training. Front desk and reception duty practice inside an esthetics-



focused learning facility with direct instructional supervision transforms theoretical knowledge into crucial practical skills that are essential for real-world success within the beauty industry.

This crucial component of student education is an integral part of the VKMD program to ensure our students are well-equipped with the skillset potential employers will absolutely be looking for upon hiring staff for their business.

Key Takeaways:

- Practical experience is an essential component to esthetician training as it enables our students to combine theoretical knowledge and practical skills during client engagement at the front desk, which will build confidence with client interaction and retail sales.
- Real-world practice scenarios enhance interpersonal skills and adaptability, thus preparing students for diverse client interactions as well as potential challenges they may face in their future careers.
- Ongoing learning through practical training will equip budding professional estheticians with the most up-to-date techniques and business skills that are necessary to succeed in an ever-evolving job market.

The Critical Role of Practical Learning as an esthetician student:

- Practical training turns ***theory into action***, equipping students with vital skills for real-world success. During a proper esthetics education, classroom knowledge will transfer to confident hands-on practice, empowering students to master their skills and perform treatments with precision and care. Our immersive approach at VKMD ensures our future estheticians are not only knowledgeable in their theory but also adept at delivering quality treatments and handling client details with quality professionalism. By having a full understanding of theory and practical skills, the next step is translating this knowledge into client consultations and treatment planning, retail sales, putting together at-home skincare regimens for clients, and having mastered the skillset to provide the best customer care to your clients before you have even begun your career!
- ***Confidence*** is critical for student success and practical training. By engaging with clients daily from start-to-finish, starting with the front desk experience a client will encounter upon arrival, our students will master their craft even further by developing the necessary ***poise and decorum*** for excellent client interactions. By combining learned theory with application skills and proper client engagement practice, our students are already becoming professionals who are well-prepared to thrive in the beauty industry.



- Practical scenarios for estheticians-in-training will further ***instill critical health and safety standards in their daily repertoire***, which is one of the most vital components of professional esthetics. Whether it be the mastering of infection control, communicating pre- and post-treatment care instructions, understanding thorough client care, etc., this portion of real-world education prepares our students to handle diverse scenarios, and further ensures they are ***competent and conscientious professionals***.

Our real-world practical training at the front desk of VKMD Institute is more prevalent during the second module of your 600-Hour General Esthetics program, where each student will take turns for a few hours per week, mastering their front desk and retail sales skills under the direct supervision of our professional staff. We have incorporated this crucial component into our training program to give our students the foundational skills of client interaction as well as what future employers will expect of them upon being hired. This training in school serves to give our students that additional “edge” to boost their resumes, as most schools do not provide this often looked-over desirable skillset.

*Don't worry, this component of our program is **not** replacing our regular VKMD operational and administrative staff, nor is it serving as any type of supportive role to our regular staff operations. This hands-on training portion of the program is strictly utilized for the benefit of our students as a real-life practice tool when it comes to client engagement and learning how to manage their own service schedule while they are on the floor during Module 2.*

Disinfection, Cleaning, and Safe Work Practices in Colorado for Esthetics School at VKMD Institute of Medical Aesthetics:

Under Colorado regulations for esthetics schools and licensing (found in the Code of Colorado Regulations), “Disinfection, Cleaning, and Safe Work Practices” are mandated curriculum and infection-control standards required to protect public health and safety.

Key Definitions and Standards:

- **Cleaning:** washing or scrubbing surfaces with liquid soap and water, detergent, antiseptics, or using an ultrasonic cleaner/solvent to physically remove all visible or surface debris. **Cleaning is NOT disinfection** and does not make multi-use items safe for client use on its own.
- **Disinfection:** The chemical destruction of pathogens on nonliving surfaces and implements to render an item safe for handling, use, and disposal. It requires an EPA-registered hospital-grade disinfectants used per manufacturer instructions or an approved



daily bleach solution (minimum $\frac{3}{4}$ cup bleach per gallon of water with a 10-minute contact time). **Disinfection is NOT cleaning** and must be preceded by a cleaning step.

- **Safe Work Practices:** Mandatory hygiene and operational protocols for esthetician students and licensees. This includes maintaining clean and disinfected tools, properly separating clean and dirty linens/tools, using single-use disposables properly, employing good personal hygiene, and refusing service on clients with contagious conditions, inflamed skin, or open wounds without a physician's written authorization.

*Under the Colorado Office of Barber and Cosmetology Licensure guidelines (regulated under 4 CCR 731-1), **high-touch areas** refer to the surfaces, tools, and electronics that experience frequent hand contact from multiple people throughout the day.*

Because these areas present the highest risk for cross-contamination and the spread of pathogens, Colorado rules require targeted cleaning and disinfection protocols.

Identifying High-Touch Areas in Esthetics:

1. Treatment & Station Areas (cleaned/disinfected between every client):

- Esthetic beds, chairs, and stools (specifically headrests, armrests, and adjustment levers).
- Magnifying lamps, facial steamers and their knobs/toggles, 13-function machine handpieces, knobs, etc. LED devices, Woods lamps, Moisture detectors, high frequency wands, etc.
- Product Containers, bottles, pumps, bowls, spatulas, hand-held mirrors, and anything else pertaining to performing services on clients and the touching of products used for the service.
- Trolleys, carts, countertops where tools are resting, the dispensary area, and anywhere else products and service supplies are stored and handled by people.
- Lids of multi-use jars, the outer rims and caps of large wax pots, mask jars, and scrub containers
- Floors where services are performed and where clients are present for service
- Trash bins in service areas
- Any designated areas for product dispensing, storage of tools and devices used during services, cosmetics and supplies to apply makeup, sanitation stations for tool immersion, etc.
- Clinic/service room floors: sweep and mop



2. Public and Common Areas (Cleaned/disinfected frequently throughout the day):

- Door handles, push plates, light switches, levers, knobs
- Reception counters and waiting room area tables and chairs where clients fill out forms, wait for service, check-in and check-out
- Retail area such as displays, testers, cabinet and handles, floors and trash bins where clients are designated to complete their intake forms, schedule appointments, choose retail products to purchase, etc.
- Restroom fixtures including faucets, handles and levers, countertop, paper towel dispenser, soap and lotion dispensers, etc. Restock necessity items such as paper towels, soap, lotion, and toilet paper.
- Kitchenette fixtures such as the handles of the refrigerator and microwave, sink fixtures, and any areas designated for disinfecting and cleaning of tools.
- Sink faucets and handles where students and clients wash their hands, rinse mixing bowls, and fill steamers

3. Shared Electronics and Point-of-Sale (POS) Systems:

- Tablets, iPad, payment terminals requiring client signatures or touch
- Shared keyboards, mice, phones, staplers, clip boards, etc. that are frequently touched
- **Laundry and Storage Areas:**
- Clean and soiled bin lids, handles or push flaps of designated bins used to separate dirty linens from clean laundry
- Cabinet knobs and drawer pulls
- Washer/Dryer Interfaces, dials, buttons, and handles of the school's laundry machines used to wash sheets and towels
- Fold and put away clean linens

4. Classroom and Practical Theory Spaces:

- Mannequin heads and stands: the plastic surfaces of practice mannequins and the adjustment clamps secured to desks
- Shared Student Desks and Chairs, Table surfaces, armrests, treatment model areas and student “give and get” service areas, with all equipment and products



Golden Rules for Colorado Student Compliance:

Under Colorado Office of Barber and Cosmetology Licensure Rule 4 CCR 731-1.7, beauty schools and salons must maintain strict daily sanitation logs. To structure student responsibilities fairly, esthetics programs organize tasks into a Daily Sanitation Rotation List, broken down by shift intervals.

1. **The Order Matters:** Every rotation list item must explicitly require two distinct steps—**Clean first** (remove visible dirt and oils), then **disinfect second** (kill pathogens)
2. **No Wet Leaving:** Students are legally barred from leaving a station dirty. All sanitation must happen immediately after service.
3. **Log it:** The Colorado State Board requires schools to keep records of daily and weekly procedures. Students must sign off on their assigned rotation before checking out.

Treatment stations and areas related to individual client services/treatments are cleaned and disinfected between every client and performed by the individual student assigned to that treatment room/station.

End-of-Day assigned Sanitation Rotation student duties are assigned to students for the last 30 minutes of each day to keep high-traffic communal zones compliant throughout the school day and to prepare the clinic floor for the following day.

How do student sanitation duties relate to student education and why are they necessary?

*In Colorado, learning and performing these daily sanitation rotations is not considered “busywork” or manual labor—it is a **core academic and legal requirement** of an esthetician’s education.*

Here is exactly how these sanitation rotations connect directly to a student’s schooling and future career:

1. It is a Mandated State Board Curriculum Requirement:

- The Colorado Office of Barber and Cosmetology Licensure establish the exact number of hours a student must complete to graduate.
- Out of the total hours required for esthetician license, a specific block of hours is legally allocated to “**Disinfection, Cleaning, and Safe Work Practices**”.
- Performing daily rotations counts directly toward these mandatory practical clock hours. If a school does not teach and document these practices, they are in violation of state educational standards.

2. It Bridges the Gap Between Theory and Practice:

- In the classroom, students learn the science of **bacteriology, virology, and immunology**. They memorize how pathogens spread and how chemical disinfectants work on a cellular level.



- The daily sanitation rotation is the physical application of that science.
- It teaches students how to read chemical labels, calculate dilution ratios, understand proper **dwell (contact) times**, and recognize the physical difference between cleaning (removing dirt) and disinfecting (killing microbes).

3. It Prepares them for the Practical State Board Exam:

- To get licensed in Colorado, students must pass a rigorous examination. A massive portion of this exam evaluates **Infection Control and Safety Practices**.
- Examiners watch students like a hawk to ensure they do not cross-contaminate their stations, that they sanitize their hands before touching a client, and that they properly handle dropped items.
- By doing these daily rotations at school, the muscle memory required to pass the state board exam becomes second nature.

4. It Teaches Business Compliance and Liability Management:

- When a student graduates and enters the workforce—whether they rent a booth, work in a medical spa, or open their own business—they are personally liable for public safety.
- **Malpractice and fines:** failing to maintain these standards can result in hefty fines from Colorado state inspectors, a suspended license, or lawsuits if a client contracts a bacterial infection (like MRSA) or a fungus.
- **Time Management:** In a real spa, an esthetician must flip a room, clean their tools, and disinfect high-touch surfaces in the 15-minute window between clients. The school rotations teach students how to manage their time efficiently without cutting corners on safety.
- Ultimately, Colorado regulations treat infection control as the **foundation of the entire profession**. A student cannot legally or safely perform a chemical peel, microdermabrasion, or a basic facial without first mastering the environment in which those services take place.

What is the difference between student sanitation requirements and exploited janitorial duties?

In a Colorado beauty school environment, there is a strict regulatory and legal distinction between **janitorial tasks** and **student sanitation rotations**.

While both keep the building clean, they serve entirely different purposes under the law. **Students cannot be used as free janitorial labor**, and janitors cannot fulfill the educational, infection-control requirements needed for licensure.



Janitorial Maintenance Duties:

*Janitorial duties focus on **the general physical plant of the school**. These tasks do not require special knowledge of esthetics of skin pathogens or esthetic equipment.*

- **Primary Purpose:** General facility upkeep, structural hygiene such as public multi-stall restrooms, shared common area maintenance of commercial buildings, and building safety.
- **Legal Mandate:** Regulated by the Colorado Department of Public Health and Environment (CDPHE) and OSHA.
- **Credit Allocation:** 0 Hours. Fulfills no educational requirements.
- **Target Surfaces:** Public floors, windows, building waste management, and structural facilities
- **Janitorial Scope (facility maintenance):** Structural floors and walls, deep scrubbing and waxing hallways, vacuuming public space lobby, building waste management like hauling garbage to outdoor dumpsters, deep cleaning public bathrooms (VKMD does not have public bathrooms, and only one single person use bathroom located privately within our suite), facility maintenance such as washing exterior windows, changing HVAC filters, and clearing entryways.

Student Sanitation Rotation:

Student sanitation rotations are explicitly designed to teach the chemical, practical, and clinical standards required to protect the public during a personal service. Students focus on cross-contamination barriers and advanced wellness safety.

- **Primary Purpose:** Educational training, infection control, and licensing exam preparation.
- **Legal Mandate:** Regulated by the Colorado Office of Barber and Cosmetology Licensure (4 CCR 731-1).
- **Credit Allocation:** Counts toward required clock hours under “Disinfection, Cleaning, and Safe Work Practices”.
- **Target Areas:** High-touch zones, advanced modalities, tools, and immediate treatment stations.

Under Colorado cosmetology and esthetics rules, the **client waiting area and high-traffic transitions are legally considered part of the licensed facility’s “common active areas”**. This means infection control rules still apply, but the school must split the responsibilities correctly between the students and a janitorial service to remain legally compliant.



The Dividing Line: What is “Clinical” vs “Janitorial” in Public Spaces?

- Janitors clean the structure; **students disinfect the client touchpoints**
- **High-traffic** areas where students and clients commonly use and touch specific areas and items within those areas are explicitly labeled “**Client Cross-Contamination Barriers**” as opposed to general cleaning.
- Under Colorado Rule 4 CCR 731-1, **maintaining the safety of client common areas** is a licensed beauty professional. Learning how to manage **a safe client environment**—from check-in to check-out—is exactly why the state awards students educational clock hours for this sanitation rotation. It ensures that the students’ future business is safe from liability and lawsuits.

The Physical Structure of our school facility:

VKMD Institute of Medical Aesthetics is a private occupational esthetics-only beauty school that is operated in a private suite within a larger commercial building. In this commercial building setup, the DPOS-approved licensed facility stops at the door of our private suite.

- Everything **outside the front door** of our private suite is considered a “common area” of the commercial building. Students are NEVER to clean these public areas as the school pays a professional janitor service within their monthly CAM/NNN payments to the building owners to pay for professional janitorial labor.
- **The building’s job:** The property management company hires commercial janitors to vacuum the building hallways, scrub the public restrooms down the hall, wash the building’s front entrance doors, and maintain the general lobby areas.
- **Inside our private suite (Student Sanitation Rotation):** The moment our students step through the door into the private suite of VKMD Institute of Medical Aesthetics, they are inside the **legally designated clinical space**. The school is responsible for everything inside these walls, and the students are responsible for the client touchpoints within it.
- **The Suite’s Waiting Area:** inside the private suite where student and clients engage, wait, commonly-touch items and spaces, etc. is considered a clinical touchpoint.
- **The Suite’s High-Touch Zones:** The inside door handles, light switches, doorknobs and handles, retail spaces, front desk area, and all electronics, therein are all vectors for cross-contamination.
- **Why it Matters:** The building’s janitorial service will not (and legally should not) enter our private suite to disinfect clinical surfaces. Maintaining the interior of the suite is the direct



responsibility of the licensed practitioners (the students and instructors) to ensure compliance with **Colorado Rule 4 CCR 731-1**.

- **The Private Suite Bathroom:** Having a bathroom located inside the private suite is legally considered part of the salon/school floor. However, there is a boundary between clinical disinfection (which students must do for their license) and structural deep cleaning (which paid staff or a janitor should do). Clients and students use this restroom immediately before and after esthetics services/treatments, where they touch their skin, adjust their clothing, and transfer pathogens directly onto the hardware. Therefore, students are responsible for the **hand-to-surface touchpoints** that present a high risk of cross contamination such as countertop, sink and faucet, toilet outer surfaces and flush lever, handicap hand railing on the wall, doorknob, etc.
- **Classrooms:** Students are responsible for the clinical cross-contamination touchpoints of their practice, not the physical building upkeep. Under Colorado Rule 4 CCR 731-1, classrooms where practical theory, mannequin work, and product chemistry are taught are legally part of the licensed educational facility.
- **The Kitchenette:** Breakrooms are one of the highest-risk zones for cross-contamination in a clinical facility. Under Colorado Rule 4 CCR 731-1 and general health standards, salon/school kitchenettes require strict sanitation because they are the only area where students transition from handling chemical cosmetics, bodily fluids, and skin pathogens to handling food.
- Because students are the exclusive users of the suite's internal kitchenette, they are responsible for the hand-to-surface touchpoints that spread bacteria and viruses between lunch and clinical work. Wiping these areas down trains our students in cross-contamination awareness required for Safe Work Practices.

All other General School Sanitation Guidelines:

- VKMD Institute strives to maintain the highest standard of cleanliness of our facility for our students, staff, and clients. Therefore, in addition to required sanitation rotations and client service sanitations, all students and staff are required to clean up after themselves in the breakroom, kitchenette, classroom, or any personal messes or clutter, etc. daily.
- If any minor item has been left out of this document by mistake, we reserve the right to add anything forgotten at any time and include to our set of current rules and procedures. These would be very minor and therefore are likely items that should “go without saying”, yet we will still include to avoid any potential misunderstandings.



- Our goal is to be as clear and transparent as we possibly can, with the expected enthusiasm and spirit of striving for excellence as our main goal at our school and among our student body.
- We send regular reminders and clarifications on a regular basis on our Telegram communications thread regarding proper sanitation practices as well as our standards at VKMD Institute. We make sure that our students are never left to “guess” at what our standards and expectations are at our school and will always explain our procedures and protocols to everyone to ensure our students are properly educated and know how to put these expectations into practice every day.
- All our sanitation duties are directly correlated to the benefit of our students’ education and how it is applied to what they are learning in school. All our school rules, policies, and procedures are methodically designed and communicated to our students with the intention of being directly in relation to their education, and what they can expect as esthetics professionals throughout their careers.



Cell Phone Policy:

Cell phones should be silenced or placed on vibrate during school hours. Cell phone use is not permitted while you are working on the floor, doing reception duty, or anywhere in the lobby where clients are visible. If an emergency call must be made or taken, be discreet and go somewhere private to take care of business. If we must ask more than once to put your phone away during the day, or if you are constantly taking or making calls during school hours, we will ask that the students leave their phone in their cubby until breaktime.

Lunch and Breaks:

Students will receive a half-hour period to be taken for lunch between 12:00-12:30 PM, or 12:30-1:00 PM. Morning break is scheduled after theory class for all students. Non-lunch breaks are not to exceed more than 15 minutes and must let a staff member know. If the student needs more break time or must leave the school campus for any reason, they must clock out.

Leave of Absence (LOA):

Students may request a Leave of Absence for extenuating urgent personal or medical reasons. The request shall be submitted in writing to the Director for approval or denial (based on conditions or student performance and the reason for the request). The request can be for no more than 30 days in duration. If the leave exceeds 30 days, the Director, at her discretion, will decide if an extension may be granted. For medical reasons, a formal note from a medical professional who is overseeing your care must be submitted.



National Coalition Esthetics Association (NCEA)

Getting NCEA Certified is the highest voluntary credential in the United States—helping to raise the standards of Estheticians* beyond entry-level licensure. The NCEA Certified credential signifies the value and credibility for consumers in determining the expertise and training of an Esthetician. The NCEA Certified credentialing exam provides a standardized, valid, legally defensible exam using psychometric principles. (<https://nceacertified.org/>)

We include National Certification through the prestigious National Coalition of Estheticians Association program. The NCEA program is equivalent to a 1200 clock hour Master's program. Upon completion of our program our graduates are NCEA Certified and well prepared to sit for the State Boards.

We strive to give each student a comprehensive and practical understanding of skin conditions, ingredients, product knowledge, professional treatment protocols, and treatments you will use daily.

Our Esthetics program also includes training in sought after services including lash lifting, lash and brow tinting, brow lamination, advanced waxing, a built-in med spa Internship opportunity, and advanced modality training upon successful completion of our program and passing state board exams. You will receive a voucher for the following post-graduation Core4 Essentials advanced standalone course combo: manual resurfacing (microdermabrasion and dermaplaning combination course), chemical peels, and traditional microneedling with your **600-Hour General Esthetics** enrollment, to complete after successfully obtaining state licensing. Graduates of our course will have the solid foundational and advanced knowledge that is crucial to finding a career in a variety of settings. We train our students to graduate as confident professionals with significant hands-on experience in the esthetics industry.



Face Reality Acne Experts Training Benefits

At VKMD Institute of Medical Aesthetics, we incorporate the prestigious Face Reality Acne Expert educational training into our **600 Hour General Esthetics** program, which will equip our students with the professional practical skills and theoretical knowledge to build successful careers treating acne with the Face Reality Clear Skin Method.

Face Reality Skincare is an award-winning professional skincare brand and specialized treatment program specifically for clearing acne prone skin. Rather than relying on a one size fits all approach, it utilizes a highly customizable, holistic system, that focuses on root causes and long-term skin health.

The Core Principles which the system is built upon are:

- **Certified Professionals:** The program is administered by “certified Acne Experts” (primarily licensed estheticians) who conduct skin analysis and track your progress
- **The “Clear Skin Method”:** This is a structured protocol combining in office treatment (like customized peels) with personalized at home regimen
- **Acne-Safe Products:** Face Reality produces a line of professional, non-comedogenic skincare products designed to treat various types of acne (including cystic and hormonal) without clogging pores.
- **Lifestyle and Dietary Coaching:** Experts guide clients through hidden acne triggers in everyday products, laundry detergents, makeup, and diet

Clients typically commit to a 3-to 6-month process-often called an “Acne Bootcamp” Where product routines and treatments are frequently adjusted as the skin clears and adapts.

*Our students benefit from this formal training built within our program on both theoretical and practical levels, with plenty of hands on [practice opportunities while treating clients on the floor. That said, we are unable to officially certify our students on an individual basis with Face Reality Skincare, as they require all licensed estheticians to become certified directly through them to become officially credentialed. The great news is that VKMD Alumni receive a 50% off discount to become certified! By gaining all the knowledge and hands on practice at our school, the certification process will be significantly quick and easy to obtain, at a major discount to boot!



Refund Policy:

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three business (3) days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three business (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except for the maximum cancellation penalty/charge of \$150.00 or 25% of the contract price, whichever is less, ***unless the student has begun training within that 3-day period.*** If the student has begun training within the 3-day period upon enrollment and thereafter, the table below will apply accordingly. Students who withdraw from the **600-Hour General Esthetics** program at any time are also subject to our \$150.00 cancellation fee.

Students are entitled to withdrawal/termination after class has commenced	Refund according to the following table below: (excluding \$2999 non-refundable down payment)
Within first 10% of program (0-60 hours) School retains 10% of contract price	90% less cancellation fee of \$150
After 10% but within first 25% of program (61-150 hours) School retains 25% of contract price	75% less cancellation fee of \$150
After 25% but within first 50% of program (151-300 hours) School retains 50% of contract price	50% less cancellation fee of \$150
After 50% but within first 75% of program (301-450 hours) School retains 75% of contract price	25% less cancellation fee of \$150
After 75% (after 450 hours) School retains 100% of contract price	<u>NO Refund</u>



Students shall receive a full refund of prepaid tuition and fees if not accepted by the school. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge of \$150, the non-refundable \$2999 down payment, plus a percentage of tuition and fees, which is based on the percentage of days enrolled divided by total number of days in the program as described in the shown refund table. If the student paid with credit card and/or split their tuition payments using any of our in-house installment payment plans, those associated fees will not be refunded. The tuition refund is based on the official date of formal termination or withdrawal, provided in writing. Attendance is not a factor; refund is based on days of enrollment.

1. The student may cancel this contract at any time (in formal writing) prior to midnight on the third business day after signing this contract.

2. All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

a. The date by which the school receives formal written notice of the student's intention to discontinue the training program; or

b. The date by which the student violates published school policy, which provides for termination.

c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence, is the earlier of the date the school determines that the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a timeframe a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

4. The policy for granting credit for previous training shall not impact the refund policy.

5. Monthly payments for in-house payment plans are divided into equal monthly installments according to the enrollment agreement, with a processing fee added to each payment installment. Tuition payment fees are due on the 1st day of every month after the student begins the program. Payments not received by the 3rd of the month are subject to a \$100 late fee per day late. Any payments not received by the 3rd day of the month, the student shall not return to school until payments are made up to date, with all late fees and finance fees included. The student will then have up to two weeks from the original payment due date to make their payment, while on a suspension status, and then may return to school once payment is made in full. The student may be released from the program with refund/balance due per refund policy should the student be unable to remit payment within the allotted timeframe. Refunds will not be given for training already received and paid for. Kits are student property, and all books, materials, equipment, products, uniforms, kits, are non-refundable.



TERMS OF PAYMENTS:

Tuition shall be paid in full before the student completes the coursework. All monthly installment payments are due on the 1st of each month as described in your Enrollment Agreement, and your initial first payment is due upon the commencement of class. If tuition is paid in full on the first day of class, there will not be any additional processing or service fee charges. For in-house financed payment installment plans, there will be a one-time set-up installment fee of \$250 to be added to the first tuition payment, which is due on the first day of class. All subsequent monthly installment payments will include the additional \$75 installment fee as detailed in our Enrollment Agreement contract. The student will not be able to attend school if payments are not made within the appropriate time frame, which will delay finishing the program in a timely fashion. The student will not receive their certificate of completion until all tuition (applicable fees for those who are in-house financing) are paid in full.

All installment fees and credit card processing fees are non-refundable



Veteran Beneficiaries Refund Policy

NON-ACCREDITED COURSES- IN ACCORDANCE WITH VA REGULATION 21.4255-1

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid.

If any student withdraws after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid, including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENT(S)

Percentage of Program Completed	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.

The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.



***CORE4: The Essentials Microdermabrasion, Dermaplane, Chemical Peels, and Microneedling Included for VKMD Students enrolled in 600-hour General Esthetics: The Foundation**

Students must complete the 600-hour General Esthetics: The Foundation program and successfully pass state boards prior to taking any advance course*

CHEMICAL PEELS

Chemical Peels Cost: \$750

24 HOURS / 3 DAYS

Objective: To provide the knowledge and skills to licensed estheticians and cosmetologists with the ability to safely perform the art of Chemical Resurfacing Application. Teaching the benefits, treatment procedures, rules and regulations, and safe client care during the chemical peel will be possible upon the completion of this course.

Chemical Peels Course Objectives: To provide the knowledge and skills to licensed estheticians and cosmetologists with the ability to safely perform the skills of Chemical Peel Application. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during chemical peels will be possible upon completion of this course. Students will receive 3 DAYS of chemical peels

training totaling 24 HOURS of theory and hands-on learning during this course. 4 Models will be needed for practice.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion.

Adult learning principles will be applied. Theory topics to include:

- Skin Analysis, Conditions, Contraindications, and Aftercare **4 hours**
- Law, Rules, Regulations, Product Ingredients of Chemical Resurfacing Exfoliation Substances **4 hours**
- Chemical Peel Treatment Procedures and Treatment Reactions **2 hours**

Total Theory Hours: 10 hours

Day 2 Skills lab time to allow for demonstrations, questions, and practice.

- Skin Analysis, Conditions, Contraindications and Aftercare **4 hours**



- Law, Rules, Regulations, Product Ingredients of Chemical Resurfacing Exfoliation Substances **4 hours**

Day 3 Skills lab time to allow for demonstrations, questions, and practice.

- Chemical Peel Treatment Procedures and **6 hours** Treatment of Reactions

Total Lab Hours: **14 hours**

Total Course Hours: 24 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, professional chemical peels and supplies, beds, linens, mag lamps, gauze prep, disposables.
- Computer, and all other supplies/equipment necessary to perform chemical peels.
- Classroom space with facial tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



MICRODERMABRASION

Microdermabrasion Cost: \$550

14 HOURS / 2 DAYS

Microdermabrasion Course Objectives: To provide licensed estheticians and cosmetologists with the knowledge and skills necessary to safely perform the skills of microdermabrasion. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during microdermabrasion will be possible upon completion of this course. Students will receive 2 DAYS of Microdermabrasion training totaling 14 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, videos, and group discussion. Adult learning principles will be applied.

Classroom theory to include:

▪ The Skin	1 hour
▪ Skin Conditions	1 hour
▪ Microexfoliation	2 hours
▪ Treatment procedures	1 hour
▪ Cleaning, Disinfection, Sterilization & Safety	1 hour
▪ Laws, Rules, & Regulations	1 hour
▪ Salesmanship	1 hour
▪ Occupational Health and Safety	0.5 hour
Total Theory Hours	8.5 hours



Day 2 Skills lab time to allow for demonstrations, questions, and practicing on peers to include:

▪ Treatment Procedures	4 hours
▪ Cleaning, Disinfection, Sterilization & Safety	1 hour
▪ Occupational Health and Safety	0.5 hours
Total Lab Hours	5.5 hours
Total Course Hours	14 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, microdermabrasion machines and supplies, beds, linens, mag lamps, Image skin care products, computers, and all other supplies/equipment necessary to perform microdermabrasion.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



DERMAPLANING

Dermaplane Cost: \$550

8 HOURS / 1 DAY

Dermaplaning course objectives: To provide the knowledge and skills to Licensed estheticians and cosmetologists who have already completed microdermabrasion training with the knowledge, skills & ability to safely perform the skills of dermaplaning. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during dermaplaning will be possible upon completion of this course.

Students will receive 8 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Classroom theory including PowerPoint presentations, handouts, and group discussion. Adult learning principles will be applied.

Theory topics to include:

▪ Skin	0.5 hour
▪ Skin Conditions	0.5 hour
▪ Microexfoliation	1.0 hours
▪ Treatment procedures	1.0 hours
▪ Cleaning, Disinfection, Sterilization and Safety	0.5 hour
▪ Laws & Rules	0.5 hour
▪ Salesmanship	0.5 hour
▪ Occupational Safety and Health	0.5 hour
Total Theory Hours:	5.0 hours



Skills lab time to allow for demonstrations, questions, and practicing peers.

▪ Treatment procedures	2.0 hours
▪ Cleaning, Disinfection, Sterilization and Safety	0.5 hours
▪ Occupational Health & Safety	0.5 hours
Total Lab Hours:	3.0 hours
Total Course Hours:	8 hours

Equipment used for instruction includes:

All spa resources...treatment rooms, dermaplaning scalpels

- All necessary supplies, beds, linens, mag lamps, Image skin care products, computer, and all other supplies/equipment necessary to perform Dermaplaning.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



MICRONEEDLING

Microneedling Cost: \$850

Start-up Kit cost (optional add-on): Ask for details

8 HOURS / 1 DAY

Microneedling course objectives: To provide licensed estheticians and cosmetologists with the knowledge and skills to safely perform the skills of microneedling. Proving an understanding of the benefits, treatment procedures, rules and regulations, and safe client care during microneedling will be possible upon completion of this course.

Students will receive 1 DAY of Microneedling training totaling 8 HOURS of theory and hands-on learning during this course.

Types of instruction include:

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion.

Adult learning principles will be applied.

Theory topics to include:

▪ Benefits of Microneedling	0.5 hours
▪ Contraindications and Possible Side Effects	0.5 hours
▪ History of Microneedling	0.5 hours
▪ Compare and Contrast Different Microneedling Modalities/Devices	1.0 hours
▪ Review of Skin and Skin Structures	0.5 hours
▪ Treatment Procedure and Sanitation Procedures	1.5 hours
▪ Post Treatment Care and Client Expectations	0.5 hours

Total Theory Hours: 5.0 hours

Day 1 Skills lab time to allow for demonstrations, questions, and practice on two models.

▪ Treatment Procedure and Sanitation Procedures	2.0 hours
▪ Post Treatment Care and Client Expectations	0.5 hours
▪ Cleaning, Safety, and Infection Control	0.5 hours



Total Lab Hours:

3.0 hours

Total Course Hours:

8.0 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, Herbal Skin Solutions Microneedling Device, numbing cream, supplies, disposables, beds, linens, mag lamps, Image skin care products, computer, and all other supplies/equipment necessary to perform Microneedling.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedure
- Board of Barbers and Cosmetologist Rules and Regulations
- Manufacturer information regarding procedure



EYELASH EXTENSIONS & Brow Glam

Eyelash Extensions Cost: \$950

Start-up Kit cost (optional add-on): \$275

9 HOURS / 1 DAY

Eyelash Extensions course objectives: To provide licensed Estheticians and Cosmetologists with the knowledge and skills to safely perform the skills of eyelash extensions. Proving an understanding of the treatment procedures, rules and regulations, and safe client care during eyelash extensions will be possible upon completion of this course. Students will receive 1 DAY of Eyelash Extension training totaling 9 HOURS of theory and hands-on learning during this course. Eyelash Extension Kit with essential starter supplies is an optional add-on purchase for \$275.

Day 1 Classroom theory including PowerPoint presentations, handouts, and group discussion. Adult learning principles will be applied.

Theory topics to include:

- | | |
|--|------------|
| ▪ Review of Hair growth, Anatomy of the Eye, and Contraindications | 1.0 hours, |
| ▪ Safety Precautions and Sanitation Procedures | 0.5 hours |
| ▪ Product, Equipment and Supplies | 0.5 hours |
| ▪ Client Consultation | 0.5 hours |
| ▪ Application Technique | 1.0 hours |
| ▪ Additional Techniques | 0.5 hours |

Lab time to allow for demonstrations, questions, and practice.

Total Theory Hours:	4.0 hours
---------------------	-----------



Day 1 Skills - lab time to allow for demonstrations, questions, and practice.

▪ Client Consultation	0.5 hours
▪ Application Technique	3.0 hours
▪ Additional Techniques	1.0 hours
▪ Safety and Infection Control Guidelines	0.5 hours
Total Lab Hours	5.0 hours

Total Course Hours: 9.0 hours

- Equipment used for instruction includes:
- All spa resources...treatment rooms, supplies, beds, linens, mag lamps
- Extensions care products, VKMD lash tools/supplies, Eye gel pads, disposables, computer, and all other supplies/equipment necessary to perform lash extensions.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.

Resources for instruction include:

- Industry information regarding procedures
- Manufacture information regarding procedures
- Board of Barbers and Cosmetologist Rules and Regulations

Theory topics to include:

▪ Review of Hair Growth, Anatomy of the Eye and Contraindications	1.0hours
▪ Safety Precautions and Sanitation Procedures	0.5 hours
▪ Product, Equipment and Supplies	0.5 hours
▪ Client Consultation	0.5 hours
▪ Application technique (lash lift)	1.0 hours
▪ Additional techniques (lash tinting & lash lift relaxer)	0.5 hours
Total Theory Hours:	4.0 hours



Day 1 Skills lab time to allow for demonstrations, questions, and practicing

▪ Client Consultation	0.5 hours
▪ Application Technique (lash lift)	1.0 hours
▪ Additional Techniques (lash tinting & lash lift relaxer)	1.0 hours
▪ Safety and Infection Control Guidelines	0.5 hours
Total Lab Hours	3.0 hours
Total Course Hours:	7.0 hours

Equipment used for instruction includes:

- All spa resources...treatment rooms, supplies, beds, linens, mag lamps, Lash Lifting products, VKMD lash tools/supplies, Eye gel pads, disposables, computer, and all other supplies/equipment necessary to perform lash extensions.
- Classroom space with tables, chairs, and a/v equipment available as necessary.
- All products needed for disinfecting equipment and infection control.
- Resources for instruction include:
 - Industry information regarding procedures
 - Manufacture information regarding procedures
 - Board of Barbers and Cosmetologist Rules and Regulations



***All course curriculum materials as well as treatment model supplies are included in the costs of our advanced course tuition monies. There is an option to purchase additional consumable supplies for an additional fee for some of our courses if a student chooses to purchase.**

Permanent Makeup

Permanent Makeup Cost: \$5500 Down Payment required to hold your spot: \$1500 (non-refundable)

132 Hours/15 Days

Permanent Makeup Course Objectives: Our 132-hour Colorado state-approved course offers in-depth, hands-on training for permanent makeup applications of the brows, eyeliner and lips. A variety of machine and manual techniques are covered with hands-on applications with live treatment model experiences. Students will learn safety, sanitation, appropriate techniques, skin analysis, colors, and tools. Upon completion of our 132-hour course, client consults, measuring and mapping, and implantation will be thoroughly understood. Our goal is to instill student confidence via thorough education and high-quality hands-on experience to help them feel more equipped to achieve their personal career goals.

Students must be a licensed esthetician or licensed cosmetologist to attend.

Types of instruction to include:

- Classroom theory, practical application, including PowerPoint presentation, handouts, binder with all necessary protocols, theory, consent forms, and group discussion. Adult learning principles will be applied.

Theory topics to include:

- | | |
|--|---|
| • Cleaning, disinfection, sterilization and safety: 12 hours | • Color Theory and Effects: 32 hours |
| • Skin Analysis: 8 hours | • Client Consultation: 8 hours |
| • Equipment and Supplies: 8 hours | • Lab hours: Application of pigment: 64 hours |
| • Color Theory and Effects: 32 hours | |

Lab skills time allowed for demonstrations, questions, and practicing peers, fake skins and clients.
Total Theory Hours: 68 Total Lab Hours: 64

Total Course Hours: 132



Equipment used for instruction to include:

- Our school provides all necessary and required personal protection equipment (PPE) needed to perform all the procedures.
- All spa resources including but not limited to treatment beds, linens, mag lamps, all supplies such as treatment prep, disposables, sanitation for disinfecting equipment and infection control, pigment colors, tools, practice skins, and various products needed to perform PMU in a safe and successful manner.
- All theoretical learning sources such as classroom space with tables, chairs, audio/visual equipment, handouts
- VKMD Permanent Makeup Binder (PowerPoint and printed workbook and test), Microblading Bible, and Permanent Makeup Manual textbooks

Resources for instruction to include:

- Industry information regarding permanent makeup procedures
- Board of Barbers and Cosmetology Rules and Regulations
- Manufacturer information regarding procedure and products



Laser and Device: Face and Body

Course Cost: \$6750 or \$6500 with cash discount

Learning materials and supplies: \$1500

92 Clock HOURS

- **Hybrid/40 hours: online theory & didactics**
- **52 hours: supervised in-person practical training**

Intended Audience:

This course is designed for aestheticians, registered nurses (RNs), nurse practitioners (NPs), physician assistants (PAs), physicians (MDs and DOs), dentists, and individuals seeking education and training for a career in the medical aesthetics industry.

Objective: Our Laser and Device: Face & Body course is a specialized laser and Radio Frequency (RF)-focused training program that teaches medical and aesthetic professionals how to safely and effectively operate energy-based devices for skin rejuvenation, tightening, and body contouring.

Core Curriculum and Topics Covered:

- **Physics and mechanics of action:** how optical radiation, lasers, intense-pulsed light (IPL), and thermal RF energy interact with different layers of the skin (epidermis, dermis, and subcutaneous fat).
- **Skin Science and Assessment:** Anatomy and physiology of skin and hair, skin typing using the Fitzpatrick Scale, and client consultation protocols.
- **Modalities and Applications:**
 - Laser hair removal, skin resurfacing, and micro-laser peels
 - Vascular and pigmentation treatments, plus tattoo removal
 - Radio Frequency (RF) skin tightening, microneedling RF (MNRF), and body contouring
 - EMS and HIFEM muscular stimulation
- **Safety and Compliance:** ANSI Guidelines, Laser Safety Officer (LSO) criteria, eye protection, contraindications, and management of adverse events or side effects.
- **Hands-On Training:** Practical, supervised clinical practice using multi-platform devices on live models and peers.



Types of instruction include:

Online modules for theory didactics and Classroom practical hands-on training in person with handouts, a protocol binder, reference guides, and PowerPoint presentations. Adult learning principles will be applied.

After students complete the required online theory and didactics training modules, they will come to our designated school medical spa facility for two 3-day weekends in a row (Friday, Saturday, Sunday), and a single full day the following weekend, to complete the hands-on practical training with live treatment models under the supervision of our instructor staff. Friday/Saturday/Sunday will be from 9 AM until 5 PM, with a 30-minute lunch break.

Theory topics to include: - Total Theory Hours: 40 Hours

- Skin and Hair Biology
- Laser Fundamentals
- Tissue Optics and Laser Effects
- Laser and IPL Device Settings
- Laser and IPL Hazards and Safety
- Laser and IPL Hair Removal
- Laser and IPL Skin Rejuvenation
- Pigmented Lesions
- Laser Tattoo Removal
- Vascular Lesions
- Skin Resurfacing-Full Ablative and Fractional
- Suspicious Skin Conditions
- Accidents, Incidents, and Complication
- Radio Frequency non-invasive face and body
- Radio Frequency microneedling

Skills Lab: - Total Hand on Training 52 Hours

- In-person practical and supervised skills labs covering device operation, skin Fitzpatrick typing, live-model treatments for laser hair removal, IPL skin rejuvenation, vascular lesions, CO2 Laser skin resurfacing, RF microneedling, and non-invasive RF face and body contouring, all under professional safety protocols.
- Live-Model Practice: operating laser, IPL, and radio frequency devices on volunteer live models
- Parameter and setting selection: customizing joules, pulse duration, and spot-size, based on real-time skin assessments.
- Safety and Compliance: Practicing laser safety officer (LSO) guidelines, eye protection protocols, and managing tissue interactions.
- Client Consultation and Care
- Pre-Treatment and post-care assessment and troubleshooting: recognizing clinical end points



- Tailored treatment plans for clients: managing expectations, intake forms, skin assessment, and potential risks
- Sanitation
- Equipment used for instruction:
- Optical Density (OD) Safety Eyewear
- Smoke Evacuators
- All treatment supplies and consumables per each machine treatment protocols such as gel, gauze, tips, protective eyewear, numbing cream, post-care product, treatment beds, disposable sheets, cleaning supplies
- Devices such as: Exion by BTL, Triton by InMode, Morpheus8 by InMode, Pixel CO2 by Alma Lasers, Optimus with Lumecca, VascuLaze, and Forma by InMode, and all associated consumables required to perform treatments.

Resources for instruction include:

- Laser and Light-based Aesthetic Procedures: A Broad-Based Introduction to Light-Based Cosmetic Use and Safety" by The Laser Training Institute online training modules
- All equipment manufacturer materials and protocols
- Power Point presentation with Radio Frequency device procedures and protocols
- Students take home binder with quick-reference guidelines and safety protocols, proper sanitation, treatment protocols, and pertinent client intake and assessment forms, treatment planning consultation forms, pre/post-care instructions, and treatment records
- Methods of Instruction: Online theory and virtual learning, classroom PowerPoint presentation, Q & A Group discussion for mastering the material, and hands-on practical training with live treatment models in a real Medical Spa working environment overseen by our Medical Director.



ALL PROGRAMS AND COURSE COSTS:

*All down payments for our standalone advanced courses serve as the non-refundable “Save your spot” fee and is part of the overall cost of the course. **Bundle pricing discounts are available**

Program/Course	Tuition	Downpayment Required	Kits, supplies, & all learning materials	Registration and Admission Fees	Grand Total
600 Hours General Esthetics: The Foundation	\$11000	\$2999 <i>(non-refundable)</i>	included	\$150 (included in down payment; non-refundable)	\$13,999
Chemical Peels	\$750	\$150 <i>(non- refundable)</i>	Included	\$50 (included)	\$750
Dermaplane	\$550	\$150 <i>(non- refundable)</i>	Included	\$50 (included in down payment)	\$550
Microdermabrasion	\$550	\$150 <i>(non- refundable)</i>	Included	\$50 (included in down payment)	\$650
Eyelash Extensions & Brow Glam	\$950	\$150 <i>(non- refundable)</i>	\$275 optional <i>(non-refundable)</i>	\$50 (included in down payment)	\$950 or \$1125
Manual Resurfacing combo course	\$850	\$150 <i>(non- refundable)</i>	Included	\$50 (included in down payment)	\$850
Microneedling	\$850	\$150 <i>(non- refundable)</i>	Optional; Please ask for Pricing <i>(non- refundable)</i>	\$50 (included in down payment)	\$850
Permanent Makeup	\$5500	\$1500 <i>(non- refundable)</i>	Included	\$150 (included in downpayment)	\$5500
Laser and Device	\$6750	\$1500 <i>(non- refundable)</i>	Included	\$150 (Included in down payment)	6750