

# Images Enterprises LLC 2022-2023 Catalog

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# ***CATALOG DISCLOSURES***

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The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog. Students pursuing a Certificate under a previous edition of the catalog should refer to that edition to determine course requirements for their program.

This catalog is published to inform students and others of Images Enterprises' academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Images Enterprises cannot assure that changes will not occur that will affect this information.

Images Enterprises reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied, has been accepted, and/or who is attending Images Enterprises LLC in one of the education programs described in this Catalog. The words "Institute" and "school" means Images Enterprises LLC.

Images Enterprises expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

Images Enterprises makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision.

Images Enterprises affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical handicap, or any other characteristic.

## **Reservation of Rights**

The Institute reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Re-schedule or consolidate classes.
- Change faculty members by replacement or substitution.
- Relocate facility, within reasonable distance.

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# ***ABOUT IMAGES ENTERPRISES LLC***

## **Mission**

**Provide quality education and training to help you advance in your career or get the career you want.**

Images Enterprises LLC (“Institute”) exists to provide quality career education, in multiple employment industries, that is relevant to both the current and prospective needs of the community. The entire team of the Institute is dedicated to student success.

## **Objectives**

- To help students achieve a superior level of basic skills in program areas.
- To provide variable and accessible training opportunities that stays current with today’s needs.
- To hire faculty members who are industry experts that have demonstrated professional and academic expertise in their respective fields.
- To deliver educational support services that meet student life demands and schedules.

## **About Us**

Images Enterprises LLC is a professional vocational training institute based in Arizona, locally owned and operated since 2008. The owner partners of the Institute have the necessary experience to ensure students receive the right training to get their career started. Faculty members are licensed as appropriate and have multiple certifications and many years of experience in their respective fields of instruction.

Institute is a licensed testing facility for various software programs. Students are not required to take their certification exams at the institute.

## **Ownership & Board of Trustees**

Jacqueline Fisher owns 100% of Images Enterprises LLC and is the sole member of the Board of Trustees.

## **Statement of Licensing**

Images Enterprises LLC is licensed and regulated by the Arizona State Board for Private Postsecondary Education.

Arizona State Board of Private Postsecondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Phone: 602-542-5709  
[www.azppse.gov](http://www.azppse.gov)

## **Statement of Non-Accreditation**

Images Enterprises LLC is not accredited by a nationally recognized accrediting association or any accrediting body.

## **Facilities and Equipment**

The facilities and equipment are in compliance with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

## **Institution Management**

Jacqueline Fisher	Owner, Program Director, Permanent Makeup Programs and Accounting and Business Programs
Chris Fisher	Program Director, Construction and Landscape Programs
Michael Berry	School Director, Tucson and School Director Chandler Program Director, Construction and Landscape Programs

## Delivery Methods

The Institute offers Zoom, online training, hybrid, and in class training. Classes are instructed by certified professionals. All classes include demonstration, study, and practice in an environment appropriate for the field of training.

The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks. The method of instruction includes lecture, discussion, audiovisuals, return demonstration, group and individual conferences, group and paired activity and practical/lab (salon) experience.

Students enrolled in programs identified as “hybrid” are required to complete part of their instruction online and the hands-on component of the program in either a virtual reality setting or in-class at either the Tucson or Chandler location.

For online programs, training begins with Matrixlms, which includes online training for the program. Program may advance to Certiport’s GMatrix online training, which includes online training for computer software (QuickBooks or Microsoft Office Specialist).

Matrixlms online training can be taken on any computer, tablet, or smart phone. High speed internet or Wi-Fi is suggested.

Certiport GMatrix online training programs require Windows based software. Apple computers or Google computers will not work with the Certiport online training programs. High speed internet or Wi-Fi is suggested.

QuickBooks 365 Software require Windows based software. Apple computers or Google computers will not work with QuickBooks 365 Software.

## Programs Offered

The Institute offers the following programs:

### PERMANENT MAKEUP PROGRAMS

#### **Basic Permanent Makeup**

40 clock hours

#### **Complete Permanent Makeup**

60 clock hours

#### **Paramedical & Deluxe Permanent Makeup**

100 clock hours

#### **Microblading Specialty Course**

60 clock hours

#### **Advanced Intradermal Skin & Medical Aesthetics Training**

100 clock hours/120 clock hours

### CONSTRUCTION AND LANDSCAPE PROGRAMS

#### **Forklift Operator**

6 clock hours

#### **Landscape Chemical Applicator**

120 clock hours

#### **Landscape Essentials for Environmental Management**

80 clock hours

#### **Pest Control Technician**

160 clock hours

### BUSINESS PROGRAMS

#### **Accounting & Bookkeeping with QuickBooks & Payroll Management**

160 clock hours

#### **Construction Office Administrator with Microsoft Office Specialist Training**

400 clock hours

#### **Payroll Clerk with Microsoft Office Specialist Training**

320 clock hours

#### **Administrative Assistant with Microsoft Office Specialist Training**

320 clock hours

## ***PERMANENT MAKEUP PROGRAMS***

This chart outlines the Basic Permanent Makeup, Complete Permanent Makeup and Paramedical & Deluxe Permanent Makeup program outlines and the ability of students who complete one program to enter a longer program with advanced standing.

	<b>Basic Permanent Makeup</b>	<b>Complete Permanent Makeup</b>	<b>Paramedical &amp; Deluxe Permanent Makeup</b>	<b>Clock Hours</b>
PMU 01	Intro to Permanent Makeup	Intro to Permanent Makeup	Intro to Permanent Makeup	32
PMU 02	Sanitation and Blood Borne Pathogens	Sanitation and Blood Borne Pathogens	Sanitation and Blood Borne Pathogens	.5
PMU 03	Proper Pen/Machine procedure, lecture on blow outs & pockets	Proper Pen/Machine Procedure, lecture on blow outs & pockets	Proper Pen/Machine Procedure, lecture on blow outs & pockets	1
PMU 04	Needle Configuration & Sanitation	Needle Configuration & Sanitation	Needle Configuration & Sanitation	1
PMU 05	PowerPoint Presentation	PowerPoint Presentation	PowerPoint Presentation	1
PMU 06	Traditional Eyebrows, Video, Demonstration	Traditional Eyebrows, Video, Demonstration	Traditional Eyebrows, Video, Demonstration	1
PMU 07	Traditional Eye Liner, Video, Demonstration	Traditional Eye Liner, Video, Demonstration	Traditional Eye Liner, Video, Demonstration	1
PMU 08	Traditional Lips, Video, Demonstration	Traditional Lips, Video, Demonstration	Traditional Lips, Video, Demonstration	1
PMU 09	Student Simulated Practice	Student Simulated Practice	Student Simulated Practice	1.5
		<i>Graduates of the Basic Permanent Makeup may start at PMU 10.</i>		
PMU 10		Powder Eyebrows, Hair Stroke Eyebrows, Video, Demonstration	Powder Eyebrows, Hair Stroke Eyebrows, Video, Demonstration	1
PMU 11		Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	1
PMU 12		Beautiful Lips Procedure, Faux Lips, Video, Demonstration	Beautiful Lips Procedure, Faux Lips, Video, Demonstration	1
PMU 13		Marketing PowerPoint Presentation	Marketing PowerPoint Presentation	1
PMU 14		Hands on – Students work on live models	Hands on – Students work on live models	16
			<i>Graduates of the Complete Permanent Makeup may start at PMU 15</i>	
PMU 15			Additional Hands on – Students work on live models	24
PMU 16			Marketing, Portfolio Building, Resumes	10
PMU 17			Areolas, Video, Demonstration	1
PMU 18			Corrections, Basic Removal	3
PMU 19			Blush	2
<b>TOTAL</b>	<b>40 clock hours</b>	<b>60 clock hours</b>	<b>100 clock hours</b>	

## Information Applicable to All Permanent Makeup Programs

The following information is applicable to all permanent makeup programs.

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Enrollment Process

Upon receipt of the completed questionnaire, verification that the student has met the minimum admissions requirements, and completion of the admissions interview, the Institute will qualify a prospective student for admission. Upon notice of acceptance, the prospective student will be required to complete the application form and enrollment agreement. If a qualified applicant is not prepared to enroll at that time, he/she may return to the Institute at a later date to complete the documents.

The student must sign an Enrollment Agreement in which the Institute and the Student agree to the conditions of the educational services provided. Included in the Agreement is language regarding the following:

1. The student's intent to enroll is based solely on the written information, policies, and program information contained within the Institute's published documents (Catalog, Enrollment Agreement, and Training Waiver and Consent Form) and these documents supersede any prior or contemporaneous oral or written statements, including advertising. These written policies and procedures may not be modified without the written agreement of the Institute President.
2. Regulations to engage in permanent makeup techniques taught in this program vary by local/municipal, county, and state governments. The

Student is responsible to research the local/municipal, county, and/or state laws, regulations, and practical licensing requirements and facility permitting requirements for this program of study for the geographic area that he/she wishes to practice. If licensure is required, it is illegal to practice permanent makeup techniques without proper licensure. The student agrees to hold the Institute harmless of all responsibility in the event the Student cannot achieve a license to practice.

3. The Student understands that process to become proficient as a permanent makeup artist, cosmetic tattoo artist, tattoo artist or to give body piercing will take more time and practice than what is offered in this program. Students are encouraged to keep gaining experience and maintaining a portfolio of their practical work.

### Tools, Equipment and Technology Requirements

Tools and equipment needed for classroom skills training are provided by the Institute and are available in the Permanent Makeup classrooms.

#### *Stations:*

Two (2) students are assigned to each station. A station includes:

- Examination Stool
- Hydraulic Couch/Massage table
- Permanent Makeup Machine with assortment of needle PIBBS Complete Skin Care System Machine
- Digital Camera for before and after shots Heavy Duty Trolley (stocked with supplies)

#### *Supplies:*

One set of supplies is available per 13 students. Supplies include the following:

- Pigments
- Serums
- Anesthetics
- Ink Cups
- Ink Cup Holder Bibs
- Bib Chain
- Micro brush
- Barrier sanitizing tapes, machine protectors, and handheld sleeves
- Needles
- Sharps Container
- Hospital Grade Disinfectant Container and Chemicals
- Blood Spill Kit
- Aftercare Ointment
- Cotton Rounds, Q-tips, gloves
- Wipes



Students who attend the hands-on training at the Institute are required to bring a face mask and a box of disposable gloves for use during training.

### Special Program Features

Students must understand that all hands-on classes require live models and that it is their responsibility to provide one.

### Liability Insurance

The Institute's liability insurance covers students when practicing on live models in school's lab or classroom.

### American Institute of Intradermal Cosmetics

Instructors of all permanent makeup programs at the Institute are certified as instructors by the American Institute of Intradermal Cosmetics (AIIC), a recognized certification facility for Permanent Makeup Training. This is an important benefit to students of Images Enterprises LLC, because it is a critical requirement in order to be employed as a Permanent Makeup Professional in most doctors' offices and salons. This is because in order to work as a Permanent Makeup Technician in these businesses, one must have professional liability insurance. Professional liability insurance is only granted to Professionally Trained Certified Technicians, and in order to become an AIIC Certified Technician, one must have received their permanent makeup training from an AIIC Certified Instructor or Eii Certified Instructor.

### Graduation Requirements

- Pass all required courses and exams, and
- Fulfill all financial obligations to the school.

### Requirements for Graduates to Practice

There are no national requirements for graduates to practice permanent makeup and there are not currently any laws or regulations related to opening a permanent cosmetic makeup studio in Arizona.

Permanent makeup, however, is regulated in other U.S. states by boards of cosmetology, state health departments, or other state entities. Therefore, it is each student's responsibility to learn the requirements to work as a Permanent Makeup Technician in the state in which they plan to practice before enrolling in training.

### Graduate Employment Opportunities

- Offices of Physicians
- Offices of Plastic Surgeons
- Offices of Dermatologists
- Offices of Ophthalmologists
- Personal care services
- Health and personal care stores
- Self-employment
- Beauty Salons
- Medical Spas
- Resorts

Images Enterprises LLC does not guarantee job placement.

### Tuition and Fees

Please see the tuition and fee schedule for complete details on the tuition and fees for each permanent makeup program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## Basic Permanent Makeup

### Program Description

Students learn the fundamentals of permanent cosmetics. This beginner course is an excellent introduction to the exciting and rewarding career of permanent cosmetics. This information-packed class includes Blood-Borne Pathogens, Sterilization and Sanitation and Proper Pen/Machine procedure. Lectures cover health considerations, color selection and tips for beginning technicians.

### Program Overview

- 40 clock hour program.
- All coursework is offered in an online learning format.
- This program is not hands-on.
- Graduates receive a *Certificate of Completion* from Images Enterprises LLC.

### Occupational Objective

Graduates will be prepared to obtain employment as an entry-level Permanent Cosmetic Technician or continue education in the field of Permanent Cosmetics.

### Program Outline

Course Name		Clock Hours
PMU 01	Intro to Permanent Makeup	32
PMU 02	Sanitation and Blood Borne Pathogens	.5
PMU 03	Proper Pen/Machine procedure, lecture on blow outs & pockets	1
PMU 04	Needle Configuration & Sanitation	1
PMU 05	PowerPoint Presentation	1
PMU 06	Traditional Eyebrows, Video, Demonstration	1
PMU 07	Traditional Eye Liner, Video, Demonstration	1
PMU 08	Traditional Lips, Video, Demonstration	1
PMU 09	Student Simulated Practice	1.5
Total Clock Hours		40

## COURSE DESCRIPTIONS

### **PMU 01 Intro to Permanent Makeup**

*32 clock hours.* This course includes History, Healing, Skin Types, Procedure Complications, Patch Test, Applying and Adjusting Eyebrows & Lips, Sanitation, Prevention of Cold Sores, Pen Assembly.

### **PMU 02 Sanitation and Blood Borne Pathogens**

*0.5 clock hour.* Lecture on Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials.

### **PMU 03 Proper Pen/Machine Procedure**

#### **lecture on blow outs & pockets.**

*One (1) clock hour.* Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

### **PMU 04 Needle Configuration & Sanitation**

*One (1) clock hour.* Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

### **PMU 05 PowerPoint Presentation**

*One (1) clock hour.* The presentation covers medical clearances, reviewing health history, client's informed consent, seeing the whole face, analyzing eye, brow, and lip shapes, analyzing skin undertones, and creating harmonious colors.

### **PMU 06 Traditional Eyebrows, Video, Demonstration**

*One (1) clock hour.* Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

### **PMU 07 Traditional Eye Liner, Video, Demonstration**

*One (1) clock hour.* Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

### **PMU 08 Traditional Lips, Video, Demonstration**

*One (1) clock hour.* This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.

### **PMU 09 Student Simulated Practice**

*10.5 clock hours.* Students practice with inks, pen and machine on simulated skin or orange/grapefruit.

## Complete Permanent Makeup

### **Program Description**

This program covers cosmetic permanent makeup history, safety, color theory, application, client consultation, and business marketing. Students are taught to use cosmetic permanent makeup machines as well as hand (non-powered) instruments to apply basic eyeliner and perform eyebrow and lip procedures, with safety and quality being top priority.

Complete Permanent Makeup is a hands-on program that consists of 60 clock-hours of professional training in a hybrid online / in-class format. Students spend the first 5 days of the program receiving online instruction, and then come to campus for 2 days of in-class learning and practice on live models while a certified American Institute of Intradermal Cosmetics (AIIC) Permanent Cosmetic Instructor supervises, gives tips, and provides instructions. Students understand that all hands-on classes require live models and that it is their responsibility to provide one.

### **Program Overview**

- 60 clock hour program.
- This is a hands-on program.
- Course work is offered in a hybrid learning format. Students may choose online learning with hands-on training in the classroom OR hybrid learning with virtual reality for the hands-on portion.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

### **Occupational Objective**

Graduates will be prepared to obtain employment or become self-employed as a Permanent Cosmetic Technician.

### **Special Program Features**

Students must understand that all hands-on classes require live models and that it is their responsibility to provide one.

### **Program Outline**

Please note: Graduates of the Basic Permanent Makeup may start at PMU 10.

	<i>Course Name</i>	<i>Clock Hours</i>
PMU 01	Intro to Permanent Makeup	32
PMU 02	Sanitation and Blood Borne Pathogens	.5
PMU 03	Proper Pen/Machine Procedure, lecture on blow outs & pockets	1
PMU 04	Needle Configuration & Sanitation	1
PMU 05	PowerPoint Presentation	1

PMU 06	Traditional Eyebrows, Video, Demonstration	1
PMU 07	Traditional Eye Liner, Video, Demonstration	1
PMU 08	Traditional Lips, Video, Demonstration	1
PMU 09	Student Simulated Practice	1.5
PMU 10	Powder Eyebrows, Hair Stroke Eyebrows, Video, Demonstration	1
PMU 11	Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	1
PMU 12	Beautiful Lips Procedure, Faux Lips, Video, Demonstration	1
PMU 13	Marketing PowerPoint Presentation	1
PMU 14	Hands-on Training (in the classroom or virtual reality)	16
Total clock hours		60

### Books

Eii course manual by Jacqueline Fisher or Course Seat for Matrixlms online by Jacqueline Fisher.

### COURSE DESCRIPTIONS

#### **PMU 01 Intro to Permanent Makeup**

*32 clock hours.* This course includes History, Healing, Skin Types, Procedure Complications, Patch Test, Applying and Adjusting Eyebrows & Lips, Sanitation, Prevention of Cold Sores, Pen Assembly.

#### **PMU 02 Sanitation and Blood Borne Pathogens**

*0.5 clock hour.* Lecture on Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials.

#### **PMU 03 Proper Pen/Machine Procedure lecture on blow outs & pockets.**

*One (1) clock hour.* Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

#### **PMU 04 Needle Configuration & Sanitation**

*One (1) clock hour.* Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

#### **PMU 05 PowerPoint Presentation**

*One (1) clock hour.* The presentation covers medical clearances, reviewing health history, client's informed consent, seeing the whole face, analyzing eye, brow, and lip shapes, analyzing skin undertones, and creating harmonious colors.

#### **PMU 06 Traditional Eyebrows, Video, Demonstration**

*One (1) clock hour.* Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

#### **PMU 07 Traditional Eye Liner, Video, Demonstration**

*One (1) clock hour.* Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

#### **PMU 08 Traditional Lips, Video, Demonstration**

*One (1) clock hour.* This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.

#### **PMU 09 Student Simulated Practice**

*10.5 clock hours.* Students practice with inks, pen and machine on simulated skin or orange/grapefruit.

#### **PMU 10 Powder Eyebrows and Hair Stroke Eyebrows, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques for powder eyebrows and hair stroke eyebrows.

#### **PMU 11 Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques with lash enhancement eye liner, designer eye liner.

#### **PMU 12 Beautiful Lips Procedure, Faux Lips, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques with lips procedure and faux lips.

#### **PMU 13 Marketing PowerPoint Presentation**

*One (1) clock hour.* The presentation is an introduction to marketing permanent makeup cosmetics, business building and marketing techniques.

#### **PMU 14 Hands-On, Students work on live models**

*16 lab clock hours.* Students practice on live models. An AHC certified instructor supervises students as they perform eyebrows, eyeliner, and lip color procedures in a small group setting. This course covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures including tattoo removal, eyeliner (including mucosal), hairline stroke eyebrows, and full lip color procedures. This hands-on requirement is completed in the classroom or through virtual reality.

## Paramedical & Deluxe Permanent Makeup

### Program Description

Students learn the art of permanent cosmetics. This program includes step-by-step instructions, hands-on procedures and live demonstrations of permanent eyebrow, eyeliner, and lip liner procedures. Lectures cover health considerations, color selection, insurance, general application, tips for beginning technicians, consultation topics, communication, marketing, and procedure techniques.

An American Institute of Intradermal Cosmetics (AIIC) certified instructor supervises as students perform eyebrows, eyeliner, and lip color procedures in a small group setting. The program covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures. Lectures also include color theory, color correction, and tips for eliminating time and touch-ups. Business building and marketing techniques, as well as working with physicians are also covered. Students participate in hands-on procedures, including tattoo removal, eyeliner (including mucosal), hairline stroke eyebrows, and full lip color procedures.

### Program Overview

- 100 clock hour program.
- This is a hands-on program.
- Course work is offered in a hybrid learning format with in-class and online professional training.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

Students who are seeking to obtain their Master Certification who have 5 years of experience in the field may qualify to take their certification exam. This is a hands-on class and is preferred by all Doctors and Insurance Companies.

### Occupational Objective

Graduates will be prepared to obtain employment or become self-employed as a Permanent Cosmetic Technician.

### Special Program Features

Students must understand that all hands-on classes require live models and that it is their responsibility to provide one.

### Program Outline

	<i>Courses</i>	<i>Clock Hours</i>
PMU 01	Intro to Permanent Makeup	32
PMU 02	Sanitation and Blood Borne Pathogens	.5

PMU 03	Proper Pen/Machine Procedure, lecture on blow outs & pockets	1
PMU 04	Needle Configuration & Sanitation	1
PMU 05	PowerPoint Presentation	1
PMU 06	Traditional Eyebrows, Video, Demonstration	1
PMU 07	Traditional Eye Liner, Video, Demonstration	1
PMU 08	Traditional Lips, Video, Demonstration	1
PMU 09	Student Simulated Practice	1.5
PMU 10	Powder Eyebrows, Hair Stroke Eyebrows, Video, Demonstration	1
PMU 11	Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	1
PMU 12	Beautiful Lips Procedure, Faux Lips, Video, Demonstration	1
PMU 13	Marketing PowerPoint Presentation	1
PMU 14	Hands-on Training (in the classroom or virtual reality)	16
PMU 15	Hands-on Training (in the classroom or virtual reality)	24
PMU 16	Marketing, Portfolio Building, Resumes	10
PMU 17	Areolas, Video, Demonstration	1
PMU 18	Corrections, Basic Removal	3
PMU 19	Blush	2
Total Clock Hours		100

### Book

- Eii course manual by Jacqueline Fisher or Course Seat for Matrixlms online by Jacqueline Fisher

### COURSE DESCRIPTIONS

#### **PMU 01 Intro to Permanent Makeup**

*32 clock hours.* This course includes History, Healing, Skin Types, Procedure Complications, Patch Test, Applying and Adjusting Eyebrows & Lips, Sanitation, Prevention of Cold Sores, Pen Assembly.

#### **PMU 02 Sanitation and Blood Borne Pathogens**

*0.5 clock hour.* Lecture on Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials.

**PMU 03 Proper Pen/Machine Procedure lecture on blow outs & pockets**

*One (1) clock hour.* Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

**PMU 04 Needle Configuration & Sanitation**

*One (1) clock hour.* Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

**PMU 05 PowerPoint Presentation**

*One (1) clock hour.* The presentation covers medical clearances, reviewing health history, client's informed consent, seeing the whole face, analyzing eye, brow, and lip shapes, analyzing skin undertones, and creating harmonious colors.

**PMU 06 Traditional Eyebrows, Video, Demonstration**

*One (1) clock hour.* Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

**PMU 07 Traditional Eye Liner, Video, Demonstration**

*One (1) clock hour.* Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

**PMU 08 Traditional Lips, Video, Demonstration**

*One (1) clock hour.* This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.

**PMU 09 Student Simulated Practice**

*10.5 clock hours.* Students practice with inks, pen and machine on simulated skin or orange/grapefruit.

**PMU 10 Powder Eyebrows and Hair Stroke Eyebrows, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques for powder eyebrows and hair stroke eyebrows.

**PMU 11 Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques with lash enhancement eye liner, designer eye liner.

**PMU 12 Beautiful Lips Procedure, Faux Lips, Video, Demonstration**

*One (1) clock hour.* This video covers and demonstrates techniques with lips procedure and faux lips.

**PMU 13 Marketing PowerPoint Presentation**

*One (1) clock hour.* The presentation is an introduction to

marketing permanent makeup cosmetics, business building and marketing techniques.

**PMU 14 Hands-On, Students work on live models**

*16 lab clock hours.* Students practice on live models. An AICC certified instructor supervises students as they perform eyebrows, eyeliner, and lip color procedures in a small group setting. This course covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures including tattoo removal, eyeliner (including mucosal), hairline stroke eyebrows, and full lip color procedures. This hands-on requirement is completed in the classroom or through virtual reality.

**PMU 15 Hands-On, Students work on live models**

*24 lab clock hours.* Students practice on live models. An AICC certified instructor supervises students as they perform eyebrows, eyeliner, and lip color procedures in a small group setting. This course covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures including tattoo removal, eyeliner (including mucosal), hairline stroke eyebrows, and full lip color procedures. This hands-on requirement is completed in the classroom or through virtual reality.

**PMU 16 Marketing, Portfolio Building, Resumes**

*10 clock hours.* Students discuss marketing techniques and portfolio building while creating their own resumes and focus on technique and discussions that include initial consultation, setting expectations, color selection and testing, application tips and techniques and marketing to physicians.

**PMU 17 Areolas, Video, Demonstration**

*One (1) clock hour.* Students learn about Areola pigmentation, the process by which pigment is implanted into the skin surrounding the nipple of a breast following breast and nipple reconstruction due to breast cancer.

**PMU 18 Corrections, Basic Removal**

*Three (3) clock hours.* Students learn color theory and color harmony as you study contrast and dominance, proportion, and intensity. Students examine contextual color basics and the effect on our perception of color.

**PMU 19 Blush**

*Two (2) clock hours.* Students learn how to perform blush procedures that are designed as a natural enhancement. The class covers client concerns, color selection and shading techniques that work specifically for contouring cheeks.

# Microblading Specialty

## Program Description

Students learn the fundamentals of microblading permanent cosmetics for brows. This beginner course is an excellent introduction to the exciting and rewarding career of permanent cosmetics. This information-packed class includes Sterilization and Sanitation, OSHA Blood Borne Pathogens (certification is an additional charge), health considerations, color selection, tips for beginning practitioners, and Proper Tool procedure. Online and Hybrid learning includes, PowerPoints, Videos. Theory is taken online and includes assignments, exams, with uploading practice assignments. Student may take Virtual Reality online to replace hands on apprenticeship or attend the school for hands on procedures on live models for the beginning of their apprenticeship.

## Program Overview

- 60 clock hour program.
- This is a hands-on program.
- Course work is offered online or in a hybrid learning format with in-class and online professional training.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

## Occupational Objective

Graduates will be prepared to obtain employment as an entry-level Permanent Cosmetic Technician or continue education in the field of Permanent Cosmetics.

## Program Outline

Course Titles	Total Hours
Intro to Permanent Makeup	1
Sanitation and Blood Borne Pathogens	8
Anesthetics, pre- and post-procedure care	1
Questions and Answers	1
Shaping and Mapping the Brows	3
Complications with Microblading	0.5
Application	0.5
Marketing and Course Assignments	9
Client Forms and Course Assignments	2
Color Theory	2
Practice Assignments	16
Hands-on Training (in the classroom or virtual reality)	16
Total clock hours	60

## Books

Course Seat for Matrix LMS online by Jacqueline Fisher.

## COURSE DESCRIPTIONS

### **Intro to Permanent Makeup**

*One (1) clock hour.* Skin Types, Procedure Complications, Patch Test, industry of permanent cosmetics.

### **Sanitation and Blood Borne Pathogens**

*8 clock hours.* Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials. Online Sanitation course includes OSHA Blood-borne Pathogen, Bacteria, Viruses, Decontamination & Sterilization, Needle Disposable, Sanitation with Health Guidelines, Disease Transmission and Prevention. Online and 16 hours in classroom.

### **Anesthetics, pre- and post-procedure care**

*One (1) clock hour.* History and types of Anesthetics, precautions, and pre- and post-procedure care and side effects.

### **Questions and Answers**

*One (1) clock hour.* Common client questions and answers.

### **Shaping and Mapping the Brows**

*Three (3) clock hours.* Shaping the brows, measuring, and adjustments.

### **Complications with Microblading**

*0.5 clock hour.*

Microblading complications and how to prevent and correct it.

### **Application**

*One (1) clock hour.* Applying strokes, 3D effects, and different styles of microblading.

### **Marketing and Course Assignments**

*Nine (9) clock hours*

Effective ways to market microblading. Includes homework assignments to write Bio, create marketing flyer, and build a Portfolio.

### **Client Forms and Course Assignments**

*Two (2) clock hours.* Medical Health Form, Consent Form, and After Care Forms are necessary for insurance. Student creates forms.

# Advanced Intradermal Skin & Medical Aesthetics Training

## Program Description

Students learn the fundamentals of the medical settings in doctor's offices, hospitals. Learns medical sanitation and environment standards. Training includes Paramedical Permanent Makeup procedures in Areolas, Scar Camouflage, Age Spot Coverup, Blemish Coverup, Clift Lip, Faux Lip. Advances into Spa Treatments and Medical Treatments of Skin Tags, Moles, Microneedling, Dermal Rolling, and Teeth Whitening, Stretch Marks, Skinsations, Fibroblasting Skin Tightening. This section does not require prior experience.

If the student has prior experience in the medical field, as a Licensed Cosmetologist, Licensed Aesthetician, the program advances into Medical Aesthetics for those who qualify. Students advance into Dermaplaning, Skin Peels, Microdermabrasion.

Lectures cover health considerations, color theory, general application, client medical forms, client records, and procedure techniques. The program covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures. Lectures also include color theory, color correction, and tips for eliminating time and touch-ups.

Class is taken online with hands on procedures in the school or virtual reality.

## Classroom Supplies

- Plasmair Plasma Machine
- RF Machine
- Microdermabrasion Machine
- Microneedling/Tattoo Machine and needles
- Bibs
- Dermarollers
- Blades
- Whitening supplies
- Intra
- Anesthetics
- Serums, inks, and other procedure supplies.

## Program Overview

- 100, 120 clock hour program
- Online and hands on or Online and virtual reality
- Course work is offered in a hybrid learning format with in-class and online professional training.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

## Occupational Objective

Graduates will be prepared to obtain employment or become self-employed as a Permanent Cosmetic Technician, Medical Aesthetician, and Paramedical Intradermal Practitioner.

## Program Outline

Course Titles	Total Hours
Intro to Permanent Makeup	1
Hospital and Medical Sanitation	1
State Laws, Ethics, Insurance	1
Medical Office, Medical Exam Rooms and sets up, medications	8
Sanitation	8
Machines & Equipment	2
Marketing, Business, Jobs	3
Communication & Patient Forms	5
Skin Disorders, Products	5
Microneedling & Stretchmarks	5
Areolas	8
Scars and skin complications	4
Fibroblasting Skin Tightening	8
Teeth Whitening	1
Hands-on Training (five days of in the classroom or virtual reality training)	40
<b>Total</b>	100 hours
Additional training for MA, RN, Licensed Cosmetologist, or Licensed Aesthetician	
Dermaplaning	5
Dermarolling	5
Skin Peels	5
Microdermabrasion	5
<b>Total</b>	120

## Books

Practice Skin 2 workbooks and Eii Online Seat for Matrix Learning Platform.

## COURSE DESCRIPTIONS

### Intro to Permanent Makeup

*One (1) clock hour.* Skin Types, Procedure Complications, Patch Test, industry of permanent cosmetics.

## **Hospital and Medical Sanitation**

*One (1) clock hour.* Student learns how to set their workspace in a medical setting. How to sanitize the area and properly make the space effective for the services.

## **State Laws, Ethics, Insurance**

*One (1) clock hour.* This course introduces the theory and research of laws and regulations, includes the encouragement to check with your state the rules and regulations.

## **Medical Office, Medical Exam Rooms and sets up, medications**

*Eight (8) clock hours.* Working the Eii workbook and online, expand your thoughts on how to make a small medical office function to perform professional skin procedures.

## **Sanitation**

*Eight (8) clock hours.* Students learn how to sanitize the hospital room, medical office, ducts, and the surrounding area and how to sanitize between clients.

## **Machines & Equipment**

*Two (2) clock hours.* Students learn about the various machines and equipment through online instruction.

## **Marketing, Business, Jobs**

*Three (3) clock hours.* Students learn how to market their services, use of client forms, and using key words to their resume.

## **Communication & Patient Forms**

*Five (5) clock hours.* Patient forms are a very important part of the services, students will learn what information is critical to have on forms and will have homework developing the needed forms for their patients/clients.

## **Skin Disorders, Products**

*Five (5) clock hours.* Students learn about the complications with skin and how the skin heals is an important part of the success of the service. Online training provides opportunities to research skin complications.

## **Microneedling & Stretchmarks**

*Five (5) clock hours.* Students learn the difference between microneedling and dermal rolling, the effects, and how to properly apply the service. Service tightens the skin and shrinks stretchmarks. In some cases stretchmark camouflage is necessary. Student learns when to apply camouflage and when to apply microneedling or dermal rolling.

## **Areolas**

*Eight (8) clock hours.* This course includes online and in class room learning advance techniques to areolas, 3d shading, how to work with cadaver skin, how to shade the area to show 3d effects and work with skin that has multiple surgeries and skin graphing.

## **Scars and skin complications**

*Four (4) clock hours.* As working with scars is experimental, by nature, this course helps the student determine the right camouflage color, technique to treat the scar, and some complications for type of technique.

## **Fibroblasting Skin Tightening**

*Eight (8) clock hours.* Revolutionary treatment that instantly tightens the skin. With several treatments, the lasting effect tightens skin and shrinks wrinkles.

## **Teeth Whitening**

*One (1) clock hour.* Student can add to your services by learning how to brighten teeth two or three shades. This course is online with Eii workbook.

## **Hands-on Training**

*40 clock hours.* Hands-on training in the classroom or through virtual reality to apply the concepts learned in the courses.

## **Dermaplaning**

*Five (5) clock hours.* Learn how to exfoliate the skin in a medical setting. Plastic surgeons skin care offices first dermal plane the skin before applying the chemical peel. For better results of a chemical peel, dermal planning the skin exfoliates and promotes clear and healthy skin.

## **Dermarolling**

*Five (5) clock hours.* Dermarolling tightens the skin and softens the wrinkle lines. Students learn how to apply the technique to all areas of body.

## **Skin Peels**

*Five (5) clock hours.* Learn the safe and right way to apply medical skin peels and how to neutralize them if complications arise.

## **Microdermabrasion**

*Five (5) clock hours.* Students learn the safe and effective way to exfoliate the skin and how to clean the machine effectively and safely.



CONSTRUCTION AND LANDSCAPE PROGRAMS  
**Landscape Essentials for Environmental Management**  
 80 clock hours

**Forklift Operator**  
 6 clock hours

**Landscape Chemical Applicator**  
 120 clock hours

**Pest Control Technician**  
 160 clock hours

**Landscape Essentials for  
 Environmental Management**

**Program Description**

This 80 clock-hour program covers landscape and maintenance of property grounds using hand or power tools and other equipment. Students will learn to perform a variety of tasks including, but not limited to, the following: mowing, power tool use, watering, and sprinkler installation.

**Program Overview**

- 80 clock hour program.
- Course work is offered in a hybrid learning format. Students may choose online learning with hands-on training in the classroom OR hybrid learning with virtual reality for the hands-on portion.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

**Occupational Objective**

Graduates will be prepared to obtain entry-level employment as an Outside Maintenance Worker, Gardener, Greens Keeper, Grounds Worker, Grounds/Maintenance Specialist, Utility Worker, and/or Grounds Maintenance Worker.

**Information on Practical Training**

Practical training takes place outside the school facility on school grounds.

**Program Outline**

Course Titles	Classroom Hours	Lab Hours	Total Hours
Module 1: Orientation, Timecards, Service Reports	2	0	2
Module 2: Drip Irrigation Components	2	4	6
Module 3: Automatic Valve Assemblies	2	4	6
Module 4: Backflow Assemblies	2	4	6

Module 5: Sprinkler System Components and Assemblies	2	4	6
Module 6: Job Site Water Management	1	0	1
Module 7: Irrigation Controllers, Programming, Troubleshooting	2	4	6
Module 8: Safety Videos	4	0	4
Module 9: Testing	2	2	4
Module 10: Power Tools	0	24	24
Module 11: Jobsite Interviews, Foreman Duties	2	0	2
Module 12: Ride on Lawn Mower	0	8	8
Module 13: Backing Up Landscape Trailers	0	5	5
Total Clock Hours	21	59	80

**Admission Requirements**

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

**Books**

- Eii course manual by Jacqueline Fisher
- Plant identification cut sheets, safety equipment cut sheets.

**Tools, Equipment and Technology Requirements**

Tools and equipment needed for skills training are provided by the Institute and are available in the Landscape Essentials for Environmental Management classroom.

One per student

- Hand pruners
- Safety vest
- Gloves
- Safety glasses 1 per 2 students
- Blower
- Hedge Trimmer

- Lawn Mower
- Irrigation Clock (Instrumentation)
- Weed Eater
- Irrigation clock
- Irrigation valve assembly
- Backpack blowers
- Ladders

### **Graduation Requirements**

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

### **Requirements for Graduates to Practice**

There are no local, state, or national requirements for graduates to practice.

### **Graduate Employment Opportunities**

Graduates are prepared for entry level landscape positions in the following industries:

- Landscape contracting firms
- Retail garden centers
- Wholesale greenhouses and nurseries
- Interior scape companies
- Golf courses and resorts
- Public gardens

**Images Enterprises LLC does not guarantee job placement.**

### **Tuition and Fees**

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## **COURSE DESCRIPTIONS**

### **Module 1: Orientation, Timecards, Services Reports**

*Two (2) clock hours.* What landscape supervisors need to know; how to properly fill out timecards and job cost; how to fill out service reports for jobs; principles of good landscape maintenance; qualities that make a good landscape lead.

### **Module 2: Drip Irrigation Components**

*Six (6) clock hours.* Using irrigation supplies; reading architect's and engineer's scales; measuring and interpreting dimensions to scale; troubleshoot irrigation systems and leaks; assemble irrigation system; test the system.

### **Module 3: Automatic Valve Assemblies**

*Six (6) clock hours.* How to troubleshoot a faulting valve; which valve assembly is right for each job; identify the

valve and repair or replace; assemble an Automatic Valve Assembly; test the system.

### **Module 4: Backflow Assemblies**

*Six (6) clock hours.* How to assemble a backflow system; identify systems; troubleshoot; assemble; test the system.

### **Module 5: Sprinkler System Components and Assemblies**

*Six (6) clock hours.* Identify Sprinkler System Components; quiz on components; assemble a sprinkler system; test the sprinkler system and make repairs.

### **Module 6: Job Site Water Management**

*One (1) clock hour.* State water requirements for irrigation and sprinkler systems; water management scales and schedules; water management reports.

### **Module 7: Irrigation Controllers, Programming, Troubleshooting**

*Six (6) clock hours.* Types of irrigation controllers; how to program them; quick references; troubleshoot the controllers; make repairs and reset.

### **Module 8: Safety Videos**

*Four (4) clock hours.* Each day starts with a safety video on job site safety and keeping the working environment safe to work.

### **Module 9: Testing**

*Four (4) clock hours.* Using hands on testing and written testing ensures that the landscaper works with confidence and is ready to perform the task. Make up tests are available after each day of class.

### **Module 10: Power Tools**

*24 clock hours.* How to properly use and maintain the Power Edgers, Weed Eaters, Lawn Mowers, Loppers, Hand Saws, Pole Saws, and many others; hands on training on proper pruning techniques; hands on training on professional landscape maintenance procedures approved by the Arizona Registrar of Contractors; power tool exam and safety techniques.

### **Module 11: Jobsite Interviews, Foreman Duties**

*Two (2) clock hours.* How to interview employees for the right job; what to look at in their resumes and applications; what is the Foreman duties and how to make sure the paperwork is done correctly.

### **Module 12: Ride-On Lawn Mower**

*Eight (8) clock hours.* How to use ride on lawn mowers and push lawn mowers; how to clean them out; how to mow in direction for the best results; drive the ride on lawn mowers and load them.

## Module 13: Backing Up Landscape Trailers

*Five (5) clock hours.* How to back the truck with a trailer; how to unload the trailer the quickest and most effective way; how to park the trailers in tight spots; how to park the trailer off the side of the road and out of the dangerous situations.

# Forklift Operator

### Program Description

The purpose of this program is to help students become a safe lift truck operator. This one-day course covers the safe operation of the most common type of forklift in use today: the sit down, counterbalanced forklift. Students review construction of the lift, inspection criteria, operational characteristics, load handling, center of gravity and the stability of the lift, fueling and general forklift information.

### Program Overview

- Six (6) clock hour program.
- Program meets the Federal OSHA Standard 29 CFR1910.178.
- This is a hands-on program.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

### Occupational Objective

Graduates will be prepared to obtain employment as a Forklift Operator in a variety of industries.

### Program Outline

Course Titles	Classroom Hours	Lab Hours	Total Hours
Safety Manual	2	0	2
Forklift Practice	0	4	4
Total	2	4	6

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete an interview.

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative.

All applicants are required to have a personal interview with an admissions representative. The admission

representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Tools, Equipment and Technology Requirements

Tools and equipment needed for skills training are provided by the Institute and are available in the parking area outside of the classroom.

- One (1) front-load forklift\*
- Training course traffic cones
- Wooden pallets for lifting exercises

\*The Institute rents forklifts from a local equipment rental company and therefore is not responsible for the year of the forklift, condition of the equipment, etc.

### Information on Practical Training

Practical training takes place outside the school facility in a coned-off area of the parking lot.

### Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

### Requirements for Graduates to Practice

There are no local or state requirements for graduates to practice.

The OSHA Federal Regulation 29CFR1910.178, paragraph L, (6), Operator Training, Powered Industrial Trucks states that it is the employer's responsibility to train and evaluate each operator regardless of previous experience or prior training.

- It is the employer's responsibility to train, test, evaluate and authorize every one of their forklift operators.
- Training and Evaluation(s) are the employer's responsibility, regardless of previous experience or prior training.

Driving evaluation tests must be conducted and filed for each forklift operator for every forklift that they operate to include loaners, rentals or any new or used forklifts acquired.

### Graduate Employment Opportunities

Graduates are prepared for entry level forklift positions in the following types of industries:

- Warehousing and Storage
- Building Material and Supplies Dealers Employment Services
- Grocery and Related Product Merchant Wholesalers
- General Freight Trucking

Images Enterprises LLC does not guarantee job placement.

### Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

### COURSE DESCRIPTIONS

#### Safety Manual

*Two (2) clock hours.* Students watch the Forklift Operator Training DVD and study the safety manual which covers safety requirements relating to the design, maintenance, and safe use of forklift trucks. The manual is designed to help students learn to evaluate the workplace and determine if loads can be safely moved.

#### Forklift Practice

*Four (4) lab clock hours.* The practice hours cover inspection of the equipment, lift limitations, understanding fulcrum and center of gravity, and safe operation in all phases of using the lift. The student will be responsible for demonstrating proper lift use and inspection.

## Landscape Chemical Applicator

### Program Description

This program provides students a thorough foundation in Chemical Application and enables them to sit for the Arizona Department of Agriculture CORE exam, C3 Ornamental & Turf exam, and the C4 Right of Way exam.

This program is offered in both online and in-person formats; in both formats, students learn through direct instruction, class discussion, demonstrations, watching instructional videos, reading course materials, and completing homework assignments.

### Program Overview

- 120 clock hour program.
- Course work is offered in either in-class or online platform of professional training.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.
- The total program cost includes Arizona Department of Agriculture application fee.
- Exam fees **are not** included in tuition cost. Students may purchase the state exams directly from an approved testing facility. Graduates receive a Certificate of Completion from Images Enterprises LLC.
- 

### Occupational Objective

Graduates of this 120-clock hour program are prepared for to seek licensure as a Certified Applicator by the Arizona Department of Agriculture and acquire an entry-level position as a Landscape Chemical Applicator.

### Program Outline

Course Title	Classroom Hours	Independent Study Hours	Total Hours
Orientation	2	0	2
Federal Pesticide Laws and Regulations, PPE, Pesticide Basics	28	12	40
CORE Review	12	26	38
Chemical Applicator	15	25	40
Total	57	63	120

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.
- Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Books

Eii course workbook by Jacqueline Fisher

### Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Institute and are available in the program classrooms. These includes desks, chairs, computers, large screen TV, dry erase board, Microsoft PowerPoint, and instructional DVDs.

## Graduation Requirements

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

## Requirements for Graduates to Practice

The Arizona Department of Agriculture requires anyone working as a Landscape Chemical Applicator in Arizona to be licensed as a Certified Applicator through their Office of Pest Management. The Landscape Chemical Applicator program is designed to train students to pass the exams required to gain licensure as a Certified Applicator and be able to work as a Landscape Chemical Applicator in Arizona. The program is not designed for students who wish to work as a Landscape Chemical Applicator in any other state.

To maintain the state license as a Certified Applicator, graduates must complete continuing education units (CEU's) and pay a \$75 license renewal fee (subject to change) to the Arizona Department of Agriculture Office of Pest Management each year. Fees for the CEU's and license renewal are often, but not always, paid for by the Applicator's employer.

## Graduate Employment Opportunities

- Charter and Public Schools
- City, County and State Governments
- Commercial Properties
- Homeowners Associations
- Hotels and Resorts
- Landscape Maintenance Companies
- Property Management Companies

**Images Enterprises LLC does not guarantee job placement.**

## Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## COURSE DESCRIPTIONS

### Orientation

*Two (2) clock hours.* Students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive assistance in completing their Arizona Department of Agriculture license application.

*Prerequisites:* Admission to the program.

### Federal Pesticide Laws and Regulations, PPE,

### Pesticide Basics

*40 clock hours.* In this course, students learn the history of pests and the types of methods to control pests. Students learn 13 different control methods. Pest environment and identification. Federal Pesticide Laws and Regulations. Students learn how and why pesticides are regulated in the United States. Maintaining accurate records of pesticide applications, storage, disposal, and EPA federal laws. Students learn FIFRA dates, timeline, civil and/or criminal penalties. Registration and EPA violations and federal penalties. Students learn FFDCA statutes. Students read National Pesticide Applicator Certification CORE Manual, work out of Eii Workbook and PowerPoint presentation with instructor lecture. Calibrations and mathematical instruction on white board, sample chemical labels, and class discussion.

*Prerequisites:* Completion of Orientation.

### CORE Review

*38 clock hours.* In this course, Instructor reviews CORE sections of the course with quiz, PowerPoint slide identification, class discussion and demonstration. Chemical label discussion and practice demonstrating mathematical calibration. Videos and workbook review. Students take pre-exams and review.

At the conclusion of the course, the student will schedule his/her state exam for CORE at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

*Prerequisites:* Completion of Federal Pesticide Laws and Regulations, PPE, Pesticide Basics Chemical

### Applicator Exams Preparation

*40 clock hours.* In this course, students learn C3 Ornamental & Turf and C4 Right of Way for the Arizona Department of Agriculture. Topics covered include maintenance of weeds near and on public roads, power lines and pipe lines, maintenance of ornamental trees, shrubs, flowers, and turf by a means other than use of the fumigant, how to identify common weeds in the southwest, how to prepare an integrated pest management system (IPM), how to read and understand the Material Safety Data Sheets, and how to safely apply chemicals per the manufacturer's label.

At the conclusion of the course, the student will schedule his/her state exam for Weed and Right of Way at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

*Prerequisite:* Successful completion of the CORE exam.

# Pest Control Technician

## Program Description

This program provides students a thorough foundation in Chemical Application and enables graduates to sit for the Arizona Department of Agriculture CORE exam and basic pest control exam.

## Program Overview

- 120 clock hour program.
- Course work is offered in a hybrid learning format. Students may choose online learning with hands-on training in the classroom OR hybrid learning with virtual reality for the hands-on portion.
- Graduates receive a Certificate of Completion from Images Enterprises LLC.

## Occupational Objective

Graduates of this 160 clock hour program are prepared to seek licensure as a Certified Applicator by the Arizona Department of Agriculture and acquire an entry-level position as a Pest Control Technician.

## Program Outline

Course Title	Classroom Hours	Independent Study Hours	Total Hours
Orientation	2	0	2
Federal Pesticide Laws and Regulations, PPE, Pesticide Basics	28	12	40
CORE Review	12	26	38
Basic Pest Control	30	50	80
Total	72	88	160

## Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.
- Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.

- Complete an interview.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

## Books

- Eii course workbook by Jacqueline Fisher

## Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Institute and are available in the program classrooms. These includes desks, chairs, computers, large screen TV, dry erase board, Microsoft PowerPoint, and instructional DVDs.

## Graduation Requirements

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

## Requirements for Graduates to Practice

The Arizona Department of Agriculture requires anyone working as a Pest Control Technician in Arizona to be licensed as a Certified Applicator through their Office of Pest Management. The Pest Control Technician program is designed to train students to pass the exams required to gain licensure as a Certified Applicator and be able to work as a Pest Control Technician in Arizona.

The program is not designed for students who wish to work as a Pest Control Technician in any other state.

To maintain the state license as a Certified Applicator, graduates must complete continuing education units (CEU's) and pay a \$75 license renewal fee (subject to change) to the Arizona Department of Agriculture Office of Pest Management each year. Fees for the CEU's and license renewal are often, but not always, paid for by the Applicator's employer.

## Graduate Employment Opportunities

- Charter and Public Schools
- City, County and State Governments
- Commercial Properties
- Extermination Companies
- Home Owners Associations
- Hotels and Resorts
- Property Management Companies

**Images Enterprises LLC does not guarantee job placement.**

## Tuition and Fees

Please see the tuition and fee schedule\* of this catalog for complete details on the tuition and fees for this program.

Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

\*Includes fees for the state-required background check, and Arizona Department of Agriculture license application.

### **COURSE DESCRIPTIONS**

#### **Orientation**

*Two (2) clock hours.* Students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive assistance in completing their Arizona Department of Agriculture license application.

*Prerequisites:* Admission to the program.

#### **Federal Pesticide Laws and Regulations, PPE, Pesticide Basics**

*40 clock hours.* In this course, students learn the history of pests and the types of methods to control pests. Students learn 13 different control methods. Pest environment and identification. Federal Pesticide Laws and Regulations. Students learn how and why pesticides are regulated in the United States. Maintaining accurate records of pesticide applications, storage, disposal, and EPA federal laws. Students learn FIFRA dates, timeline, civil and/or criminal penalties. Registration and EPA violations and federal penalties. Students learn FFDCA statutes. Students read National Pesticide Applicator Certification CORE Manual, work out of Eii Workbook and PowerPoint presentation with instructor lecture. Calibrations and mathematical instruction on white board, sample chemical labels, and class discussion.

*Prerequisites:* Completion of Orientation.

#### **CORE Review**

*38 clock hours.* In this course, Instructor reviews CORE sections of the course with quiz, PowerPoint slide identification, class discussion and demonstration. Chemical label discussion and practice demonstrating mathematical calibration. Videos and workbook review. Students take pre-exams and review.

At the conclusion of the course, the student will schedule his/her state exam for CORE at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

*Prerequisites:* Completion of Federal Pesticide Laws and Regulations, PPE, Pesticide Basics

#### **Basic Pest Control**

*80 clock hours.* Course covers Arizona General Pest Management, OPM laws and administrative rules, public health pest control, calibrations with mathematics, and prepares students to take the basic pest control exam for the National Pesticide Applicator Certification License. Instructor demonstration, PowerPoint presentations, training videos, group discussions are applied to the course. Topics include how to identify pests, anatomy of pests, how to remove pests, and pre-treatment of pest-infested areas. Students learn how to mix chemicals, use equipment, application process, storage of chemicals and proper disposal of containers.

At the conclusion of the course, the student will schedule his/her state exam for Industrial and Institutional Pest Management at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

*Prerequisites:* Successful completion of the CORE exam.

# BUSINESS PROGRAMS

**Accounting & Bookkeeping  
with QuickBooks & Payroll Management**  
160 clock hours

**Construction Office Administrator  
with Microsoft Office Specialist Training**  
400 clock hours

**Payroll Clerk  
with Microsoft Office Specialist Training**  
320 clock hours

**Administrative Assistant  
with Microsoft Office Specialist Training**  
320 clock hours

## Accounting & Bookkeeping with QuickBooks & Payroll Management

### Program Description

This 160 clock-hour (4-week) program provides a thorough foundation in accounting and bookkeeping and enables students to perform basic and intermediate accounting and bookkeeping duties.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting.

### Occupational Objective

Graduates will be prepared to obtain an entry-level accounting and bookkeeping position, such as Accounting Assistant, Financial Clerk, Bill and Account Collector, Billing and Posting Clerk, Bookkeeping, Accounting and Auditing Clerk, or Payroll & Timekeeping Clerk.

### Program Overview

- 320 clock hour program.
- Course **does not** include QuickBooks Certification exam. The student may purchase QuickBooks Certification exam directly from any Certiport Testing Facility.
- Graduates receive a ***Certificate of Completion*** from Images Enterprises LLC and a ***Certificate of Qualification*** in QuickBooks Software from Images Enterprises, LLC.

### QuickBooks Certification Exam

- Passing the Certiport QuickBooks exam is not required to graduate from the program.
- At the conclusion of their coursework, students may

take the QuickBooks exam at any Certiport authorized testing facility, including Images Enterprises, Inc.

- A student who passes the Certiport QuickBooks Exam receives a ***Certificate of Qualification*** in QuickBooks Software from Images Enterprises, LLC.

### Program Outline

Course Title	Classroom Hours	Lab / Independent Study Hours	Total Hours
Orientation	1	0	1
Fundamentals of Accounting and Bookkeeping	32	7	39
QuickBooks 1	20	20	40
QuickBooks 2	20	20	40
Payroll Management	22	14	36
Resume Building	2	2	4
Total	97	63	160

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Book and Supplies

- Eii Manual by Jacqueline Fisher or online seat fee
- Workbook by Jacqueline Fisher
- QuickBooks Study Guide by Certiport

### Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Institute and are available in the program classrooms and computer lab. This includes desks, chairs, computers, large screen TV, dry erase board, Microsoft PowerPoint, and instructional DVDs. The Supply Fee includes all required learning materials and access to QuickBooks Training Software for the duration of the program.



### **Information on Practical Training**

Practical training takes on campus in classrooms and the computer lab.

### **Tuition and Fees**

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

### **Graduation Requirements**

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

### **Requirements for Graduates to Practice**

There are no local, state, or national requirements for graduates to practice.

### **Graduate Employment Opportunities**

Graduates will be prepared to obtain entry-level employment in any business office that requires the performance of accounting, bookkeeping and/or payroll duties. Example companies include

- property management and real estate
- retail
- business services
- charter and public schools
- hotels and resorts.

**Images Enterprises LLC does not guarantee job placement.**

### **Tuition and Fees**

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## **COURSE DESCRIPTIONS**

### **Orientation**

*One (1) clock hour.* Students are welcomed to the program and informed of the program format, content, schedule, and expectations.

### **Fundamentals of Accounting and Bookkeeping**

*39 clock hours.* Students learn the foundations of accounting, including how to read and prepare Balance Sheets, Profit & Loss Statements, Corrections & Adjustments, Accounts Payable, Accounts Receivable, Costing, Coding, Bank Reconciliation, Credit Card Entries, and much more.

### **QuickBooks 1**

*40 clock hours.* Students learn QuickBooks hands-on by utilizing the QuickBooks Pro Software. Students will become familiar with QuickBooks and learn how to set up a new company and enter and manage employees, salaries, benefits, etc.

### **QuickBooks 2**

*40 clock hours.* Building on skills and knowledge gained in QuickBooks 1, students learn how to manage Direct Deposit, Expense Accounts, and Liability Accounts utilizing the QuickBooks Pro Software.

### **Payroll Management**

*36 clock hours.* Students learn Payroll Management, which includes Employee Cost, Set Up, Payroll Processing, Issuing Checks, Billable Labor Costing, Non-Billable Labor Costing, Employers Quarterly Taxes, Annual Year End Employers Taxes, Processing Tax Forms, and W-2s.

### **Resume Building**

*Four (4) clock hours.* Students learn how to create an effective and powerful resume. The course covers the purpose, standard sections, and formats of resumes in the accounting and bookkeeping field. Students learn how to decide what to include on their resume, how to best highlight their strengths and potential, and how to avoid common resume mistakes.

## **Construction Office Administrator with Microsoft Office Specialist Training**

### **Program Description**

This program trains students in the essential terms, skills and duties commonly required of a Construction Office Administrator. These include job estimates and bids, blueprint reading basics, construction worker time management, construction billing, office management, basics in construction bookkeeping with QuickBooks, and 2016 Microsoft Office Specialist training.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting. Throughout the program, students will learn through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials, and completing homework assignments.

### **Program Overview:**

- 400 clock hour program
- Students have up to 6 months to complete the program.
- Graduates receive a **Certificate of Completion** from

Images Enterprises, LLC. as well as a ***Certificate of Qualification*** in Microsoft Office Software from Images Enterprises, LLC.

### Microsoft Office Specialist (MOS) Certification exam

- Passing the Certiport MOS exam is not required to graduate from the program.
- Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.
- At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, Inc.
- Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam.

### Occupational Objective

Graduates of this 400-clock hour program are prepared for entry-level Administrative Assistant positions in the construction industry.

### Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Construction Office Vocabulary	12
Front Desk Essentials	12
Office Administration Essentials	25
Construction Office Essentials	28
2016 Microsoft Office Specialist (MOS) Training	120
Construction Office Administration with QuickBooks	200
Total Program Clock Hours	400

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Books and Supplies

- Eii course manual and workbook by Jacqueline Fisher
- Microsoft Office Specialist (MOS) book by Pearson
- Blueprint cut sheets.
- Arizona Registrar of Contractors rules and regulations cut sheets by AZROC.
- Estimating take off forms and Prevailing Wage forms
- USB Drive

### Tools, Equipment and Technology Requirements

- Tools, equipment, and technology needed for training are provided by Images Enterprises LLC and are available in the program classrooms and lab spaces. Coursework must be completed on a PC computer with high-speed internet access, email and the following programs installed: Adobe Flash Player, Adobe Reader, Windows XP or newer operating system, IE7 or newer web browser,
- Microsoft Office 2010 or newer with Word, PowerPoint, Excel, Outlook. Students without access to these requirements may use the School's computer lab to complete their coursework during normal school hours.

### Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses with cumulative grade of 70%; and
- Fulfill all financial obligations to the school.

### Requirements for Graduates to Practice

There are no local, state, or national requirements for graduates to practice.

### Graduate Employment Opportunities

Graduates will be prepared for entry-level employment as an Administrative Assistant in the construction industry.

**Images Enterprises LLC does not guarantee job placement.**

### Tuition and Fees

Please see the tuition and fee schedule\* of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment

### COURSE DESCRIPTIONS

#### Orientation

*Two (2) clock hours.* In this course, students are welcomed

to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive a tour of the school and resources facilities.

Prerequisites: Admission to the program

### **Introduction**

*One (1) clock hour.* This course introduces students to the role of the Office Manager in the construction industry. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

### **Construction Office Vocabulary**

*12 clock hours.* This course teaches students vocabulary words, terms and definitions that are critical to a career as an Office Manager in the construction industry.

*Prerequisites:* Completion of Introduction

### **Front Desk Essentials**

*12 clock hours.* This course teaches students how to conduct Front Desk duties, including answering phones professionally, managing calendars, paper and electronic filing, time management and making professional travel arrangements.

*Prerequisites:* Completion of Construction Office Vocabulary

### **Office Administration Essentials**

*25 clock hours.* This course teaches students how to conduct the day-to-day operations of an office, including taking notes, creating, and completing business forms, writing business letters, business planning, making financial projections, providing customer service.

Prerequisites: Completion of Front Desk Essentials

### **Construction Office Essentials**

*28 clock hours.* Students learn how to conduct the day-to-day operations of a construction company office, including job costing, job estimates and bidding, blueprint reading, construction billing, change orders, contract development and management, staff, and construction worker management, and more.

*Prerequisites:* Completion of Office Administration Essentials

### **2016 Microsoft Office Specialist (MOS) Training**

*120 clock hours.* In this course, students learn how to use Microsoft Office software programs, including Word, Excel, PowerPoint, and Access. At the conclusion of the course, students are prepared to take the 2016 Microsoft Office Specialist training with MOS Certification Exam offered through Certiport at any approved testing facility, including Eii.

Prerequisites: Completion of Construction Office Essentials

**Construction Office Administration with QuickBooks**  
*200 clock hours.* Students practice and build upon their newly acquired construction office administration skills and knowledge in the classroom and in a simulated office setting. Students learn the basics of QuickBooks Pro Software, including costing, coding, direct deposit, payroll, and taxes, and gain a more in-depth understanding of job costing, job estimates, blueprint reading and more.

## **Payroll Clerk with Microsoft Office Specialist Training**

### **Program Description**

This program trains students in the essential terms, skills and duties commonly required of a Payroll Clerk. These include professional phone etiquette, gathering payroll information, payroll processing, QuickBooks Payroll software, tax forms, basic payroll laws, end of year forms, and 2016 Microsoft Office Specialist training.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting. Throughout the program, students will learn through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials, and completing homework assignments. Students have up to 6 months to complete the program.

### **Program Overview**

- 320 clock hour program
- Students have up to 6 months to complete the program.
- Graduates receive a **Certificate of Completion** from Images Enterprises, LLC, as well as a **Certificate of Qualification** in Microsoft Office Software from Images Enterprises, LLC.

### **Microsoft Office Specialist (MOS) Exam**

- Passing the Certiport MOS exam is not required to graduate from the program.
- Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.
- At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, Inc.
- Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam.

## Occupational Objective

Graduates of this 320-clock hour program area prepared to seek employment as an entry-level Payroll Clerk.

## Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Payroll Clerk Vocabulary	12
Payroll Clerk Essentials	40
Contract Labor and QuickBooks Payroll Essentials	25
2016 Microsoft Office Specialist (MOS) Training	120
Payroll Clerk Administration	120
<b>Total Program Clock Hours</b>	<b>320</b>

## Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

## Books

Eii course manual and workbook by Jacqueline Fisher  
Microsoft Office Specialist (MOS) book by Pearson  
USB Drive

## Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by Images Enterprises LLC and are available in the program classrooms and lab spaces.

Coursework must be completed on a PC computer with high-speed internet access, email and the following programs installed: Adobe Flash Player, Adobe Reader, Windows XP, or newer operating system, IE7 or newer web browser, Microsoft Office 2010 or newer with Word, PowerPoint, Excel, Outlook. Students without access to these requirements may use the School's computer lab to complete their coursework during normal school hours.

## Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses with cumulative grade of 70%; and
- Fulfill all financial obligations to the school.

## Requirements for Graduates to Practice

There are no local, state, or national requirements for graduates to practice.

## Graduate Employment Opportunities

Graduates will be prepared for employment as a Payroll Clerk in any business office that requires the performance of payroll duties.

**Images Enterprises LLC does not guarantee job placement.**

## Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## COURSE DESCRIPTIONS

### Orientation

*Two (2) clock hours.* In this campus-based course, students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive a tour of the school and resources facilities.

*Prerequisites:* Admission to the program

### Introduction

*One (1) clock hour.* This course introduces students to the role of the Payroll Clerk in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

*Prerequisites:* Completion of Orientation

### Payroll Clerk Vocabulary

*12 clock hours.* This course teaches students vocabulary words, terms and definitions that are critical to a career as a Payroll Clerk.

*Prerequisites:* Completion of Introduction

### Payroll Clerk Essentials

*40 clock hours.* This course teaches students how to conduct Payroll Clerk duties, including phone skills, manual payroll, quarterly and annual payroll taxes, and completing payroll forms.

*Prerequisites:* Completion of Payroll Clerk Vocabulary

### Contract Labor and QuickBooks Payroll Essentials

25 clock hours. This course teaches students more complex payroll duties, including completing contract labor forms, reporting, basic payroll laws and managing payroll using QuickBooks and Excel.

*Prerequisites:* Completion of Payroll Clerk Essentials

### 2016 Microsoft Office Specialist (MOS) Training

120 clock hours. In this course, students learn how to use Microsoft Office software programs, including Word, Excel, PowerPoint, and Access. At the conclusion of the course, students are prepared to take the 2016 Microsoft Office Specialist training with MOS Certification Exam offered through Certiport at any approved testing facility, including Eii.

*Prerequisites:* Completion of Contract Labor and QuickBooks Payroll Essentials

### Payroll Clerk Administration

120 clock hours. In this course, students build upon and practice their newly acquired Payroll Clerk skills and knowledge in a simulated office setting.

## Administrative Assistant with Microsoft Office Specialist Training

### Program Description

This program trains students in the essential terms, skills and duties commonly required of an Administrative Assistant. These include phone etiquette, managing office calendars, customer service, filing, setting travel arrangements, and 2016 Microsoft Office Specialist training.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting. Throughout the program, students will learn through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials, and completing homework assignments.

### Program Overview

- 320 clock hour program
- Students have up to 6 months to complete the program.
- Graduates receive a **Certificate of Completion** from Images Enterprises, LLC, as well as a **Certificate of Qualification** in Microsoft Office Software from Images Enterprises, LLC.

### 2016 Microsoft Office Specialist (MOS) exam

- Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase

Certification exam directly from any Certiport Testing Facility.

- Passing the Certiport MOS exam is not required to graduate from the program.
- At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, LLC.
- Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam.

### Occupational Objective

Graduates of this program are prepared for entry-level positions with titles such as Administrative Assistant, Front Desk Clerk or Office Clerk.

### Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Administrative Assistant Vocabulary	12
Front Desk Essentials	40
Office Administration Essentials	25
2016 Microsoft Office Specialist (MOS) Training	120
Office Administration	120
Total Program Clock Hours	320

### Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Books & Supplies

- Eii course manual and workbook by Jacqueline Fisher
- Microsoft Office Specialist (MOS) book by Pearson
- USB Drive

## **Tools, Equipment and Technology Requirements**

Tools, equipment, and technology needed for training are provided by Images Enterprises LLC and are available in the program classrooms and lab spaces. Coursework must be completed on a PC computer with high-speed internet access, email and the following programs installed: Adobe Flash Player, Adobe Reader, Windows XP, or newer operating system, IE7 or newer web browser, Microsoft Office 2010 or newer with Word, PowerPoint, Excel, Outlook. Students without access to these requirements may use the School's computer lab to complete their coursework during normal school hours.

## **Graduation Requirements**

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses with cumulative grade of 70%; and
- Fulfill all financial obligations to the school.

## **Requirements for Graduates to Practice**

There are no local, state, or national requirements for graduates to practice.

## **Graduate Employment Opportunities**

Graduates will be prepared for employment as an Administrative Assistant in any business office that requires the performance of administrative duties.

**Images Enterprises LLC does not guarantee job placement.**

## **Tuition and Fees**

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

## **COURSE DESCRIPTIONS**

### **Orientation**

*Two (2) clock hours.* In this campus-based course, students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive a tour of the school and resources facilities.

*Prerequisites:* Admission to the program

### **Introduction**

*One (1) clock hour.* This course introduces students to the role of the Administrative Assistant in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

*Prerequisites:* Completion of Orientation

### **Administrative Assistant Vocabulary**

*12 clock hours.* This course teaches students vocabulary words, terms and definitions that are critical to a career as an Administrative Assistant.

*Prerequisites:* Completion of Introduction

### **Front Desk Essentials**

*40 clock hours.* This course teaches students how to conduct Front Desk duties, including answering phones professionally, managing calendars, paper and electronic filing, time management and making professional travel arrangements.

*Prerequisites:* Completion of Administrative Assistant Vocabulary

### **Office Administration Essentials**

*25 clock hours.* This course teaches students how to conduct the day-to-day operations of an office, including taking notes, creating, and completing business forms, writing business letters, business planning, making financial projections, providing customer service.

*Prerequisites:* Completion of Front Desk Essentials

### **2016 Microsoft Office Specialist (MOS) Training**

*120 clock hours.* In this course, students learn how to use Microsoft Office software programs, including Word, Excel, PowerPoint, and Access. At the conclusion of the course, students are prepared to take the 2016 Microsoft Office Specialist training with MOS Certification Exam offered through Certipoint at any approved testing facility, including Eii.

*Prerequisites:* Completion of Office Administration Essentials

### **Office Administration**

*120 clock hours.* In this course, students build upon and practice their newly acquired Administrative Assistant skills and knowledge on campus in a computer lab setting.

# SCHOOL POLICIES

## Admissions Policies

### Application Process

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

In addition to the above, individuals seeking admission to the **Pest Control Technician** and **Landscape Chemical Applicator** programs must also submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture. Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

### Enrollment Process

Prospective students may enroll anytime. Late enrollments will be accepted on a case-by-case basis and may require extended study hours/days.

To complete the enrollment process, the prospective student must receive, read, and sign all required pre-enrollment disclosures:

- School Catalog.
- Enrollment Agreement.
- Financial arrangement to cover tuition and fees.

### Admission Exam

The Institute utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments.

### Admission Decision

The program director has the responsibility to review and approve each enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

The final determination for admission is based on motivation, appropriate attitude, ability-to-benefit, employment potential and general attitude for the chosen field. Applicants are assessed on an individual basis to determine their ability to successfully complete the course of study.

### Re-Enrollment and Re-Admission

Students wishing to re-enroll after a period of non-attendance will be required to submit a new application. Students who were terminated due to unsatisfactory attendance, unsatisfactory academic progress or breach of the Code of Conduct may be re-admitted only at the discretion of the Institute.

### Previous Training

The Institute does not award credit for acquired life experience, prior experiential learning or education or training from other institutions, nor does it consider these factors in admissions decisions.

### Statement of Non-Discrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on sex, race, age, creed, religion, national origin, or physical disability.

## Academic Policies

### Attendance Policy

If a student must be tardy or absent, he/she should inform the Institute via phone no later than 30 minutes prior to class. Attendance requirements for graduation are listed in the catalog under each individual program.

Please note: The Institute's attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of the Institute consider each moment in class imperative for success.

## Student Policies

### Course Incompletes

An “incomplete” cannot be given as a final grade. However, at the end of the program a student may, with Management’s approval, be granted an extension of no more than ten (10) days of class in order to complete all the required course work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If the student does not complete the required course work, assignments, and tests within the extension period, he/she will receive a grade of “F” or “zero”, which will be averaged with the students other grades to determine the grade point average.

### Grading System

Grades are based on assignments, tests, and examinations given with each unit of learning. The minimum acceptable passing grade for exams is 70%.

The Grading Scale is as follows:

Pass/Fail	ALPHA	NUMERIC
Pass	A	92-100
Pass	B	83-91
Pass	C	75-82
Pass	D	70-74
Fail	F	0-69

### Make-Up Work

Assignments and projects not completed on schedule during a course must be made-up within the time frame of that course (by the last day of the course). Arrangements to submit makeup work MUST be made with the instructor. There is no charge for make-up work.

### Probation

The Institute does not place students on probation. Students should closely monitor their academic performance and contact the Program Director for assistance if they are in danger of making unsatisfactory academic progress.

### Satisfactory Academic Progress

A 70% passing grade will apply for all examinations. For all skills evaluations, grading will be based on a pass or fail system. Students who do not pass a lab skill may repeat the evaluation twice, for a total of three tries. If a student fails to meet the standard after three attempts, or if their cumulative grade drops below 70%, they will be considered not making satisfactory academic progress and will be terminated from the program. The Institute shall refund the student according to the Cancellation and Refund Policy.

### Change of Address

When students have a change of address, they must notify the Management immediately. It is very important that the Institute has the correct address and phone number of students.

### Class Schedules

Class schedules are set by the discretion of Images Enterprises LLC. Therefore, classes may be combined, and times changed. The Institute will make every effort to provide notice to students by phone in advance of class schedule changes. Classes can be scheduled on holidays and off hours for your convenience.

The Institute reserves the right to cancel a class due to insufficient registration. If we cancel a class due to low enrollment or other reasons, you will be notified by phone before the class start date, and we will automatically issue a school credit to the student’s account or refund any monies paid toward to the class.

### Customer Service

All students may contact customer service about any question or issue by emailing [jacki@eiitraining.com](mailto:jacki@eiitraining.com).

### Dress Code

Hair must be clean and neat. All facial hair must be clean and trimmed. Students must always be properly attired, which means wearing shirts with sleeves (no tank tops), long pants, and rubber- soled tennis / work shoes (no bare feet, sandals, canvas-type, or slick-soled shoes are allowed for safety purposes). No excessively loose clothing is allowed.

### Grievance Procedure

Students seeking to resolve problems or complaints should at first contact the school’s faculty and/or staff orally to see if the problem or complaint can be resolved informally.

#### *Informal Process*

The student will be asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

- an effort to define the problem,
- an effort to identify acceptable options for resolution, and
- an attempt to resolve the conflict through the application of one or more of those options for resolution.

#### *Formal Process*

Only after the informal process is exhausted and the student remains unsatisfied should the student submit their



complaint through the formal process. To do so, the student must submit a written complaint to the School Director or designee. Any formal complaints shall include a description of the specific allegations and the desired remedy, accompanied by any available documentary evidence and statements from other parties and witnesses.

- 1) The School Director or designee shall respond in writing that a complaint has been received within two (2) business days of receipt, acknowledging receipt of the complaint and either responding to the complaint immediately or requesting two (2) business days to investigate and respond to the complaint.
- 2) All formal (written) complaints will be recorded into the institution's official log. After the investigation is complete, but no later than ten (10) business days after receipt of the complaint, the institution shall respond to the complaint.

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board address is:

Arizona State Board of Private Postsecondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Phone: 602-542-5709  
[www.azppse.gov](http://www.azppse.gov)

### **Inclement Weather**

The Institute may cancel classes when inclement weather conditions occur. Students should listen to local radio stations for announcements as to public and private school closings. Students will not be considered absent on these days.

### **Leave of Absence**

At the discretion of the Institute, a Leave of Absence (LOA) may be granted if the student is unable to complete the program due to personal circumstances or illness. At the discretion of the Institute, a student may take one leave of absence for a maximum of 60 days. In the case of a student's prolonged illness or injury, or other circumstances that make it impractical to complete the program, the Institute shall refund the student according to the Cancellation and Refund Policy.

### **Student Code of Conduct**

Students must adhere to the rules and regulations of the training center. Those students whose conduct reflects discredit upon him or herself or the Institute may be subject to termination. Each student must adhere to conduct that will not interfere with the learning process of other students, the classroom presentation by the instructor, presentations by visitors, or the progress of the

class or the Institute in general.

The Institute's administration reserves the right of judgment to terminate a student on any of the following grounds:

- Non-conformity of the rules of the Institute
- Conduct that is unsatisfactory to the Institute, its staff, faculty, and/or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due and/or to make available required documents.
- Cheating on tests or exams.
- Falsifying Institute records.
- Breach of the Enrollment Agreement.
- Demonstrating poor judgment or inability to perform properly and/or professionally.
- Entering the Institute's premises while under the influence of alcohol, drugs, or narcotics.
- Carrying a concealed or potentially dangerous weapon
- Using, selling, buying, distributing, or offering for sale any illegal substance.
- Aiding, abetting, or inciting others to commit an act that would detract from the normal operation of the Institute.
- Theft.

### **Student Records**

The Institute will maintain student records as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

### **Transcript Request**

A student may obtain a permanent transcript of your grades from the School President. Educational records will not be released to students until all financial obligations to the Institute are fulfilled.

### **Termination Policy**

Students to be terminated will be notified in writing and may appeal to the School Director, or in the School Director's absence to the Program Director, within 2 business days of receiving their Notice of Termination.

### **Withdrawal after Commencement of Classes**

The Institute's policy for determining the effective date of termination is the date on which the Institute receives written notice of the student's intent to discontinue training or the date on which the student violates an Institute policy which results in a decision of termination.

# ***STUDENT SERVICES***

The Institute offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. These include student advisement, payment advising and academic counseling.

The school does not offer placement assistance. While the school may assist in 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.

The school has a small reference library on campus open to students. Students have access to wireless internet, reference texts and materials useful in completing their program of study. Materials are to be used on campus and are available during normal class hours.

## ***FACULTY***

### **Jacqueline Fisher**

#### ***Permanent Makeup Programs & Business Programs at the Tucson and Chandler locations***

Jacki Berry-Fisher is a Branded Permanent Cosmetics Instructor, Mentor, Founder and Educational Director at Images Enterprises LLC. She has a background in business and accounting, as well as Certification as an AIIC Permanent Cosmetic Instructor, Master in Permanent Cosmetics, Licensed Aesthetician, Licensed Cosmetology Instructor, Arizona Board of Cosmetology Licensed and Medical Skin Technician. She brings over 20 years' experience to the Industry and teaches around the world for other schools and doctors in the industry.

Additionally, Ms. Berry-Fisher was the Vice-President of a vocational college with several locations around the United States. Jacki loves teaching and bringing out the gifts and ideas in her students. Her gentle touch and professional backgrounds create a comfortable experience for her students and clients.

### **Michael Berry**

#### ***Construction and Landscape Programs at the Tucson and Chandler locations***

Mike Berry is 4<sup>th</sup> generation in construction and has held many jobs including Laborer, Foreman, Safety Supervisor and Construction Supervisor. He holds a US Federal OSHA Instructor License. He has been in the education field and working in vocational colleges since 2007.

Mike's experience in the educational industry includes Enrollment Representative, Administrative, Manager, Director of Campus/Location, Regional Director, Instructor, and career counselor. Mike enjoys working with students, hands on, to show you how to obtain the skills to do your job fast and effective and to be in demand at work.

### **Chris Fisher**

#### ***Construction and Landscape Programs at the Tucson and Chandler locations***

Chris Fisher is 3<sup>rd</sup> generation in construction and has been teaching and coaching in the construction industry for 30 years including as an OSHA Safety Officer and teaching job improvement skills. He has been a State Licensed Instructor for ADOT and Examiner for over 8 years.

He has 30 years of experience as a Licensed Contractor with the Arizona Registrar of Contractors. Mr. Fisher has held many jobs as Laborer all the way up to Supervisor, Safety Supervisor, Construction Supervisor and Estimator. He knows how to get you out of the rut and into making money you deserve!

Chris is also the founder of CF Landscaping & Maintenance and Images Landscaping. He has earned ALCA Certification, Arborist Certification and License, State Certified at Spray Technician, US Federal OSHA Instructor License, Red Cross Instructor Certification, and many other certifications that allows him to train, test, and certify you. His credentials and expertise will assist you in receiving the training you need to advance in your construction or landscaping job.

### **Vera Talbot**

#### ***Permanent Makeup Programs at the Tucson and Chandler locations***

Vera Talbot is one the most requested instructors in Permanent Cosmetics and Paramedical Intradermal Cosmetics. She comes with 20 years' experience in teaching, an intensive medical background, and follows strict sanitation practices. Vera is very experienced in new techniques and continues her education and training all over the world to ***bring you the new techniques.***

Students love her tips, training, and classes. Her positive personality shows through to her graduates. Vera is the spouse of a highly recognized Navy Seal and is part of our "Vets Teaching Vets Program".

### **LaTonya Gibson**

#### ***Permanent Makeup Programs at the Chandler location***

Nail Supply Outlet School, Chicago, IL  
Dudley Beauty College, Chicago, IL  
International Academy College of Hair, Tempe, AZ  
Images Enterprises, Tucson, AZ

### **Jennifer Lerette, RN, MSN**

#### ***Permanent Makeup Programs at the Chandler location***

Wilkes University, Wilkes-Barre, PA  
Arizona State Board of Nursing, Registered Nurse

### **Jason Riggs**

#### ***Construction and Landscape Programs at the Tucson and Chandler locations***

### **Jeremy Rochester**

#### ***Business Programs and Construction and Landscape Programs at the Tucson and Chandler locations***

# FINANCIAL INFORMATION

**Payment Options.** All students may pay the total charges for their program by cash, credit card or check. The Institute does not offer scholarships, but tuition discounts are available. Please see the Tuition & Fees Section for program-specific information.

**Military Discount.** Eligible members of the military veterans and service members may receive 10% military discount. Veterans, service members and their spouses qualify for 10% discount.

**Previous Student Discount.** Students who successfully completed a program of study at Images Enterprises may qualify for a \$200 discount on future programs.

**Federal Financial Aid.** The Institute **does not** offer state or federal financial aid programs.

## Cancellation & Refund Policy

If for any reason an applicant is not accepted by the Institute, the applicant is entitled to a refund of all monies paid.

**Three-Day Cancellation.** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations.** An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, less the registration fee of \$200.00.

### Refund After the Commencement of Classes:

1. Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the Institute after the commencement of classes is to provide written notice to the Director of the Institute. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days. The last date of attendance is the last date the student posted

attendance either online or in-seat.

- D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee of \$200.00).
  - B. After the commencement of classes, the in-class tuition refund (less the registration fee of \$200.00) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**Forklift Program Only:** As a short-term program consisting of six hours of coursework, the Institute will follow the above published pro-rata refund policy for a student who starts the program and who notifies the school that he/she does not wish to complete all the scheduled hours. In this case, a student's start date and last date of attendance are the same, and the number of hours attended will be divided by six (6) to determine the percentage of clock hours attempted and the corresponding tuition refund amount.

**Books, supplies, and fees.** Books, materials, or supplies are not refundable once the student has taken possession of the materials due to current the 2021 COVID precautions. Students who cancel will be responsible for the full cost of any books, materials, or supplies that they received.

**Refunds.** Refunds will be issued within 30 days of the date of student notification, or date of Institute determination (withdrawn due to absences or other criteria as specified in the Institute catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any agencies from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

## Tuition and Fees: Permanent Makeup Programs

The Tuition and Fees for the Institute Permanent Makeup programs are as follows.

Program Title Each program awards a "Certificate of Completion"	Basic Permanent Makeup	Complete Permanent Makeup	Paramedical & Deluxe Permanent Makeup	Microblading Specialty Program	Advanced Intradermal Skin & Medical Aesthetics Training
Total Clock Hours	40	60	100	60	100, 120
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Book Fee/Online Seat Fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Supplies	N/A	N/A	\$300.00	N/A	\$350.00
Tuition for the entire program	<u>\$2,599.00</u>	<u>\$3,599.00</u>	<u>\$4,295.00</u>	<u>\$3,100.00</u>	<u>\$4,245.00</u>
<b>Total Charges for the Program Selected</b>	<b>\$2,999.00</b>	<b>\$3,999.00</b>	<b>\$4,995.00</b>	<b>\$3,500.00</b>	<b>\$4,995.00</b>

### PAYMENT OPTIONS

Each of the following payment options is available to all students. This information is provided on each student's Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

<b>1. Full Payment Option.</b> <i>Full payment due after the payment of the \$200.00 Registration Fee</i>	<b>\$2,799.00</b>	<b>\$3,799.00</b>	<b>\$4,799.00</b>	<b>\$3,300.00</b>	<b>\$3,995.00</b>
<b>2. Partial Payment/Financing Option</b> <i>Partial payment option available after payment of \$200 Registration Fee</i>					
Payment of 50% of the remaining charges for the program due with the signed Enrollment Agreement	\$1,399.50	\$1,899.50	\$2,399.50	\$1,650.00	\$1,997.50
Amount remaining subject to financing	\$1,399.50	\$1,899.50	\$2,399.50	\$1,650.00	\$1,997.50
Annual Percentage Rate. <i>The cost of your credit as a yearly rate. *Prior credit experience is used to determine whether or not the loan is approved (18% interest rate applies)</i>	18%	18%	18%	18%	18%
Total Finance Charge. <i>The dollar amount your credit will cost you.</i>	\$251.91	\$341.91	\$431.91	\$297.00	\$359.55
Monthly payment amount until paid in full.	\$137.62	\$186.78	\$235.95	\$162.25	\$196.42
Number of consecutive monthly payments.	12	12	12	12	12
Total of Payments. <i>The amount you will have paid after you have made all payments as scheduled.</i>	\$1,651.41	\$2,241.41	\$2,831.41	\$1,947.00	\$2,357.05
Total Sale Price (The total cost of the program on credit, including the initial down payment and registration fee.)	\$3,250.91	\$4,340.91	\$5,430.91	\$3,797.00	\$4,554.55
<b>3. Other Payment Arrangements Option.</b> <i>You may make payment arrangements with other financing, this option available to those who qualify.</i>					

**RETAIL INSTALLMENT AGREEMENT.** A student who elects a Partial Payment/Financing Option will be required to sign a Retail Installment Agreement, which is in compliance with the Federal Truth-In-Lending requirements (Regulation Z). The Retail Installment Agreement, if elected by the Student, is incorporated into this Enrollment Agreement.

**HOLDER IN DUE COURSE STATEMENT.** Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

## Tuition and Fees: Business Programs

The Tuition and Fees for the Institute's Business programs are as follows.

Program Title	Accounting & Bookkeeping With QuickBooks® & Payroll Management	Payroll Clerk with Microsoft® Office Specialist Training	Construction Office Administrator with Microsoft® Office Specialist Training	Administrative Assistant with Microsoft® Office Specialist Training
Each program awards a <b>“Certificate of Completion”</b>				
Program Clock Hours	160	400	320	320
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00	\$200.00	\$200.00	\$200.00
Images Enterprises Manual or Online Seat Fee	\$200.00	\$200.00	\$200.00	\$200.00
Books and Supplies	\$300.00	\$300.00	\$450.00	\$300.00
Tuition for the entire program	\$4,295.00	\$3,299.00	\$4,850.00	\$3,295.00
<b>Total Charges for the Program of Study Selected</b>	<b>\$4,995.00</b>	<b>\$3,999.00</b>	<b>\$5,700.00</b>	<b>\$3,995.00</b>

### PAYMENT OPTIONS

Each of the following payment options is available to all students. This information is provided on each student's Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

<b>1. Full Payment Option.</b> <i>Full payment due after the payment of the \$200 Registration Fee</i>	<b>\$4,795.00</b>	<b>\$3,799.50</b>	<b>\$5,500.00</b>	<b>\$3,795.00</b>
<b>2. Partial Payment/Financing Option.</b> <i>Partial payment option available after payment of \$200 Registration Fee</i>				
Payment of 50% of the remaining charges for the program due with the signed Enrollment Agreement	\$2,397.50	\$1,899.50	\$2,750.00	\$1,897.50
Amount remaining subject to financing	\$2,397.50	\$1,899.50	\$2,750.00	\$1,897.50
Annual Percentage Rate. <i>The cost of your credit as a yearly rate. *Prior credit experience is used to determine whether or not the loan is approved (18% interest rate applies)</i>	18%	18%	18%	18%
Total Finance Charge. <i>The total dollar amount your credit will cost you.</i>	\$431.55	\$341.91	\$495.00	\$341.55
Monthly payment amount until paid in full.	\$235.75	\$186.78	\$270.42	\$186.59
Number of consecutive monthly payments.	12	12	12	12
Total of Payments. <i>The amount you will have paid after you have made all payments as scheduled.</i>	\$2,829.05	\$2,241.41	\$3,245.00	\$2,239.05
Total Sale Price (The total cost of the program on credit, including the initial down payment and registration fee.)	<b>\$5,426.55</b>	<b>\$4,340.91</b>	<b>\$6,195.00</b>	<b>\$4,336.55</b>
<b>3. Other Payment Arrangements Option.</b> <i>You may make payment arrangements with other financing; this option is available to those who qualify.</i>				

**RETAIL INSTALLMENT AGREEMENT:** A student who elects a Partial Payment/Financing Option will be required to sign a Retail Installment Agreement, which is in compliance with the Federal Truth-In-Lending requirements (Regulation Z). The Retail Installment Agreement, if elected by the Student, is incorporated into this Enrollment Agreement.

**HOLDER IN DUE COURSE STATEMENT:** Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

## Tuition and Fees: Construction & Landscaping Programs

The Tuition and Fees for the Institute’s Construction and Landscaping programs are as follows.

### PROGRAM INFORMATION

Program Title Each program awards a “Certificate of Completion”	Forklift Operator	Landscape Essential for Environmental Management	Landscape Chemical Applicator	Pest Control Technician
Registration Fee (Non-refundable after 3-day cancellation period.)	6 \$200.00	80 \$200.00	120 \$200.00	160 \$200.00
Book Fee/Online Seat Fee	\$50.00	N/A	\$200.00	\$200.00
Books & Supplies	N/A	\$200.00	N/A	N/A
Study Manuals, Books, Cut Sheets	N/A	\$200.00	\$50.00	\$50.00
State Application Fees, Background Check	N/A	N/A	\$300.00	\$300.00
Tuition for the entire program	\$150.00	\$3,399.00	\$3,249.00	\$3,249.00
<b>Total Charges for the Program Selected</b>	<b>\$400.00</b>	<b>\$3,999.00</b>	<b>\$3,999.00</b>	<b>\$3,999.00</b>

### PAYMENT OPTIONS

Each of the following payment options is available to all students. This information is provided on each student’s Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

<b>1. Full Payment Option</b> <i>Full payment due after the payment of the \$200 Registration Fee</i>	<b>\$200.00</b>	<b>\$3,799.00</b>	<b>\$3,799.00</b>	<b>\$3,799.00</b>
<b>2. Partial Payment/Financing Option</b> <i>Partial payment option available after payment of \$200 Registration Fee</i>				
Payment of 50% of the remaining charges for the program due with the signed Enrollment Agreement	\$200.00	\$1,899.50	\$1,899.50	\$1,899.50
Amount remaining subject to financing	\$200.00	\$1,899.50	\$1,899.50	\$1,899.50
Annual Percentage Rate. <i>The cost of your credit as a yearly rate. *Prior credit experience is used to determine whether or not the loan is approved (18% interest rate applies)</i>	18%	18%	18%	18%
Total Finance Charge. <i>The total dollar amount your credit will cost you.</i>	\$18.00	\$341.91	\$341.91	\$341.91
Monthly payment amount until paid in full.	\$9.83	\$186.78	\$186.78	\$186.78
Number of consecutive monthly payments.	12	12	12	12
Total of Payments. The amount you will have paid after you have made all payments as scheduled.	\$118.00	\$2,241.41	\$2,241.41	\$2,241.41
Total Sale Price <i>(The total cost of the program on credit, including the initial down payment and registration fee.)</i>	\$418.00	\$4,340.91	\$4,340.91	\$4,340.91
<b>3. Other Payment Arrangements Option.</b> <i>You may make payment arrangements with other financing; this option is available to those who qualify.</i>				

**RETAIL INSTALLMENT AGREEMENT:** A student who elects a Partial Payment/Financing Option will be required to sign a Retail Installment Agreement, which is in compliance with the Federal Truth-In-Lending requirements (Regulation Z). The Retail Installment Agreement, if elected by the Student, is incorporated into this Enrollment Agreement.

**HOLDER IN DUE COURSE STATEMENT:** Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

# SCHOOL CALENDAR

## Holidays

The Institute observes the following holidays:

	2022	2023
New Year's Day	Jan. 1	Jan. 1
Martin Luther King Jr. Day	Jan. 17	Jan. 16
President's Day	Feb.21	Feb.20
Memorial Day	May 30	May 29
Independence Day	July 4	July 4
Labor Day	Sept.5	Sept. 4
Veterans Day	Nov. 11	Nov. 11
Thanksgiving Holiday	Nov. 24-25	Nov. 23-24
Christmas Holiday	Dec. 25-26	Dec. 25

## Enrollment Start/End Dates: Tucson and Chandler

All programs are blended delivery format except the Forklift Operator program.

**Open Enrollment:** Students can begin the online portion of the course at any time. The live instruction can be completed on-site or via Zoom on the days scheduled at either campus; schedules are based on program enrollment. The student must complete the program **within six months** of enrollment.

**Online program:** Instruction is offered online in a self-paced format;

**Blended:** A blend of online, self-paced instruction and required LIVE instruction on campus or via Zoom on the dates specified.

**Live instruction/on-campus:** The dates listed are for the start and end dates of the on-site, in-seat coursework. In-person instruction is required. .

BUSINESS PROGRAMS	
Accounting & Bookkeeping with QuickBooks & Payroll Management	<b>Starts on the 1<sup>st</sup> day of each month</b>
Payroll Clerk with Microsoft Office Specialist Training	
Construction Office Administrator with Microsoft Office Specialist Training	
Administrative Assistant with Microsoft Office Specialist Training	

PERMANENT MAKEUP PROGRAMS	
Program	Live Instruction/Zoom Start Date- End Date
<b>Basic Permanent Makeup</b>	Open Enrollment: online programs
<b>Complete Permanent Makeup *</b>	Open Enrollment Live instruction: June 10 – 11, 2022 December 16-17, 2022
<b>Microblading Specialty Program *</b>	Open Enrollment Live instruction: June 12-13, 2022 December 18-19, 2022
<b>Advanced Intradermal Skin &amp; Medical Aesthetics Training *</b>  and  <b>Paramedical &amp; Deluxe Permanent Makeup*</b>	Starts on the 15th day of each month
	Live instruction
	Feb 2-6, 2022
	March 2-6, 2022
	April 6-10, 2022
	May 4-8, 2022
	June 8-12, 2022
	July 6-10, 2022
	August 10-14, 2022
	September 7 – 11, 2022
	October 5-9, 2022
	November 9-13, 2022
	December 7-11, 2022
CONSTRUCTION AND LANDSCAPE PROGRAMS	
<b>Landscape Essentials for Environmental Management*</b>	March 21-April 1, 2022
	June 20 – July 1, 2022
<b>Forklift Operator</b> On-Site only, one day*	02/10/2022
	03/10/2022
	04/14/2022
	05/12/2022
	06/09/2022
	07/14/2022
	08/11/2022
	09/08/2022
	10/13/2022
	11/10/2022
12/08/2022	
<b>Landscape Chemical Applicator</b>	<b>Starts on the 1<sup>st</sup> day of each month</b>
<b>Pest Control Technician</b>	<b>Starts on the 1st day of each month</b>

*\*On-site class dates are subject to change based upon the number of students enrolled.*

# Images Enterprises LLC

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