



INSTITUTIONAL CATALOG 2026-2027

The Praxis Institute – Miami
Main Campus & Executive Offices
1321 SW 107th Ave, Ste. 201B
Miami, FL 33174
Phone: (305) 642-4104

The Praxis Institute – Hialeah
4162 W 12th Ave.
Hialeah, FL 33012
Phone: (305) 556-1424

www.praxis.edu

Volume XXVIII
Effective: November 2025

INSTITUTIONAL CATALOG

THE PRAXIS INSTITUTE

Inquiries, applications, and student credentials

Should be addressed to:

Office of Admissions

The Praxis Institute – Miami

Main Campus & Executive Offices

1321 SW 107th Ave, Ste. 201B

Miami, FL 33174

Phones: (305) 642-4104. (305) 541-5554

Fax: (305) 642-6063

E-mail: admissions@praxis.edu

www.praxis.edu

The Praxis Institute – Hialeah

4162 W 12th Ave.

Hialeah, FL 33012

Phones: (305) 556-1424

Fax: (305) 556-1422

E-mail: admissionshlv@praxis.edu

www.praxis.edu

INSTITUTIONAL CATALOG

THE PRAXIS INSTITUTE

2026-2027

The Praxis Institute

is

Licensed by

**The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number: (888) 224-6684**

&

Accredited by

**Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
Toll-free number (800) 917-2081**

TABLE OF CONTENTS	PAGE
Welcome	6
License & Accreditation	7
Approval & Memberships	8
Advisory Board	8
Ownership	9
The Board of Directors	9
History	9
Mission Statement	10
Institution Philosophy	10
Non-Discrimination Policy	11
Physical Facilities	11
Class Size	12
General Admission Procedures	12
General Admission Criteria for Programs	13
General Academic Policies	13
Attendance	13
Transfer of Credits	14
Tardiness	15
Termination	15
Code of Conduct & Disciplinary Proceedings	15
Re-Entry	16
Re-Enrollment	17
Make-up Work	17
Standards of Satisfactory Academic Progress	17
Policies and Procedures for Verification	19
Financial Aid Warning	21
Financial Aid Probation	22
Appeal Procedures	23
Leave of Absence (LOA)	23
Leave of Absence (LOA) – COVID-19	24
Maximum Time Frame of Eligibility for Students Returning to the Same Clock-Hour Program After 180 Days of Withdrawal	25
Student Grievance Policy	26
Complaint Procedures	26
Grading System	27
Graduation Requirements for Non-Degree Programs	28
Student Services	28
Distance Education	29
Class Calendar for Diploma Programs	30
Course Numbering System	30
Units of Clocks and Credit Hours	30
Hours of Operation	30
Holidays	31
Students Records	31
Family Right & Privacy Act	31
A Drug-Free Workplace	31

Safety in Private Spaces Act	32
Program Changes	34
Hazing	34
Placement Assistance for Programs	34
Programs Transfer Policy	35
Withdrawal Policy	35
Cancellation & Refund Policy	36
Returns of Title IV Funds	38
Payment Schedule	39
Financial Aid	40
Federal Aid Programs	40
ADA-Accommodations for Students with Disabilities	41
Title IX Compliance	42
Programs Objectives & Outline	43
Therapeutic Massage Technician	44
Advanced Therapeutic & Clinical Massage	47
Dental Assistant	50
Pharmacy Technician	52
Advanced Aesthetic Science	56
Programs Course Descriptions	61
Therapeutic Massage Technician	62
Advanced Therapeutic & Clinical Massage	64
Dental Assistant	65
Pharmacy Technician	67
Advanced Aesthetic Science	70
Institution Academic Calendar 2026	80
Tuition and Fees	89
Administration, Staff, and Faculty Listing Miami	90
Administration, Staff, and Faculty Listing Hialeah	91
Institutional Catalog 2026-2027 Certification	92

WELCOME

It is a pleasure to welcome you to The Praxis Institute. Our foremost concern is your career education leading to your successful future. Our curriculum is up to date with respect to the needs in the areas in which we instruct. Our staff cares about you and your education.

This Catalog presents the sum of those administrative and academic policies and procedures that are needed for the efficient and effective operation of the campuses and for the achievement of the quality of education to which the school has pledged its resources and services.

The Praxis Institute's mission is to provide training for the community in the careers that are currently in demand. We believe that employment and economic stability are essential to the well-being of the community.

The program of study you have chosen will require dedication and hard work in order to successfully enter the working world. Although it will require time and effort, your future will be brighter, and you will have more opportunities to succeed.

We are proud of our graduates. They know that they need to be prepared for the future today; this is the challenge and the new adventure of the third millennium. The Praxis Institute team is here for you. Please take advantage of the opportunity you are taking, and together we will make this world a better place to live in.

The Praxis Institute

LICENSE AND ACCREDITATION

The Praxis Institute is licensed by:
The Commission for Independent Education
Florida Department of Education

Additional information regarding this institution
May be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll-free telephone number: (888) 224-6684

Accredited by: **Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (770) 396-3898
Toll-free number (800)-917-2081

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE) and is **offered in Miami and Hialeah Campuses.**

These credentials are displayed at our school and are available for review by any student or prospective student during regular business hours.

APPROVALS AND MEMBERSHIPS

- Approved by the U.S. Department of Education to participate in its Title IV Financial Aid Programs,
- Authorized by the United States Department of Justice, Immigration and Naturalization Services, to enroll Non-immigrant Foreign Students,
- Approved by the Department of Health- Florida Board of Massage,
- Approved by the Florida Board of Pharmacy,
- Member of the Latin Chamber of Commerce,
- Member of the American Massage Therapy Association.

ADMINISTRATION, STAFF, AND FACULTY

Please refer to the Addenda for a listing of Administrative Officers, Staff, and Faculty.

ADVISORY BOARD

The Praxis Institute utilizes an Advisory Board to gather ideas and expertise for the development, expansion, and revision of the programs with relevant information. This source enables the institution to make informed decisions regarding its curriculum, equipment, techniques, and methods. Our Advisory Board holds formal meetings annually.

OWNERSHIP

The Praxis Institute is owned and operated by Duran Rubero Beauty Center, Inc., and is a Florida Corporation.

The principal owners of the corporation are Miguel Alfie and Rebeca Alfie.

The Address is 1321 SW 107th Ave, Ste. 201B, Miami, FL 33174.

The Board of Directors:

Miguel Alfie, Chairman of the Board

Rebeca Alfie, President, Executive Director

Flavio Alfie, Vice-President, and Hialeah Campus Director

Dario Alfie, Vice-President, and Miami Campus Director

HISTORY

The Praxis Institute was founded in 1988 as America Duran Skin Care, Massage & Nail School, a private vocational school to provide training in the art of Skin Care. In 1991, the institution expanded its scope of career education to include a Therapeutic Massage Training Program for state licensure by the Florida Board of Massage.

In 1994, America Duran Skin Care, Massage & Nail School received national accreditation from the Southern Association of Colleges and Schools and transferred its membership in 1995 to the Commission on Occupational Education Institutions (COEI), now known as the Commission of the Council on Occupational Education (COE).

In 1999, a change in ownership took place, and the institution was renamed The Praxis Institute.

A second campus was initiated in the city of Hialeah in 2003.

Throughout the past years, the focus of our institution has remained constant: to provide career education in employable fields for the community.

MISSION STATEMENT

The mission of The Praxis Institute is to provide quality training to the community, leading to employment, thereby enabling students to engage in a mutually beneficial and supportive process.

We further believe that the primary goal of our institution is to offer programs with the necessary skills compatible with the needs and demands of today's competitive job market.

INSTITUTION'S PHILOSOPHY

The Praxis Institute maintains a philosophy that its students must receive the most thorough education available for the careers for which they are studying. We believe that these vocational careers are valuable tools in the approach to healthcare; practitioners of these disciplines must thoroughly understand the human body and its functions and be able to apply this knowledge in practical situations. Understanding and engaging in a holistic therapeutic approach enables practitioners to deliver services that allow recipients to lead lives to the best possible. The hands-on experiences provided in these fast-growing fields enable students to acquire the skill set in-patient care, procedural care, and administrative duties.

The school is therefore committed to the advancement and education of future practitioners in the areas of Advanced Therapeutic Massage, Therapeutic Massage, Dental Assistant, Pharmacy Technician, and Advanced Aesthetic Science. We believe all people are created equal and have the right to pursue personal and career growth through the achievement of skills, competencies, training, and knowledge.

NON-DISCRIMINATION POLICY

The Praxis Institute is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information (EEOC, 2018).

The operation of its student aid programs is free from discrimination as required by Federal Law. In addition, the institution endeavors to remove barriers and provide educational and employment opportunities for individuals with disabilities.

This nondiscrimination policy applies to all students, employees, applicants for admission, employment, and all participants in institutionally sponsored activities.

PHYSICAL FACILITIES

The Praxis Institute, Miami Campus, is located at 1321 SW 107th Ave, Ste. 201B in Miami-Dade County. The campus occupies approximately 16,335 sq. ft. and includes classes, labs, a library, a student lounge, a reception area, and administrative offices. The school is fully air-conditioned. It is centrally located in a well-known area of Miami and offers easy access to Interstate 95, 826 & 836 freeways, as well as the Metro bus. Nearby are several fast-food restaurants and shopping centers. The school provides ample free parking for students' convenience.

The Praxis Institute, Hialeah Campus, is located on the second floor of "Hialeah Square Shopping Center," at 4162 W 12 Avenue, in the northwest area of Miami-Dade County. The campus occupies approximately 10,000 sq. ft. and is fully air-conditioned, with classes, labs, a library, a student lounge, a reception area, and administrative offices. There is adequate lighted parking for students, visitors, and staff. The campus has easy access to freeways, and in the surroundings are many fast-food restaurants, coffee shops, and shopping centers.

CLASS SIZE

At The Praxis Institute, class sizes vary based on the type of course or program:

- The Therapeutic Massage Training Program can have between 30 to 45 students,
- The Advanced Therapeutic Massage Training Program can have between 25 and 30 students,
- The Dental Assistant Program can have between 12 and 20 students,
- The Pharmacy Technician Program can have approximately 20 students,
- The Advanced Aesthetic Science Program can have a maximum of 16 students,

GENERAL ADMISSION PROCEDURES

Applicants for admission are encouraged to visit The Praxis Institute in person. At the time of the interview, the prospective student will receive a comprehensive orientation to the chosen program, including its goals, objectives, school services, requirements, cost, and duration. The applicant will also receive a comprehensive tour of the facilities and may attend a class for the day if desired.

Based on entrance criteria and any other circumstances that may apply to the admission process, approval for admission is granted or denied by the Campus Director.

All copies of documents received in order to establish eligibility will become the property of the school and will not be returned to the student.

GENERAL ADMISSION CRITERIA

1. The applicant must be a high school graduate or have a GED equivalent diploma to be accepted into the degree-level programs.
2. All applicants must also meet and/or complete all additional admission requirements that are specific to individual programs. Please refer to the individual program descriptions for any additional admission requirements.
3. All applicants must receive an orientation about the Institution's requirements and an explanation of the enrollment agreement. Applicants are to sign the enrollment agreement only after accepting admission to the program.
4. Distance Education admission criteria do not differ from the General Admissions criteria.

GENERAL ACADEMIC POLICIES

ATTENDANCE

Students are expected to attend all scheduled classes in order to achieve their learning goals. Excuse absences are permitted only for specific reasons, such as documented family or personal illness or emergencies. A student who will be absent is requested to call the school beforehand.

Students for non-degree programs are required to be in attendance a minimum of 70% of the scheduled class time of the program of study to maintain "satisfactory academic progress." At the end of 200 hours, if the absence exceeds 30%, students must begin making up the missed classes and time.

The administrator will counsel students who fall below the required minimum attendance. At the Administrator's discretion, the student may be placed on probation, terminated, or assigned additional make-up time. In addition, the program must be completed within one and one-half (1½) times the length of the program.

TRANSFER OF CREDITS

POLICY

The Praxis Institute (TPI) awards transfer credit according to the guidelines established. The institution reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is the institution's policy only to accept general education credits earned at institutions fully accredited by their regional accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the associate degree program at TPI.

PROCEDURES

1. The basic policy regarding the acceptance of courses by transfer is only to allow credit for general education courses completed with satisfactory grades (C or better) in other accredited colleges, provided the courses correspond in time and content to the equivalent courses offered as part of the program.
2. For international students, only official transcripts in conjunction with an official report from a state-approved evaluative agency may be used to evaluate and/or award credit.
3. Evaluation of coursework that is more than five years old is subject to final approval/acceptance from the VP of Academic Affairs.
4. TPI reserves the right to test the proficiency of any student on coursework transferred from other institutions and disallow credit in courses in which the student cannot demonstrate acceptable proficiency.
5. TPI does not grant credit for professional certificate programs, life/work experience or portfolio work.

6. The following items are among other circumstances in which credit is NOT granted:

- | | |
|---|----------------------------|
| . Remedial Courses | . Vocational courses |
| . Courses with essentially non-academic content | . Non-credit courses |
| | . Learning support courses |

TARDINESS

Each student is expected to comply with the academic calendar and schedule established by The Praxis Institute. All students are strongly encouraged to be in class at the scheduled start time of instruction. Students consistently entering class after the scheduled start time will be subject to disciplinary action. Five warnings in one month equals one absence.

TERMINATION

The Praxis Institute reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules, and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the Executive Director.

CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

Students are expected to always conduct themselves in a proper manner. Foul language, possession of unprescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the staff or other students may be subject to disciplinary action.

The Praxis Institute will execute disciplinary actions for any one of the following reasons:

- Failure to honor the Enrollment Agreement in its entirety,
- Failure to fulfill the requirements of academic probation or attendance,
- Financial obligation not met,

- Excessive absence,
- Possession of/or use of drugs or alcohol,
- Behaving in a manner potentially dangerous to clients, fellow students, faculty, staff, administration, or director,
- Possession of weapons on school premises,
- Behavior that creates a safety hazard to other people or the facilities,
- Defacing or destruction of school property,
- Sexual misconduct of any kind,
- Stealing evidence of acting in a conspiracy or as an accomplice in crime on school property,
- Cheating or changing grades on tests,
- Any other stated violation or infraction of the code of conduct as determined by the Director.

Office telephones, copiers, computers, and printers are for the exclusive use of staff and faculty. Incoming calls for students will be accepted only in emergencies.

Students will be responsible for the payment of all property destroyed or damaged, regardless of intent. Intentional defacing, damaging, or destroying property by any student may result in immediate expulsion without the opportunity for an appeal.

RE-ENTRY

A student who has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required Admission procedures. A student who was terminated for any reason must have an interview with the Registrar's Department, who will consult with the Financial Aid Department and complete the necessary paperwork. A student who is not in good standing may be admitted on a probationary basis.

If the student owes an outstanding balance, they may be required to pay a percentage of that amount before re-admission.

All re-entering students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with the terms outlined in the new Enrollment Agreement.

RE-ENROLLMENT

Graduates of The Praxis Institute may re-enroll in a new program of study. Re-enrolling students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with the new Enrollment Agreement. If the student owes an outstanding balance, they may be required to pay a percentage of that amount before they are permitted to re-enroll.

MAKE-UP WORK

Students are required to make up all the class work and tests missed because of absence. He/she should make arrangements with the instructor to establish the terms of the make-up work following the guidelines and the period required by the satisfactory academic policy guidelines.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The institution expects all its full-time and part-time students to maintain Satisfactory Academic Progress (SAP). In order to maintain SAP as established by this institution, the student must maintain a cumulative academic average of “C” (70%) GPA (2.0) or better on all tests and work projects required by the program for all non-degree programs.

Students must also maintain a cumulative attendance of an average of 70% per month in non-degree programs. In addition to attendance standards relating to SAP, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Student grades and attendance will be monitored every month. Compliance with standards for satisfactory academic progress will be assessed at the mid-point of the program or the mid-point of the academic year, whichever is shorter.

Federal regulations stipulate that the maximum timeframe for degree completion cannot exceed 150% of the published length of the academic program. All transfer credit hours are used to calculate the student’s remaining eligibility for SAP purposes. Once a student reaches the maximum timeframe, the student is no longer eligible for financial aid.

The pace at which a student must progress through his/her educational program to ensure completing the program within the maximum timeframe is as follows:

- 540 hours Program

Day Schedule – 16 hours/week

- Timeframe for completion - 8 months
- Maximum 150% Timeframe - 12 months

Evening Schedule - 16 hours/week

- Timeframe for completion - 8 months
- Maximum 150% Timeframe - 12 months

- 750 hours Program

Day Schedule – 20 hours/week

- Timeframe for completion - 9 months
- Maximum 150% Timeframe - 14 months

Evening Schedule - 20 hours/week

- Timeframe for completion - 9 months
- Maximum 150% Timeframe - 14 months

- 900 hours Program

Day Schedule – 20 hours/week

- Timeframe for completion - 11 months
- Maximum 150% Timeframe - 17 months

Evening Schedule - 20 hours/week

- Timeframe for completion - 11 months
- Maximum 150% Timeframe - 17 months

Students must complete the program within one and one-half ($1\frac{1}{2}$) times the length of the program.

Students must demonstrate progress toward a degree or certificate completion. All students must have successfully completed at least 67% of all clock or credit hours attempted. The percentage is calculated by dividing the number of completed clock or credit hours by the number of attempted clock or credit hours.

- Attempted hours are defined as any course that the student is enrolled in after the add/drop period expires,
- Courses attempted to include any course in which grades of A, B, C, D, F, W, W, I*, P, NP, and T are given,
- Successfully completed hours are defined as the number of hours in which a student received a grade of A, B, C, D, or P,
- Incompletes are counted as attempted but not completed. After an incomplete class (I) is converted into a grade, the grade will then be counted in the GPA calculation and the completion rate,
(Note: For SAP calculation, a course with a letter grade of “D” or higher is considered an attempted course).
- All transfer credits count as both attempted and completed units,

Termination of Financial Aid

Termination of financial aid indicates that the student is no longer eligible for any financial aid and occurs for the following reasons:

- Student did not meet all SAP policy requirements.
- Student has reached their maximum timeframe to complete the certificate.

Students who are terminated are not eligible to receive financial aid. Students will be notified in writing of their termination and loss of eligibility for financial aid. If the institution allows it, the student can appeal the decision.

POLICIES AND PROCEDURES FOR VERIFICATION

The Praxis Institute (TPI) has developed the following policy and procedure regarding the verification of information provided by applicants for Federal Student Financial Aid under the Title IV Programs.

- 1- Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Return from the prior year. Any conflicting information in the student’s file

must be resolved before any financial aid may be disbursed, regardless of the student's verification status.

- 2- No Federal Pell Grant, Campus-based, or Subsidized Direct Loan Funds will be disbursed prior to the completion of verification.
- 3- Students eligible to receive Pell, Campus-Based, or Subsidized Direct Loan will have until 120 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of tuition and fees due, or risk termination from school. After the passage of the before mentioned period, all financial aid that might have been due is forfeited.
- 4- When the FAFSA for a student or prospective student is selected for verification, the Financial Aid Department will send a timely message to the student's or prospective student's personal email account. The message will direct the student or prospective student to complete and submit the requested documents required to confirm the accuracy of data reported on the FAFSA. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. For a complete list of documents, please refer to the Income Verification Form.

All document requests must be completed before any financial aid can be disbursed. After verifying the new additional information that a student or prospective student submits, the Financial Aid Department may correct the FAFSA data if necessary. If any additional discrepancies are discovered during the verification process, the Financial Aid Department may require additional information to correct the discrepancies. If a student or prospective student fails to provide the requested documentation in a timely manner, the Financial Aid Department at TPI will cancel the subsidized federal aid, and no aid will be disbursed.

The institution will notify the student or prospective student via letter if an award changes. The Institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

Under section 479A(a) of the Higher Education Act (HEA), TPI's financial aid office cannot adjust an applicant's cost of attendance or other data that may affect the applicant's Expected Family Contribution (EFC) prior to the applicant completing the verification.

5. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, TPI will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
6. Students and parents are advised that TPI must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of an independent status, false claims of citizenship, use of false identities, forgery of signatures or certifications, and false statements of income. Note that fraud is the intent to deceive, as opposed to a mistake on an application.
7. The financial aid file must state that the verification is completed.

Financial Aid Warning

- Students who fail to meet Satisfactory Academic Progress (SAP) standards (e.g., GPA, completion rate, or maximum time frame) will be placed on Financial Aid Warning for a payment period.
- During the warning period, students remain eligible for Title IV aid but must improve academic performance to meet SAP standards by the end of the warning period.
- At the conclusion of the warning period:
 - If SAP standards are met, eligibility continues.

- During the warning period, students remain eligible for Title IV aid but must
- If SAP standards are not met, the student may move to Financial Aid Probation if an appeal is approved or lose eligibility if no appeal is filed.

Financial Aid Probation

- Students who fail to meet SAP after a warning period may appeal in writing, providing documentation of extenuating circumstances (e.g., illness, family emergency).
- If the appeal is approved, the student is placed on Financial Aid Probation for a payment period.
- While on probation:
 - Title IV aid eligibility continues during probation.
- At the end of the probationary period:
 - If SAP standards are met, eligibility continues.
 - If SAP standards are not met but the student is meeting the conditions of the academic plan, eligibility may continue.
 - If neither condition is met, Title IV eligibility is terminated.

Re-Establishing Title IV Eligibility

- Students who lose eligibility may re-establish it by:
 - Successfully completing coursework until SAP standards are met (without the benefit of Title IV aid during this period).
 - Meeting the conditions of an approved academic plan if previously placed on probation.

- Once SAP standards are achieved, Title IV eligibility is reinstated for subsequent courses.
- Students must formally notify the Financial Aid Office when they believe SAP has been restored, and eligibility will be reviewed at that time.

APPEAL PROCEDURES

Students who wish to appeal the SAP decision must submit a written request to the SAP Review Committee. The SAP Review Committee is composed of the Instructor and the School Director. The basis on which a student may file an appeal includes the death of a relative, an injury or illness of the student, or other special circumstances that caused the student to fail to make SAP. The letter should describe any circumstances related to the student's academic standing, which the student believes deserves special consideration, and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. In the event such a student is allowed to continue with instruction, financial aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards. In other words, after the student has made up the absent hours or re-taken the missing or failed exams with a satisfactory passing grade.

The SAP Review Committee shall evaluate the appeal within a reasonable time frame and notify the student in writing of its decision. The decision of the committee shall be final.

LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Students who find it necessary to take a Leave of Absence (LOA) from school for personal, medical, or other reasons must request such LOA in writing. Leave of Absence will be granted only for up to 30 days. In no instance will students be allowed LOA longer than 30 days. The Leave of Absence may not be granted for a period of time, which would cause the student to take longer than one and one-half times the normal length of the enrollment period to complete. Should a student know in advance that leave will be necessary, the request must be submitted prior to its beginning. Only one LOA may be granted during the time a student is enrolled in school.

Students should provide a written, signed, and dated request for leave that includes the reason for the request. If the student does not have or is unable to obtain this documentation, then the student should submit a declaration stating when and why the student requested the leave of absence, if and when it was granted by the school, the expected date of return, and why the student does not have documentation. If unforeseen circumstances prevent a student from providing a written request, the school may grant the request as long as it documents the decision and collects the written request at a later date. If the student does not return to school after a leave of absence, the withdrawal date will be the date that the school determines the student began the leave of absence.

**ACADEMIC LEAVE OF ABSENCE (LOA) DISRUPTION AS A
RESULT OF A DECLARED NATIONAL EMERGENCY OR ANY
OTHER TYPE OF PUBLIC HEALTH THREAT (EXTENUATING
CIRCUMSTANCES) SUCH AS THE DECLARED NATIONAL
EMERGENCY CONCERNING COVID-19.**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study up to a maximum of 180 days. A COVID-19-related circumstance LOA will be processed when one of the following situations is present:

- A student completes all the required academic hours (theory didactic component) of the registered program but is unable to move forward with the completion of the hands-on, face-to-face, in-campus (laboratory) or off-campus (externship), academic component.
- Students become ill due to COVID-19 and is unable to complete or attend online classes (theory didactic component).
- Students are unable to attain and secure the required technological resources to participate in online classes.

Leave of Absence will be granted for the time period, up to a maximum of 180 days:

- The campus is officially closed, or the community-based clinical centers are not permitted to accept students to complete their required externship hours. Such LOA will remain until the campus re-opens for academic activities, or the community-based clinical centers are allowed to accept students for externships.
- The student's health condition prevents him/her from retaking academic responsibilities.

- The student is unable to attain/secure the required technological resources.

The Leave of Absence may not be granted for a period of time, which would cause the student to take longer than one and one-half times the normal length of the enrollment period to complete.

Only one LOA may be granted during the time a student is enrolled in school.

For all leaves of absence granted as the result of disruptions due to COVID-19 related circumstances, Praxis may approve, and students may begin, the LOA prior to submitting a written request for the LOA. However, an LOA request must be obtained subsequently.

If the student does not return to school after a leave of absence, the withdrawal date will be the date that the school determines the student begins the leave of absence or the last date the student attended an academically related activity, whichever is first.

Furthermore, as stipulated in the electronic announcement (EA) from the Department published on March 5, 2020, and updated on June 16, 2020, the Department will permit students to take an approved leave of absence for COVID-19-related concerns or limitations (such as interruption), to take such leave, even if the student notifies the institution in writing after the approved leave of absence has begun. In such a case, the institution may retain those Title IV funds to apply when the student continues enrollment. If the student does not return to complete their program within 180 days, the school would then be expected to perform the Return of Title IV funds calculation based on the date on which the leave of absence began.

MAXIMUM TIME FRAME OF ELIGIBILITY FOR STUDENTS RETURNING TO THE SAME CLOCK-HOUR PROGRAM AFTER 180 DAYS OF WITHDRAWAL

All students in a clock-hour program who withdraw from the program and returns to the same program after 180 days of withdrawal with no transfer hours (i.e., no prior hours earned accepted into the new enrollment) will be treated as a new student, similar to a new student in a new program.

Therefore, a student's maximum time frame of eligibility is based on the hours in the program the student is returning to, regardless of any previous hours completed prior to the withdrawal (greater than 180 days earlier).

The institution's determination that a student has no transfer hours accepted into the program the student is returning to after 180 days will be solely based on well-documented students' past academic performance.

Students returning to the same clock-hour program after 180 days with transfer hours will be processed according to the institution's policy for the transferred student.

STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty, or other, the normal recourse is for the student to consult with the Program's Director. In the event, a satisfactory resolution is not achieved at this level and the decision rendered is still disputed by the student, the case may be considered for further judgment by the Executive Director.

Finally, if the student continues to feel it necessary to dispute the judgment of the Executive Director, the student may contact:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number: (888) 224-6684

FBON: <https://floridasnursing.gov>
CIE: <http://www.fldoe.org/policy/cie>
DOE: <http://fldoe.org>

COMPLAINT PROCEDURES

The institution is recognized by the Council on Occupational Education (COE) as meeting and maintaining certain standards of quality. It is the mutual goal of COE and the institution to provide quality educational training programs. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) has not been resolved, the student has the right and is encouraged to take the following steps:

- 1) The students should contact the COE office by mail.

Complaints received by phone will be logged along with a request for a written follow-up letter to speed up the process.

- 2) The letter of complaint must contain the following:

- The nature of the problem(s).
- The appropriate date(s) that the problem(s) occurred.
- The name(s) of the individual(s) involved in the problem(s) (within the institution and /or other students that were involved).
- Copies of documentation regarding the problem(s).
Facts, no rumors, lead to solutions.
- Evidence demonstrates that the institution's complaint procedure was followed prior to contacting COE.
- All complaints should be signed.

<u>Send to:</u>	Council on Occupational Education: 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350. Telephone: (770) 396-3898 www.council.org
FBON:	https://floridasnursing.gov
CIE:	http://www.fldoe.org/policy/cie
DOE:	http://fldoe.org

GRADING SYSTEM

Each student's progress is regularly reviewed by his/her instructor, and examinations are given periodically. Progress records are maintained for each student and registered in the academic progress report. All student reports are available for review, explanations, and clarification by the Registrar's Department during regular school hours.

In addition to written examinations, the students are required to pass practical evaluations designed to ascertain their ability to perform the skills associated with each program.

The institution will use the following grading standards for non-degree programs and General Education courses:

GRADE	VALUE	POINTS	DEFINITION
A	4	90 - 100	EXCELLENT
B	3	80 - 89	ABOVE AVERAGE
C	2	70 - 79	AVERAGE
D	1	60 - 69	BELOW AVERAGE
F	0	0 - 59	FAILURE

GRADUATION REQUIREMENTS FOR PROGRAMS

The student must comply with the following requirements in order to receive a diploma:

1. Completion of the total number of hours required by the student's program,
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies,
3. Passing all components of the selected program with a minimum average of 70%,
4. Meet all financial obligations incurred with the institution.

The Praxis Institute awards a Diploma to those students who have met the program requirements and their responsibilities successfully to the school.

STUDENT SERVICES

Academic counseling is encouraged and available through the program directors and faculty. Students are assisted in finding suitable employment after graduation and obtaining their license. The institution maintains its contacts with the local civic organizations and business groups. The institution actively pursues its contacts with spas, therapy clinics, hospitals, outpatient clinics/centers, retail and hospital pharmacies, dental practices, nursing homes, SNF, chiropractic offices, and rehabilitation centers.

The institution does not provide any housing facilities for the students.

Tutoring is available on an as-needed basis. Students are requested to make an appointment with the instructor to arrange a time for individual tutoring.

The students receive a transcript of grades upon completion of the selected program of study at no additional cost.

Students can conveniently purchase books, videos, posters, massage tables & chairs, and various other items related to their study programs.

A student can access counseling services available in the community, as needed, by requesting the list of community resources available at the admission office. The institution is not responsible for any cost associated with these services.

DISTANCE EDUCATION

The Praxis Institute offers opportunities for completion of courses outside the traditional classroom via the Internet. Distance education courses meet academic standards recognized by the Council on Occupational Education (COE) and are established as part of the graduation condition for an approved degree. Curriculum clock/credit value for distance learning courses is equal to credit hours to on-campus traditionally delivered classes of the matching courses listed in the Praxis Institute Catalog. In the online platform, the students must be exceptionally self-motivated and self-sufficient.

Fundamental computer skills, including word processing, excel, and PowerPoint is required, as well as access to a computer, internet service, and library resources. Detailed instructions and policies for executing distance education are presented to students during the registration process. Regular contact with the course instructor is required. Many distance learning courses require students to have one or more of their exams proctored. Students may contact the appropriate program area department and access the institution's website for additional information.

Distance Education Technology Requirements

Online and combined delivery mode courses at The Praxis Institute use the Blackboard Web-based Learning System.

Hardware and Software Requirements

To access the Blackboard course site, students will need to have Internet access, a valid email account, and a computer with a Blackboard-supported browser and operating system. Campus computers for online and combined delivery student use are available in the library.

Basic Skill Requirements

Distance Education courses require that the students know how to:

- Use email
- Use word-processing programs
- Save documents
- Navigate and search the internet
- Install new software applications

Distance Education Admission Criteria

See general admission criteria for degree & non-degree granting programs.

CLASS CALENDAR FOR DIPLOMA PROGRAMS

Classes begin on Monday of each week.

COURSE NUMBERING SYSTEM

The course numbering system uses a five or six-digit alphanumeric identifier. The prefixes are characters that represent the type of course, and the suffixes are numbers that represent the sequence in which they are taught.

UNITS OF CLOCK AND CREDIT HOURS

One clock hour constitutes 50 minutes of direct, supervised instruction and appropriate breaks in a 60-minute period of time. For degree programs, one semester credit hour is equal to 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship or work-based activities.

HOURS OF OPERATION

The Praxis Institute administrative offices are open Monday through Friday from 9:00 a.m. to 6:00 p.m. Classes are in session Monday through Thursday, from 8:00 a.m. to 10:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m.

HOLIDAYS

New Year Day	Labor Day
Martin Luther King's Day	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth Day	Christmas Day
Independence Day	

The Praxis Institute is closed during Winter Break, usually the week between Christmas and New Year's Day.

STUDENTS RECORDS

All students' records are permanently kept on file. Students wishing to see their records must schedule an appointment with the Registrar's Department during regular office hours.

FAMILY RIGHT AND PRIVACY ACT

The Praxis Institute complies with the confidentiality and student accessibility provisions of the Family Rights Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. The confidentiality of students' records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

A DRUG-FREE WORKPLACE

The Praxis Institute certifies that it provides a drug-free workplace for both employees and students.

Listed below are resources for Drug Prevention Programs:

- National Drug and Alcohol Treatment Hotline at 1-800-662-HELP (4357)
- Drug-Free Workplace Helpline at 1-800-WORKPLACE (967-5752)
- National Clearinghouse for Alcohol & Drug Information at 800-729-6686
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse at 1-877-726-4727
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities at 1-502-588-0052.

SAFETY IN PRIVATE SPACES ACT

The purpose of this policy is to delineate the disciplinary actions pertaining to a non-compliance event with the Safety in Private Spaces Act and provide administration guidance.

TPI expects employees and students to be aware of and follow all campus policies and procedures. In addition, employees and students are expected to abide by all federal, state, and local laws. This policy defines the process for correcting single and/or repeat episodes of failure to comply and/or enforce the guidelines of the state Safety in Private Spaces Act. The Safety in Private Spaces Act (6E-7.001) establishes that all educational institutions licensed by the state Commission for Independent Education (CIE) have the following:

- (a) That restrooms are designated for exclusive use by males or females based on biological sex at birth., as defined s. 553.865(3), F.S., or that there is a unisex restroom.
- (b) That changing facilities are designated for exclusive use by males or females based on biological sex at birth., as defined in s. 553.865(3), F.S., or that there is a unisex changing facility.

Therefore, all TPI personnel and student body is required to use the restrooms facilities designated to their respective biological sex at birth. Furthermore, TPI administrative and educational personnel is expected to discourage, redirect, or divert any individual whose

biological sex at birth does not appear to match the restroom facility they are trying to occupy/use. Those individuals should be redirected to a single stall/private restroom.

Progressive Discipline is a step-by-step process designed to modify and improve unacceptable practices. Many situations, particularly for first-time offenders, may be resolved through verbal counseling or discussion with the individual; however, repeat offenders or some one-time incidents may be severe enough to merit a written warning, suspension, final warning, or termination from the program, depending on the severity of the event. The seriousness of the offense and the student's disciplinary and performance history will be considered when determining the level of discipline to be applied. Each incident should be assessed to determine the student's understanding of the rules and expectations, their willingness to follow them, any systems failures and obstacles interfering with compliance, and whether the action was the result of an excusable mistake, an inexcusable error, or deliberate action. Taking these into account the program director, in consultation with the campus director and administration, will determine the appropriate level of discipline. In situations where a student repeats the non-compliance practice, the disciplinary actions that follow should be progressive. However, there may be situations where the recurrence, severity, or impact of the non-compliance act will warrant moving immediately to a written discipline, a final discipline, or the termination of employment. All decisions to escalate disciplinary action to a higher level of discipline must be made in consultation with the administration.

PROGRAM CHANGES

The Praxis Institute reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodation will be made for students impacted by such a change.

HAZING

Hazing: Any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of a person. Its imposition or its use in any form of initiation is prohibited.

Violation of this policy will result in disciplinary actions against the violator, including counseling and possible termination from The Praxis Institute.

PLACEMENT ASSISTANCE FOR PROGRAMS

While The Praxis Institute cannot guarantee employment, the Department's objective is to provide assistance and guidance to our graduates and/or active students seeking employment. Our main purpose is to assist our students to find jobs and to provide support services to enable them to keep their jobs and to continue their overall career development. Prior to and after graduation, the Job Placement Assistance Department will advise the student in career development skills that will assist the student in finding entry-level employment. To that end, we will provide this assistance through a job referral service which is maintained by constantly updating job banks for our students. This complete support and development service for our graduates and active students seeking employment is augmented by our systematic and attentive interaction with potential employers in our local communities. We meet our overall TPI educational mission by first providing the training and then providing the tools to effectively use the training in the work environment.

These employment opportunities may include positions in:

- | | |
|---------------------------|------------------------|
| . Dental offices | . Hospital pharmacies |
| . Massage Therapy Clinics | . Resorts |
| . Resort Hotels | . Chiropractic Offices |
| . Luxury Health Spas | . Salons |
| . Cruise Ships | . Retail pharmacies |

PROGRAMS TRANSFER POLICY

The Praxis Institute reserves the right to accept or deny the transferring of clock hours/credits received from another school.

Students transferring from another school in or out of Florida must provide the school with the following:

- Official transcript of credit /clock hours from the school from which he/she transfers,
- A satisfactory reason for transferring,
- The school will evaluate the transferring student and will grant credit for the number of hours that the student deserves according to the evaluation,
- At least 25 percent of the units required in a nontraditional degree program shall be given by the institution awarding the degree,

Any Student transferring from one program to another within the school will receive credit for the number of hours according to each program,

The acceptance of any credits earned at The Praxis Institute is at the discretion of the receiving institution.

According to the Institution Refund Policy and/or Returns of Title IV Funds, applicable funds will be applied to the new program of study.

WITHDRAWAL POLICY

Any student who does not attend classes in a period of fourteen (14) calendar days without obtaining a leave of absence shall be dropped from the program.

For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination date.

CANCELLATION AND REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations must be made in person or by certified mail, if possible.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid; with the exception of the registration fee (not to exceed \$150).
4. Cancellation after attendance has begun, through 40 % completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hour.
5. Cancellation after completing more than 40 % of the program will result in no refund.
6. Termination date: in calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt.
8. Refunds for the first-time student who has not received Title IV Financial Aid will be calculated according to the standard institutional refund policy.

9. STANDARD INSTITUTIONAL POLICY:

- a) The institution will refund at least 90% of the tuition if withdrawal occurs during the first 10% of the period of financial obligation.
- b) The Institution will refund at least 50% of the tuition if withdrawal occurs between 10.1 % and 25% of the period of financial obligation.
- c) The institution will refund at least 25% of the tuition if withdrawal occurs between 25.1% and 50% of the period of financial obligation.
- d) No refund will be made if a withdrawal occurs after 50% of the period of financial obligation.

The “period of financial obligation” is based on what the student is charged on their contract.

10. Refunds will be made within thirty (30) days of the last day of attendance if written notification has been given to the school by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that The Praxis Institute terminates the student or determines withdrawal by the student. In any event, all refunds shall be made within thirty (30) days of the student’s last day of attendance, except: in case of leave of absence. For students that do not return from a leave of absence, refunds will be made within (30) days from the date the institution determines that the student did not return from the leave of absence. Students who withdraw will be assessed an administration fee charge of 10% or \$100 .00, whichever is less.
11. A student can be dismissed at the discretion of the Director for insufficient progress, non-payment of cost, or failure to comply with the rules. Enrollment time is defined as the

time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. When situation of mitigating circumstances is in evidence, the school will adopt a policy wherein the refund to the student may exceed the minimum cancellation and settlement policy. If the school, for any reason is permanently closed and no longer offering instructions after a student enrolled, the student shall be entitled to 100% of all monies collected.

If a program is cancelled subsequent to a student's enrollment, the school shall al the student's option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the program.

RETURN OF TITLE IV FUNDS POLICY

The student will be obligated for any tuition, fees, books, or equipment not covered by Title IV funds.

The Institution will calculate the amount of Title IV aid that was earned based on a payment period basis.

The institution will determine:

1. The Title IV Aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student.
4. The total Title IV aid to be disbursed or returned.
5. The amount of unearned Title IV aid to be returned by the school.
6. The amount of Title IV funds to be returned to each program by the school.

7. The initial amount of unearned Title IV funds to be returned by the student.
8. The amount of Title IV funds to be returned to each program by the student.

Refunds of unearned Title IV funds will be returned within 30 (thirty) days from the date that the institution determines that the student withdrew.

DIPLOMA: THE PRAXIS INSTITUTE awards a Diploma to those students who have successfully completed his/her program.

PLACEMENT SERVICES: Upon graduation from the program, the student will, without additional charges, receive the full benefit of THE PRAXIS INSTITUTE placement services, but employment is not guaranteed.

PAYMENT SCHEDULE

The following schedule is to be followed for all academic programs' payment:

- THERAPEUTIC MASSAGE TECHNICIAN
- ADVANCE THERAPEUTIC & CLINICAL MASSAGE
- DENTAL ASSISTANT
- PHARMACY TECHNICIAN
- ADVANCED AESTHETIC SCIENCE

Full payment must be made in advance of the beginning of classes or tuition, and fee payments may be arranged on a weekly or monthly basis. Weekly payments are due on Monday; monthly payments are due between the 1st and 15th of the month.

There are no additional carrying charges, interest, or service charges for installment plans. This schedule of payments does not apply to Division of Vocational Rehabilitation (DVR) or Pell Grant students.

FINANCIAL AID

The Praxis Institute is accredited by a nationally recognized accrediting agency and is approved by the U.S. Department of Education to provide Title IV Funding. This enables its students, if qualified, to be eligible for government assistance.

The primary purpose of the student aid programs will be to provide financial resources to students who would otherwise be unable to pursue post-secondary education.

The institution is looking forward to helping those students who have a sincere desire to better themselves through higher education and are willing to contribute according to their family's income and assets.

A student must apply for admission and be accepted to The Praxis Institute prior to applying for financial aid. The student must maintain satisfactory academic progress to receive financial aid. Financial aid is awarded based upon need. Please contact the financial aid department to obtain the necessary forms required to apply.

Discrimination is prohibited. No person in the United States of America shall, on the ground of race, color, age, sexual orientation, disability, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial Assistance or be so treated on the basis of sex under the education programs or activities receiving Federal assistance.

FEDERAL AID PROGRAMS

Federal Pell Grant: This is a grant awarded to assist undergraduates with their education expenses. This award does **NOT** have to be repaid. An undergraduate is one who has not earned a bachelor's degree.

Federal Supplemental Education Opportunity Grant (FSEOG): This is a grant awarded to undergraduate students with exceptional financial need who will also receive the Federal Pell Grant during the award year. FSEOG funds are limited; the first priority for receiving this grant will be an applicant with the lowest expected family contribution (EFT) who is also Pell-eligible.

Federal Direct Subsidized Loan: This is a low-interest variable rate loan for students attending school at least halftime. It **MUST** be paid back. Interest is non-bearing while students are attending school and during their grace period.

Federal Direct Unsubsidized Loan: This is a low-interest loan for independent students enrolled at least halftime. It **MUST** be paid back. Interest will accrue on this loan and can be capitalized or paid quarterly while the student is in school.

Federal Direct Plus Loan: This is a low-interest variable rate loan for parents who want to borrow to help pay for their child's education. This loan is available only to parents with good credit histories. It **MUST** be paid back.

ADA Accommodations for Students with Disabilities: All classrooms and facilities at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**. Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. The Praxis Institute provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the institution.

Students who believe they are in need of such accommodation should contact the office of student services/placement. Praxis Institute maintains strict confidentiality with regards to medical information related to student's disabilities.

Any complaints or concerns regarding disability accommodation should be presented to the office of student services/placement. Complaints will be handled in accordance with the institution's grievance (due process) procedures.

Title IX Compliance

Title IX Compliance Coordinator Contact Information

Miami Campus – Rebeca Alfie
praxis@praxis.edu
(305) 642-4104

Hialeah Campus – Flavio Alfie
flavio@praxis.edu
(305) 556-1424



PROGRAMS OBJECTIVES AND OUTLINE

***Completing a course or program in a language other than English may reduce employability where English is required.*

THERAPEUTIC MASSAGE TECHNICIAN- 540 Hrs

PROGRAM OBJECTIVE: To prepare students for the National Certification Examination for licensure as a Licensed Massage Therapist by developing the skills necessary to meet the needs of the healthcare community. Our students will have knowledge of the structure and function of the human body. Will apply Hydrotherapy and massage techniques successfully. Students will be familiar with exercise programs, which can help the musculoskeletal system, Florida Law, and allied modalities currently being practiced. This program trains students to be able to use skills that promote the health and wellness of their clients.

PROGRAM OUTLINE

COURSE TITLE	CLOCK HOURS
TMT01-HUMAN ANATOMY & PHYSIOLOGY	190
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	225
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	76
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	15
TMT07-HIV/AIDS	3
TMT08-MEDICAL ERRORS	2
TMT09-PROFESSIONAL ETHICS	4
TOTAL	540

This program has 540 hours of theory, practice, and clinical training. The program's Theory component is delivered via distance education mode, and practice and clinical training are done in a face-to-face/traditional mode.

Massage Services: all students are required to complete at least 40 massage services as part of their applied clinical training.

Technology Requirements: Computer and Internet Access

Upon completion of the program hours, the student will be ready to take the final exam in theory and practice. The student will receive a diploma.

A student who has completed the Therapeutic Massage Technician Program may sit for the National Certification Examination for Therapeutic Massage and Bodywork. Upon passing, students can apply to receive their Florida State License. Upon completion of this program and passing the licensure exam, students may be employed as entry-level massage therapists.

What are the requirements to graduate and obtain an official transcript for licensure board submission?

This requirement is MANDATORY and applies only to Massage Programs.

1. Massage Programs (540 hours and 750 hours)

Regardless of the massage program completed by the student, to obtain a diploma certifying completion and obtain the massage therapist title, the student must complete 540 or 750 hours of academic work and massage services/practices.

To obtain an official transcript to take the licensing board exam, the massage student must take four exams. The first three board Preparation Assessments (exams) are from the Federation of State Boards of Massage Therapy. These exams are completed online. Each exam lasts 120 minutes and contains 100 multiple-choice questions. To obtain a passing score, the student must score 80 or higher on each exam. The student may not complete more than two exams per day.

After passing the first three preparation assessment exams, the student will complete a fourth final exam (MBLEX), which will also be taken online. This final exam lasts 110 minutes, contains 100 multiple-choice questions, and also requires a score of 80 or higher to be considered a passing score.

The MBLEX: Online Readiness Assessment final exam is offered by the Praxis Institute to students free of charge. To be eligible for the fourth exam, students must have successfully passed (80 or higher) all three Federation of State Boards of Massage Therapy exams.

Students will take all exams in the library on any campus, under the supervision of library staff. The use of phones, smartwatches, notes, and books is not permitted during the exams. Students must pass all four exams with a minimum score of 80 on each.

Upon successful completion of all four (4) exams, the Director of Distance Education will send a document certifying that the student has met this graduation requirement to the Student Services Department (SSD). The SSD may then request an official transcript and schedule the student for the Massage and Bodywork Licensing Examination (MBLEx).

"The academic content, theoretical and practical lab portion, of this program is also available and entirely delivered in English."

ADVANCED THERAPEUTIC & CLINICAL MASSAGE- 750 Hrs

PROGRAM OBJECTIVE: Upon completion of this program, the student will have the skills and knowledge to apply and sit for the licensing exam by the National Certification Board for Therapeutic Massage and Bodywork (NCBTNB) or by the Federation of State Massage Therapy Boards (MBLEx). In addition, students will obtain certification in Spa Therapies, Deep Tissue, Electro Stimulation, Ultrasound, Laser, Neuromuscular Therapy (granted by International Academy of Neuromuscular Therapies through a partnership with TPI), and Holistic Manual Lymphatic Drainage (granted by the Manual Lymph Drainage Institute International through a partnership with TPI) in order to seek employment in spas, facilities that treat athletic injuries or in clinical and medical settings where massage therapy is part of a patient's rehabilitation program. Graduates will have skills to expand their marketability as a massage therapist.

PROGRAM OUTLINE

COURSE TITLE	CLOCK HOURS
TMT01-HUMAN ANATOMY & PHYSIOLOGY	190
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	225
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	76
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	15
TMT07-HIV/AIDS	3
TMT08-MEDICAL ERRORS	2
TMT09-PROFESSIONAL ETHICS	4
DT100- DEEP TISSUE	45
NMT100- NEUROMUSCULAR THERAPY	100
MLD100- MANUAL LYMPH DRAINAGE	50
CR-100- CLINICAL REHABILITATION (Laser-Ultrasound-Electro Stimulation-Infrared)	15
TOTAL	750

This program has 750 hours of theory, practice, and clinical training. Program's Theory component is delivered via distance education mode, practice and clinical training is done in a face-to-face/traditional mode.

Massage Services: all students are required to complete at least 115 services as part of their applied clinical training.

Technology Requirements: Computer and Internet Access

A student who has completed the 540 hours (theory, practice, and services) of the Therapeutic Massage Technician portion of the program may sit for the National Certification Examination for Therapeutic Massage and Bodywork.

Upon passing, students can apply to receive their Florida State License.

Students successfully completing 750 hours will receive a diploma. Upon completion of this program and passing the licensure exam, students may be employed as entry-level massage therapists.

What are the requirements to graduate and obtain an official transcript for licensure board submission?

This requirement is MANDATORY and applies only to Massage Programs

2. Massage Programs (540 hours and 750 hours)

Regardless of the massage program completed by the student, to obtain a diploma certifying completion and obtaining the massage therapist title, the student must complete 540 or 750 hours of academic work and massage services/practices.

To obtain an official transcript to take the licensing board exam, the massage student must take four exams. The first three board Preparation Assessments (exams) are from the Federation of State Boards of Massage Therapy. These exams are completed online. Each exam lasts 120 minutes and contains 100 multiple-choice questions. To obtain a passing score, the student must score 80 or higher on each exam. The student may not complete more than two exams per day.

After passing the first three preparation assessment exams, the student will complete a fourth final exam (MBLEX), which will also be taken online. This final exam lasts 110 minutes, contains 100 multiple-choice questions, and also requires a score of 80 or higher to be considered a passing score.

The MBLEx: Online Readiness Assessment final exam is offered by the Praxis Institute to students free of charge. To be eligible for the fourth exam, students must have successfully passed (80 or higher) all three Federation of State Boards of Massage Therapy exams.

Students will take all exams in the library on any campus, under the supervision of library staff. The use of phones, smartwatches, notes, and books is not permitted during the exams. Students must pass all four exams with a minimum score of 80 on each.

Upon successful completion of all four (4) exams, the Director of Distance Education will send a document certifying that the student has met this graduation requirement to the Student Services Department (SSD). The SSD may then request an official transcript and schedule the student for the Massage and Bodywork Licensing Examination (MBLEx).

"The academic content, theoretical and practical lab portion, of this program is also available and entirely delivered in English."

DENTAL ASSISTANT – 900 Hrs

PROGRAM OBJECTIVE: The professional objective of the program is to prepare students at an entry-to-industry level of competence for gainful employment in the dental field where they will work with dentists to perform a wide variety of patient care, office, and laboratory duties.

Dental assistants work alongside dentists by providing them with support in everyday dental procedures and office work. They usually work in dental facilities but may also be found working in hospitals that provide dental treatment services. Apart from helping dentists at the chair side, they are required to perform clerical and administrative work, which may include scheduling appointments and providing front desk services.

PROGRAM OUTLINE

COURSE TITLE	CLOCK HOURS
DAP100 - Introduction to Dental Assistant	5
DAP200 - Dental Chairside Assisting	330
DAP300 - Dental X-Ray	70
DAP400 - Dental Materials and Laboratory Techniques	150
DAP500 - Specialized Dentistry	205
DAP600 - Administrative Procedures	15
DAP700 - Dental Externship	120
DAP800 - Preparation for Employment	5
TOTAL	900

This program has 900 hours of theory, lab practice, and clinical externship. Program's Theory component is delivered via distance education mode, practice and clinical externship is done in a face-to-face/traditional mode.

Technology Requirements: Computer and Internet Access

Students will receive a diploma once the academic requirements of the program are fulfilled.

Praxis' Dental Assistant Program is accepted by the Dental Assisting National Board, Inc. (DANB). Therefore, program graduates are eligible for the National Entry Level Dental Assistant (NELDA) certification

<https://www.danb.org/Become-Certified/Exams-and-Certifications/NELDA.aspx>

The NELDA exam is composed of three component exams: Radiation Health and Safety (RHS), Infection Control (ICE) and Anatomy, Morphology and Physiology (AMP). Graduates of the program will be eligible for the NELDA certification after passing the three component exams and fulfilling the remaining eligibility requirements under one of the NELDA certification eligibility pathways.

Candidates must pass the RHS, ICE, and AMP component exams within a three-year time period in order to earn NELDA certification. Once a candidate has passed the final component exam, the candidate can then apply for the NELDA certification.

PHARMACY TECHNICIAN – 900 Hrs

PROGRAM DESCRIPTION: The Pharmacy Technician Program is an outcome-oriented training designed to promote personal and professional development through a combination of online learning, live instruction, laboratory demonstrations, and hands-on practice. This hybrid format enhances flexibility while ensuring students build the critical thinking, communication, and multitasking skills necessary for success in pharmacy practice and clinical environments.

The curriculum is standardized and aligned with accreditation and regulatory standards to provide a competency-based, outcome-driven learning experience. Each student receives a syllabus outlining specific course objectives and expectations. The program may be offered in a language-assisted format; however, all instructional materials—including textbooks, PowerPoint® presentations, class resources, medical terminology, and examinations—are provided in English only.

Students are evaluated through weekly online and in-person assessments to ensure content mastery, while laboratory performance is assessed individually through return demonstrations and skills evaluations.

The Pharmacy Technician Laboratory features modern instructional tools such as videos, audiovisual systems, and pharmacy simulation software. These resources allow students to practice and demonstrate essential pharmacy procedures in preparation for their community externship. The laboratories are designed to mirror real pharmacy environments, complete with computers and specialized software that simulate hospital and community pharmacy workflows.

Under the supervision of a licensed pharmacist, pharmacy technicians perform a variety of essential functions, including:

- Assisting pharmacists with labeling and filling prescriptions
- Assisting patients with medication drop-off and pick-up
- Entering and verifying prescription information in the pharmacy system
- Compounding oral solutions, ointments, and creams
- Maintaining workflow and pre-packaging bulk medications
- Managing inventory, ordering medications, and processing insurance claims

- Preparing chemotherapeutic agents, intravenous admixtures, and TPN solutions
- Supporting inpatient and outpatient dispensing operations
- Screening calls and communicating professionally with patients and healthcare providers

Pharmacy technicians may be employed in community pharmacies, hospitals, mail-service facilities, wholesale distributors, government agencies, educational institutions, or veterinary settings, always under the supervision of a licensed pharmacist or veterinarian.

Program Objectives:

Graduates of the Pharmacy Technician Program will be able to:

1. Assist licensed pharmacists in compliance with local, state, and federal regulations.
2. Accurately transcribe and process physician orders.
3. Operate specialized equipment to prepare intravenous admixtures, total parenteral nutrition (TPN), and chemotherapy medications.
4. Prepackage bulk medications and compound extemporaneous formulations.
5. Maintain accurate and secure electronic patient profiles and prescription records.
6. Communicate effectively with insurance carriers to obtain payment for prescription claims.
7. Apply inventory control methods to maintain medication supply accuracy.
8. Interact professionally and effectively with patients, pharmacists, and other members of the healthcare team.

PROGRAM OUTLINE

Course Number	Subjects/Topics	Hours
PHT101	Pharmacy Law and Ethics	60
PHT102	Pharmacology of Neurological and Sensory Pathways	80
PHT103	Compounding	60
PHT104	Pharmacology of Circulation, Respiration and Digestion	80
PHT105	Pharmacy Operations and Management	60
PHT106	Pharmacology of Hormonal Regulation and Reproductive Health	80
PHT107	Pharmacy Calculations	90
PHT108	Pharmacy Practice Lab	210
PHT109	Pharmacy Externship	180
	Total Lecture Hours	510
	Total Lab Hours	210
	Total Externship Hours	180
	TOTAL	900

Pharmacy Technician State Registration Requirement

In accordance with the 2018 Florida Statutes (Section 465.014, Title XXXII, Chapter 465), any individual seeking employment as a Pharmacy Technician in the state of Florida must apply for registration with the Florida Board of Pharmacy.

For detailed information and application instructions, please visit the official website at [www.floridaspharmacy.gov] (<https://www.floridaspharmacy.gov>).

Technology Requirements

Students enrolled in this hybrid program must have access to a computer and a reliable internet connection to participate in online learning activities, submit assignments, and access course materials.

Accreditation

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). This accredited program is offered at both campus locations.

Immunization Requirements

Certain externship sites and employers may require proof of immunization as a condition for participation or employment. Failure to meet these immunization requirements may limit eligibility for specific externship placements or future employment opportunities as a pharmacy technician.

Program Completion

Students will be awarded a Diploma in Pharmacy Technology upon successful completion of all academic and clinical requirements of the program.

ADVANCED AESTHETIC SCIENCE – 900 Hrs

PROGRAM DESCRIPTION: The Advanced Aesthetic Science Program at The Praxis Institute is a 900-hour advanced training program designed to prepare students for professional careers in clinical esthetics and integrative skin care. The curriculum combines academic excellence with practical experience, including 400 hours of supervised hands-on training (330 laboratory hours + 70 hours externship), and aligns with Florida's regulatory standards for facial specialists.

Students begin with foundational knowledge in dermatological anatomy, skin histology, product chemistry, and infection control, followed by progressive training in advanced esthetic procedures. These include clinical facial techniques, chemical and enzymatic peels (including medium-depth peels), LED therapies, acne and pigmentation protocols, and hair removal techniques. Emphasis is placed on biotype and phototype skin assessment and protocol design, allowing students to customize treatments based on individual needs.

The program also provides comprehensive education in non-invasive mesotherapy and transdermal delivery of active ingredients, including exosomes, peptides, PRP, PRF, growth factors, and other advanced topical agents. While injectables are not performed, students will be trained in microneedling, electroporation, RF-assisted delivery, and other approved methods to enhance dermal absorption and regenerative support.

Ethical Business Principles & Spa Management concepts are included and cover themes of entrepreneurship, marketing, customer retention, compliance with OSHA and HIPAA, professional liability, and legal regulations specific to the aesthetics industry in Florida. This ensures that graduates are not only clinically proficient but also business-ready.

Upon successful completion, graduates will be qualified to:

- Work in medical esthetic environments, such as dermatology clinics, plastic surgery centers, and med-spas.
- Operate their own regulated esthetic practice or skin studio in accordance with state laws.

- Collaborate with healthcare professionals in integrative settings.
- Educate clients and develop comprehensive, personalized skin treatment protocols.

This program cultivates a new generation of highly trained clinical aestheticians equipped with advanced technical, scientific, and business knowledge to meet the growing demand for safe, ethical, and results-driven aesthetic care.

Program Objectives:

After successfully completing this program, the student will be able to perform the following:

01.0 Demonstrate advanced knowledge of skin and its physiology and histology as a basic requirement of knowledge for the advanced skin care professional.

02.0 Demonstrate the usage of products in the field of advanced esthetics.

03.0 Demonstrate the techniques, precautions and procedures of mask application.

04.0 Demonstrate understanding of the field of microdermabrasion techniques, precautions and procedures.

05.0 Demonstrate competence in the field of chemical peel techniques, precautions, and procedures.

06.0 Demonstrate a strong foundation of treatment plans for individual client needs which ensures an optimal outcome in skin care.

07.0 Demonstrate knowledge and understanding of principles found in advanced bacteriology.

08.0 Demonstrate knowledge and understanding of advanced electrical equipment and their usage and purpose within the esthetics field.

09.0 Demonstrate understanding of the field of advanced techniques and procedures with emphasis on medical terminology and bodily health.

10.0 Demonstrate a clear understanding of cosmetic surgery and the esthetician.

11.0 Demonstrate a clear understanding of Botox®, dermal fillers and sclerotherapy.

12.0 Demonstrate understanding of specialty topics, their legal and regulatory implications, and be able to apply this knowledge in the work setting.

- 13.0 Demonstrate and have a working knowledge of how to build a Medi-spa business.
- 14.0 Develop entrepreneurial business practices.
- 15.0 Demonstrate working knowledge of the industry itself
- 16.0 Identify career opportunities.
- 17.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 18.0 Employ safe, sanitary, and efficient work practices.
- 19.0 Demonstrate science knowledge and skills.
- 20.0 Explain the importance of employability skills and entrepreneurship skills.
- 21.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 22.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 23.0 Describe the importance of professional ethics and legal responsibilities.
- 24.0 Use information technology tools.
- 25.0 Solve problems using critical thinking skills, creativity, and innovation.
- 26.0 Use oral and written communication skills in creating, expressing, and interpreting information and ideas.
- 27.0 Perform basic and advanced facials, manipulation, and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the skin that can be described, measured, and predicted. Demonstrate proper procedure and application of chemicals.
- 28.0 Demonstrate knowledge of blood-borne diseases, including HIV/AIDS
- 29.0 Apply the theoretical knowledge and technical skills learned throughout the program in a supervised clinical/laboratory setting, demonstrating proficiency in advanced skin care procedures, client evaluation, equipment handling, hygiene protocols, treatment documentation, and ethical interaction with clients and team members.

Credential Issued

A diploma in *Advanced Aesthetic Science* will be issued to each student who successfully completes all academic (didactic and laboratory) requirements of the 900-hour program with a minimum passing grade of C (70%), and who meets all academic and financial obligations to the institution.

Graduates of this program will also qualify for state licensure as a Facial Specialist (Skin Care Specialist) through the Florida Department of Business and Professional Regulation (DBPR), as required by the Florida Board of Cosmetology.

This credential confirms that the student has received advanced training in skin care, non-invasive esthetic technologies, clinical protocols, and professional business practices, and is eligible to practice within the legal scope of esthetics in the State of Florida.

Technology Requirements

Students enrolled in this hybrid program must have access to a computer and a reliable internet connection to participate in online learning activities, submit assignments, and access course materials.

PROGRAM OUTLINE

Course Number	Subjects/Topics	Hours
AAS 101	Foundations of Aesthetic Science and Skin Health	100
AAS 102	Basic Facial Technique & Sanitary Procedures	100
AAS 103	Chemical Peels & Condition-Specific Protocols	100
AAS 104	Applied Advanced Skin Care Treatment & Nutricosmetics	80
AAS 105	Advanced Esthetics Technology I: Skin Rejuvenation	100
AAS 106	Advanced Esthetic Technology II: Body Aesthetic & Equipment	100
AAS 107	Complementary & Alternative Therapies	60
AAS 108	Cosmetic Dermatology & Regenerative Esthetics	80
AAS 109	Makeup, Hair Removal & Aesthetic Photography	60
AAS 110	Spa Management & Ethical Business Practices	40
AAS 111	Supervised Clinical Practicum	80
TOTAL		900

Certifications

1. Bloodborne Pathogens & Communicable Diseases
2. CPR/BLS
3. Phlebotomy Technician
4. Basic Facial Techniques & Sanitary Procedures
5. Chemical Peels & Conditions Specific Protocols
6. Complementary & Alternative Therapies
7. Cosmetic Dermatology & Regenerative Esthetics

PROGRAMS

COURSES

DESCRIPTIONS

THERAPEUTIC MASSAGE TECHNICIAN

COURSE DESCRIPTIONS

TMT01- HUMAN ANATOMY & PHYSIOLOGY. (190hours)

The student will learn the anatomical position of the body, the human structure, and function of the body. The integumentary system, skeletal system, skeletal nomenclature, muscular system, endocrine glands and hormones, circulatory system, respiratory system, digestive system, urinary system; Cells & Tissues, Heart, Vascular, Blood, and Lymph. The dynamic of the human body is the most important part of this program. Understanding the body action and its response to the mind; learning the relationship between body and feelings is the foundation for all students pursuing a career in the health and wellness fields.

TMT02- MASSAGE THEORY & CLINICAL PRACTICUM (225 hours)

This course is the clinical application of the therapeutic massage program. Massage techniques and procedures. Classification and mastery of massage movements. Procedures for a complete body massage. Face and scalp massage. Restoring the client's body fluidity; thus, they can be healthy and relaxed. Included in this section are theory and practice of massage, history, and development, professionalism, body wrap, face and scalp massage, client relaxation, body physiology, technique enhancement and practice, and principles of movement to sustain the client's demands, clients draping and communication. Students practice both giving and receiving massage therapy in a clinical setting.

TMT03- THEORY & PRACTICE OF HYDROTHERAPY (15 hours)

In this course, the student will learn the science of water treatment, hot and cold for external applications to the body. The temperature of the water affects the body and it is important to have the knowledge and understand how water temperature relates to body temperature. Students will learn the correct use of paraffin, steam inhalation, hot packs, and cold packs.

TMT04- INTRODUCTION TO ALLIED MODALITIES (76 hours)

Associated Modalities are different kinds of treatments which help a client's needs: Connective tissue massage, Shiatsu, Sports massage Acupressure, Reiki, Reflexology, Lymphatic Drainage, hands treatment with paraffin, Deep relaxation techniques, Stone Massage, C.P.R., Voice music relaxation.

TMT05- FLORIDA STATE LAW

(10 hours)

Requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). These are the laws governing the practice of massage in the State of Florida. With these guidelines, students can develop potentially prosperous massage practices.
Prevention of Medical Errors.

TMT06- BUSINESS PRINCIPLES & DEVELOPMENT

(15 hours)

Massage is the grouping of many elements that need to be practiced and renewed. These dynamic skills need to be developed and increased all the times. To be the spearhead of this profession, the student needs to continuously enhance his/her knowledge of new elements and practice these until perfection is reached.

TMT07- HIV/AIDS

(3 hours)

This course discusses HIV, and how it relates to healthcare professionals. Students will receive information on the origin, transmission, prevention, and diagnosis of HIV.

TMT08- MEDICAL ERRORS

(2 hours)

This course goes over the common issue of medical errors and how to apply strategies for prevention. Those who take this course will be able to discuss the impact of human error, identify where these errors tend to happen and explain programs that reduce medical errors.

TMT07- PROFESSIONAL ETHICS

(4 hours)

It is essential for professionals in any field to have an understanding of the ethical problems and principles in their field. But anyone, no matter what their job, must deal with many other professions as well. Part of professional ethics is the understanding of the ethics of other professions: how they interact and what can be expected from them as correct ethical behavior. In turn, any professional will benefit from a critical scrutiny of their own ethics by those from other professions. The general principles of professional ethics will be examined, as well as the distinctive problems of the different fields.

ADVANCED THERAPEUTIC & CLINICAL MASSAGE

NOTE: The previously listed Therapeutic Massage Technician courses are part of the Advanced Therapeutic & Clinical Massage.

COURSE DESCRIPTIONS

DT100- DEEP TISSUE

(45 hours)

Deep Tissue is a requirement for employment in most spas and medical setting such as chiropractors' offices or physical therapy clinics. Deep tissue massage is a massage technique that focuses on the deeper layers of muscle tissue. In this course, the students will learn how to apply slow strokes and deep finger pressure on the contracted areas to release the chronic patterns of tension in the body.

NMT100- NEUROMUSCULAR THERAPY

(100 hours)

Neuromuscular Therapy is the utilization of static pressure on specific myofascial points to relieve pain. The course will educate the students in the physiology of the nervous system and its effect on the muscular and skeletal systems. The neuromuscular therapist will also be educated in kinesiology and biomechanics and how to work in a clinical or medical environment using techniques that manipulate the soft tissue of the body (muscles, tendons and connective tissue).

MLD100-MANUAL LYMPH DRAINAGE

(50 hours)

Students will learn the manual lymphatic drainage, and how this differs from the other massages, lymphatic drainage is a therapeutic method that uses manipulations to stimulate the lymph movement.; has to be very gentle and aims to encourage movement of lymph away from swollen areas, MLD is particularly useful if there is swelling in the face, breast, abdomen, genitals or elsewhere on the trunk. Students also will learn the lymphatic drainage manipulations and contraindications for this technique.

CR100-CLINICAL REHABILITATION

(15 hours)

The Clinical Rehabilitation course covers An ideal combination of theoretical aspects with clinical application, an evidence-based approach, an evaluation of the treatment procedures, a description of the new approaches and how to use the different equipment used in the clinics to rehabilitates patients.

DENTAL ASSISTANT – 900 Hrs

COURSE DESCRIPTIONS

DAP 100- Introduction to Dental Assistant

(5 hours). In this course, the students will be exposed to the following subjects: History of Dentistry, Characteristics of a Professional Dental Assistant, The Dental Health Care Team, Dental Ethics, Dentistry, and the Law.

DAP 200- Dental Chairside Assisting

(330 hours). The following subjects will be taught in this course: General Anatomy, General Physiology, Head and Neck Anatomy, Landmarks of the Face and Oral Cavity, Overview of the Dentitions, Tooth Morphology, Dental Caries, Periodontal Disease, Preventive Dentistry, Nutrition, Oral Pathology, Microbiology, Disease Transmission and Infection Prevention, Principles and Techniques of disinfection, Principles and Techniques of Instruments Processing and Sterilization, Regulatory and Advisory Agencies, Chemical and Waste Management, Dental Units Waterlines, Ergonomics, The Patient Record, Vital Signs, Oral Diagnosis and Treatment Planning, The Special Need and Medical Compromised Patient, Assisting in a Medical Emergency, The Dental Office, Delivering Dental Care, Dental Hand Instruments, Dental Handpieces and Accessories, Moisture Control, Anesthesia, and Pain Control.

DAP 300- Dental X-Ray

(70 hours). In this course the students will be exposed to the following subjects: Foundations of Radiography, Radiographic Equipment, and Radiation Safety, Digital Imaging, Dental Film, and Processing Radiographs, Legal Issues, Quality Assurance, Infection Prevention, Intraoral Imaging, and Extra-oral Imaging.

DAP 400- Dental Materials and Laboratory Techniques

(150 hours). This course will include the following subjects: Preventive care, Coronal Polishing, and Dental Sealants. Restorative and Esthetic Dental Materials, Dental Liners, Bases, and Bonding Systems, Dental Cements, Impression Materials, Laboratory Materials and Procedures, General Dentistry. Matrix System for Restorative Dentistry

DAP 500- Specialized Dentistry

(205 hours). The students will be exposed to the following subjects: Fixed Prosthodontics, Provisional Coverage, Removable Prosthodontics, Full (Complete) Denture, Dental Implants, Endodontics, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, and Orthodontics.

DAP 600-Dental Administrative Procedures

(15 hours). The students will be taught the following skills: Communication in the Dental Office, Business Operating Systems, and Financial Management in the Dental Office.

DAP 700- Dental Externship

(120 hours). In this part of the program, the students will be exposed to a learning environment by participating in an actual dental office where they will learn a wide variety of dental skills.

DAP 800- Preparation for Employment

(5 hours) Preparation for Employment the students will learn: How to Market his/her skills, Locating Employment Opportunities, and Achieving Career Objectives.

PHARMACY TECHNICIAN

COURSE DESCRIPTIONS

Pharmacy technician is an outcome-oriented program that promotes personal and professional development using classroom lectures, laboratory demonstrations, and hands-on practice, and in turn, enhances critical thinking and multi-tasking skills during the clinical experience.

PHT101- Pharmacy Law & Ethics

(60 hours) This course provides an in-depth exploration of medication error prevention strategies, pharmacy law and regulations, and the safe use of vitamins, electrolytes, and complementary medicine. Students will gain a comprehensive understanding of the legal and ethical aspects of pharmacy practice, common causes of medication errors, and methods for preventing them. Additionally, the course will cover the role of vitamins and electrolytes in patient care, as well as the integration of alternative therapies into conventional treatment plans.

PHT102- Pharmacology of Neurological and Sensory Pathways

(80 hours) Explores the pharmacological treatments for the nervous system, mental health disorders, sensory organs, and musculoskeletal system. This course will dive into how drugs affect cognition, movement, and sensation, emphasizing neurological function and sensory response.

PHT103- Compounding

(60 hours) This course provides a comprehensive overview of extemporaneous and sterile compounding processes, focusing on the theoretical frameworks that guide safe and effective medication preparation. Students will explore the regulatory requirements, including Good Manufacturing Practices (GMP), that ensure quality control in pharmaceutical production. Additionally, the course examines the different routes of administration and how they influence drug formulation. Without hands-on components, the course emphasizes critical thinking and understanding of the guidelines, procedures, and standards that support compounding in a pharmacy setting.

PHT104- Pharmacology of Circulation, Respiration and Digestion

(80 hours) This course explores therapeutic approaches targeting the cardiovascular system, respiratory system, and renal system, along with the gastrointestinal system. Students will examine how treatments affect circulation, breathing, kidney function, and digestion, focusing on therapies that support and regulate these vital body systems.

PHT105- Scope of Support

(60 hours) This course provides a comprehensive overview of community pharmacy practices and hospital pharmacy operations, emphasizing the management of pharmacy inventory and the intricacies of third-party transactions. Students will delve into the prescription process, understanding how prescriptions are processed, verified, and dispensed in various pharmacy settings. The course also covers effective inventory management techniques and navigating the complexities of third-party billing, preparing students to efficiently handle day-to-day operations in both community and institutional pharmacy environments.

PHT106- Pharmacology of Hormonal Regulation and Reproductive Health

(80 hours) This course examines medications affecting the endocrine system, reproductive system, lymphatic system, and integumentary system. Students will explore therapies for hormone-related conditions, reproductive health, immune support, and skin care, emphasizing internal and external regulatory functions of the body.

PHT107- Pharmacy Calculations

(90 hours) This course delves into the essential skills for accurate pediatric dosage calculations, general pharmacy calculations, compounding calculations, and insulin calculations. Students will learn to perform precise calculations required for various pharmacy applications, including dosing for pediatric patients, preparing compounded medications, and managing insulin therapy. The course emphasizes the importance of accuracy in calculations to ensure patient safety and effective medication management across different pharmacy practices.

PHT108- Pharmacy Practice

(210 hours) This course combines pharmacy lab simulations with externship rotation preparation, offering students hands-on experience in simulated key pharmacy practices. Simulations include sterile and non-sterile compounding, prescription processing, pharmacy calculations, and medication therapy management. Students will also practice customer service, controlled substance dispensing, and immunization techniques. Additional focus areas include pharmacy management, career readiness, and interview preparation, along with understanding the scope of support provided by pharmacy technicians. The course prepares students for a successful externship rotation by providing practical skills and professional readiness for real-world pharmacy environments.

PHT109- Pharmacy Externship

(180 hours) This course provides students with supervised, hands-on experience in an actual pharmacy setting under the direct guidance of a licensed pharmacist and experienced pharmacy technicians. Students will apply the knowledge and skills gained throughout the program in real-world environments such as community and hospital pharmacies. Training activities include prescription processing, inventory management, medication preparation, and customer service while adhering to legal, ethical, and safety standards. Emphasis is placed on professionalism, communication, and teamwork within the pharmacy team. The externship experience allows

students to demonstrate competency in daily pharmacy operations, gain confidence in patient interactions, and understand the workflow and expectations of a functioning pharmacy.

This course bridges the transition from classroom learning to professional practice, preparing students for successful entry into the pharmacy workforce. This course provides students with supervised, hands-on experience in an actual pharmacy setting under the direct guidance of a licensed pharmacist and experienced pharmacy technicians. Students will apply the knowledge and skills gained throughout the program in real-world environments such as community and hospital pharmacies. Training activities include prescription processing, inventory management, medication preparation, and customer service while adhering to legal, ethical, and safety standards. Emphasis is placed on professionalism, communication, and teamwork within the pharmacy team. The externship experience allows students to demonstrate competency in daily pharmacy operations, gain confidence in patient interactions, and understand the workflow and expectations of a functioning pharmacy. This course bridges the transition from classroom learning to professional practice, preparing students for successful entry into the pharmacy workforce.

ADVANCED AESTHETIC SCIENCE

COURSE DESCRIPTIONS

AAS 101: Foundations of Aesthetic Science & Skin Health

Clock Hours: 100 (Theory: 50 / Practice: 50)

Course Description

This module provides students with the scientific foundation for esthetic practice. Topics include the anatomy and histology of the skin, basic dermatological pathologies, product chemistry, professional ethics, and sanitation protocols. Students will gain the necessary theoretical knowledge and hands-on skills to identify skin types, perform consultations, and maintain safe and effective esthetic environments in accordance with Florida regulations.

Topics Covered

- Anatomy and physiology of the skin and appendages
- Histology and skin layers
- Skin functions and barrier integrity
- Basic skin disorders: acne, rosacea, hyperpigmentation, and sensitivity
- Introduction to product chemistry and active ingredients
- Client consultation and skin analysis
- Wood's lamp and digital diagnostic tools
- Professional ethics and communication
- OSHA guidelines and DBPR sanitation regulations
- Record keeping and informed consent

Objectives

01.01: Demonstrate basic understanding of the importance of sanitary precautions in the work environment.

01.02: Demonstrate basic knowledge of bacteria according to the State Board of Cosmetology.

01.03: Students will be able to follow procedures for decontamination of tools per 61G5-22.002, F.A.C.

01.04: Be able to prepare clients and assemble sanitized materials.

01.05: Describe, observe, identify, and analyze the functions, structures, and diseases and disorders of skin.

01.06: Demonstrate and communicate to the client the proper care of skin, through cleanliness, nutrition, and healthy living.

01.07: Apply teamwork procedures and social skills in following the rules for professional ethics.

01.08: Demonstrate a cultural awareness of hygiene and social differences by using active listening skills.

03.01: Demonstrate and identify common drugs used within the aesthetics industry.

03.02: Develop an understanding of the base context with medical terminology and bodily health.

03.03: Know the history of dermatology and medicine as it pertains to the aesthetics field.

03.05: Demonstrate understanding of how prescriptions and illegal drugs affect the skin.

03.06: Demonstrate understanding of how specific drugs used with the skin cause dryness and allergic reactions.

03.08: Explain to clients the effects of drugs on the body's intake of oxygen, thus affecting healthy cell growth.

06.01: Identify and understand the function of the cells of the skin, including their composition, development, and purpose.

06.02: Identify and understand the structure and function of skin layers and appendages (hair, nails, glands).

06.03: Identify how the skin receives and eliminates waste.

06.04: Understand the process of keratinization and its importance.

06.05: Understand how skin and cells receive nutrients and oxygen through diffusion.

06.06: Understand how the skin and body systems work together to protect the body.

07.01: Demonstrate advanced knowledge of skin, its physiology and histology.

07.02: Be able to identify and explain the basic layers of skin.

07.03: Be able to identify the effects of hormones on the skin.

07.04: Describe the function of the skin and how it gets its color through melanin.

08.01: Identify skin type and aging classifications with treatment plans in mind for proper protocol specific to both male and female clients.

08.03: Recognize and understand the benefits of many ingredients.

08.04: Understand product chemistry and product components of advanced professional skin care products.

AAS 102: Basic Facial Techniques & Sanitary Procedures
Clock Hours: 100 (Theory: 60 / Practice: 40)

Course Description

This module introduces foundational facial treatments and manual techniques essential to esthetic practice. Students will learn proper client preparation, product selection, massage methods, mask application, use of basic modalities, and post-care recommendations. Emphasis is placed on sanitation, ethical client communication, and professional conduct to ensure safe and effective results.

Topics Covered:

- Cleansing and toning procedures
- Enzymatic and mechanical exfoliation
- Manual extraction techniques
- Application of facial masks and serums
- Facial massage techniques
- Use of steam, brushes, and high-frequency devices
- Client draping, positioning and comfort
- Contraindications and product selection
- Post-treatment recommendations and home care
- Sanitization of tools and treatment area

Specific Objectives

01.04: Be able to prepare clients and assemble sanitized materials.

01.06: Demonstrate and communicate to the client the proper care of skin, through cleanliness, nutrition, and healthy living.

01.07: Apply teamwork procedures and social skills in following the rules for professional ethics.

01.08: Demonstrate a cultural awareness of hygiene and social differences by using active listening skills.

07.09: Be able to identify the structures, functions and disorders of the skin and be able to advise on a wide variety of appropriate protocols.

07.10: Distinguish between different types of chronic disorders of the skin and suggestions on appropriate protocols.

07.11: Describe the changes in skin (normal, oily, dry, and combination) in advanced skin care protocols.

08.01: Identify skin type and aging classifications with treatment plans in mind for proper protocol specific to both male and female clients.

08.03: Recognize and understand the benefits of many ingredients.

08.04: Understand product chemistry and product components of advanced professional skin care products.

09.01: Demonstrate proper procedure for client consultation and analysis.

09.02: Identify contraindications and precautions related to facial procedures.

09.03: Demonstrate appropriate client draping and protection.

09.04: Apply selected cleansing, exfoliation, and extraction techniques based on skin analysis.

09.05: Perform a complete basic facial following industry standard.

09.06: Evaluate treatment results and adapt protocols accordingly.

09.07: Demonstrate a clear understanding of disinfection and decontamination protocols in the clinical environment.

09.08: Apply correct sanitation procedures for tools, hands, and work surfaces.

10.05: Demonstrate professionalism in appearance, communication, and team relations.

10.06: Present oneself professionally in person, in writing, and online (marketing ethics).

AAS 103: Chemical Peels and Condition-Specific Protocols
Clock Hours: 100 (Theory: 70 / Practice: 30)

Course Description

This module focuses on the application of chemical peels and protocols tailored to specific skin conditions. Students will learn to classify peel types, understand indications and contraindications, and perform chemical and enzymatic exfoliation techniques. They will also learn how to assess the skin before and after treatment, select appropriate peels, and recommend post-care to support client safety and satisfaction.

Topics Covered

- Classification of peels: AHA, BHA, enzymes, medium-depth acids
- Indications and contraindications for peels
- Acne, pigmentation, and aging protocols
- Client skin assessment and sensitivity testing
- Layering techniques and timed peel application
- Post-peel reactions and care recommendations
- Managing adverse reactions and client communication
- Combining peels with other modalities (LED, microcurrent)
- Treatment planning and documentation

Specific Objectives

05.01: Demonstrate competence in the field of chemical peel techniques, precautions, and procedures.

07.09: Be able to identify the structures, functions and disorders of the skin and be able to advise on a wide variety of appropriate protocols.

07.10: Distinguish between different types of chronic disorders of the skin and suggestions on appropriate protocols.

07.11: Describe the changes in skin (normal, oily, dry, and combination) in advanced skin care protocols.

08.01: Identify skin type and aging classifications with treatment plans in mind for proper protocol specific to both male and female clients.

08.03: Recognize and understand the benefits of many ingredients.

08.04: Understand product chemistry and product components of advanced professional skin care products.

09.02: Identify contraindications and precautions related to facial procedures.

09.04: Apply selected cleansing, exfoliation, and extraction techniques based on skin analysis.

09.06: Evaluate treatment results and adapt protocols accordingly.

10.05: Demonstrate professionalism in appearance, communication, and team relations.

10.06: Present oneself professionally in person, in writing, and online (marketing ethics).

25.01: Solve problems using critical thinking skills, creativity and innovation.

AAS 104: Applied Advanced Skin Care and Nutricosmetics
Clock Hours: 80 (Theory: 60 / Practice: 20)

Course Description

This module covers advanced dermocosmetic applications and the integration of internal and topical interventions for skin health. Students will explore active ingredients, product chemistry, skin barrier function, microbiome science, and the role of nutricosmetics and supplementation in skin care. Protocol design is emphasized, along with personalization based on biotype, phototype, and condition.

Topics Covered

- Formulation and function of dermocosmetic ingredients
- Peptides, vitamins, antioxidants, enzymes
- Delivery systems: liposomes, encapsulation, transdermal methods
- Microbiome health and skin barrier restoration
- Nutraceuticals and their dermatological applications
- Supplements: omega-3, collagen, adaptogens, vitamins
- Protocol personalization based on biotype and skin condition
- Regulatory considerations and labeling

Specific Objectives

- 02.01: Demonstrate the usage of products in the field of advanced esthetics.
- 08.03: Recognize and understand the benefits of many ingredients.
- 08.04: Understand product chemistry and product components of advanced professional skin care products.
- 25.01: Solve problems using critical thinking skills, creativity, and innovation.
- 19.01: Demonstrate science knowledge and skills.

AAS 105: Advanced Esthetic Technology I – Skin Rejuvenation
Clock Hours: 100 (Theory: 50 / Practice: 50)

Course Description

This module introduces advanced aesthetic technologies used for skin rejuvenation. Students will study and operate equipment such as LED therapy, radiofrequency, microcurrent, and ultrasound. Emphasis is placed on proper parameter selection, treatment planning, safety, and expected outcomes. Integration with topical actives and combination therapies is also explored.

Topics Covered

- Mechanisms of LED light therapy and protocols
- Principles and application of microcurrent and EMS
- Radiofrequency for firming and collagen stimulation
- Ultrasound and electroporation for product delivery
- Indications and contraindications for each technology
- Safety protocols and skin response observation
- Combination protocols with peels or serums

- Client consultation and documentation for equipment-based treatments

Specific Objectives

08.01: Identify skin type and aging classifications with treatment plans in mind for proper protocol specific to both male and female clients.

08.04: Understand product chemistry and product components of advanced professional skin care products.

09.06: Evaluate treatment results and adapt protocols accordingly.

02.01: Demonstrate the usage of products in the field of advanced esthetics.

08.01: Demonstrate knowledge and understanding of advanced electrical equipment and their usage and purpose within the esthetics field.

10.05: Demonstrate professionalism in appearance, communication, and team relations.

25.01: Solve problems using critical thinking skills, creativity and innovation.

AAS 106: Advanced Esthetic Technology II – Body Aesthetics and Equipment

Clock Hours: 100 (Theory: 50 / Practice: 50)

Course Description

This module explores advanced technologies for body contouring, cellulite reduction, lymphatic drainage, and post-operative care. Students will learn to operate cavitation, vacuum therapy, radiofrequency, pressotherapy, and photobiomodulation equipment. The focus is on safe application, indications, contraindications, treatment planning, and monitoring outcomes.

Topics Covered

Specific Objectives

08.04: Understand product chemistry and product components of advanced professional skin care products.

09.06: Evaluate treatment results and adapt protocols accordingly.

08.01: Demonstrate knowledge and understanding of advanced electrical equipment and their usage and purpose within the esthetics field.

17.01: Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

18.01: Employ safe, sanitary and efficient work practices.

19.01: Demonstrate science knowledge and skills.

25.01: Solve problems using critical thinking skills, creativity and innovation.

AAS 107: Complementary and Alternative Therapies

Clock Hours: 60 (Theory: 40 / Practice: 20)

Course Description

This module introduces complementary approaches to aesthetics, including aromatherapy, maderotherapy, reflexology, holistic analysis, chromotherapy, and sound healing. Students will explore integrative concepts that support overall wellness in the esthetic context and learn to incorporate selected therapies safely and ethically into their treatments.

Topics Covered

- Foundations of holistic esthetics
- Aromatherapy and essential oils in skincare
- Maderotherapy for lymphatic stimulation
- Color therapy (chromotherapy) in facial environments
- Sound therapy and vibrational wellness
- Integrative protocols for stress and energy balance
- Ethics and client communication in holistic practices

Specific Objectives

12.01: Demonstrate understanding of specialty topics, their legal and regulatory implications, and be able to apply this knowledge in the work setting.

20.01: Explain the importance of employability skills and entrepreneurship skills.

21.01: Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

23.01: Describe the importance of professional ethics and legal responsibilities.

25.01: Solve problems using critical thinking skills, creativity, and innovation.

AAS 108: Cosmetic Dermatology and Regenerative Esthetics

Clock Hours: 80 (Theory: 50 / Practice: 30)

Course Description

This module introduces students to the clinical concepts and esthetician's role in cosmetic dermatology and regenerative treatments. Topics include microneedling, PRP, exosomes, fibroblast stimulation, skin boosters, PDRN, and an overview of injectables (non-performing). Students will learn theory, indications, legal scope, safety, and integration into practice under proper supervision or referral when necessary.

Topics Covered

- Skin regeneration and fibroblast stimulation
- Microneedling techniques and protocols
- PRP and PRF: theory and topical application
- Exosomes and peptide delivery
- Skin boosters and regenerative serums

- Understanding PDRN and growth factors
- Overview of botulinum toxin and dermal fillers (non-practice)
- Legal scope of aestheticians in medical settings
- Pre- and post-care in regenerative protocols

Specific Objectives

09.01: Demonstrate proper procedure for client consultation and analysis.

09.06: Evaluate treatment results and adapt protocols accordingly.

10.01: Demonstrate a clear understanding of cosmetic surgery and the esthetician.

11.01: Demonstrate a clear understanding of Botox®, dermal fillers and sclerotherapy.

19.01: Demonstrate science knowledge and skills.

23.01: Describe the importance of professional ethics and legal responsibilities.

AAS 109: Makeup, Hair Removal, and Aesthetic Photography

Clock Hours: 60 (Theory: 30 / Practice: 30)

Course Description

This module focuses on makeup application techniques, lash and brow enhancement, depilation, and the use of professional photography for documenting aesthetic treatments. Students will learn facial symmetry analysis, corrective makeup, waxing, tweezing, lash lifts, tinting, and how to capture quality clinical photographs.

Topics Covered

- Color theory and facial analysis
- Makeup tools, textures, and application methods
- Day, evening, and corrective makeup
- Photography techniques for before-and-after documentation
- Eyebrow design and shaping
- Lash lifting and tinting
- Waxing and hair removal protocols
- Sanitation, contraindications, and client prep

Specific Objectives

27.01: Perform basic and advanced facials, manipulation, and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.

18.01: Employ safe, sanitary and efficient work practices.

23.01: Describe the importance of professional ethics and legal responsibilities.

26.01: Use oral and written communication skills in creating, expressing and interpreting information and ideas.

AAS 110: Spa Management and Ethical Business Practice
Clock Hours: 40 (Theory: 30 / Practice: 10)

Course Description

This module prepares students for the business side of aesthetics, including entrepreneurship, marketing, customer relations, financial literacy, and compliance. Students will learn about spa operations, client retention, branding, time management, and Florida's legal and ethical standards, including OSHA and HIPAA regulations.

Topics Covered

- Spa business models and entrepreneurship
- Marketing, branding, and social media presence
- Client management and retention strategies
- Professional ethics, OSHA, HIPAA, DBPR regulations
- Inventory and scheduling systems
- Financial basics: pricing, profit, budgeting
- Liability, insurance, and consent forms
- Communication and teamwork skills

Specific Objectives

- 13.01: Demonstrate and have a working knowledge of how to build a Medi-spa business.
- 14.01: Develop entrepreneurial business practices.
- 15.01: Demonstrate working knowledge of the industry itself.
- 16.01: Identify career opportunities.
- 20.01: Explain the importance of employability skills and entrepreneurship skills.
- 21.01: Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 22.01: Demonstrate personal money-management concepts, procedures, and strategies.
- 23.01: Describe the importance of professional ethics and legal responsibilities.
- 24.01: Use information technology tools.
- 25.01: Solve problems using critical thinking skills, creativity, and innovation.
- 26.01: Use oral and written communication skills in creating, expressing, and interpreting information and ideas.

AAS 111: Competence Final Evaluations & Practicum
Clock Hours: 80 (Theory: 0 / Practice: 80)

Course Description:

This final module offers students the opportunity to demonstrate their competency through a combination of internal evaluations and supervised clinical externship. Learners will apply theoretical knowledge and practical skills gained throughout the program to perform full aesthetic protocols on real or simulated clients. Emphasis is placed on critical thinking, treatment customization, clinical documentation, and professional readiness.

Topics Covered:

- Final theoretical and practical exams
- Client consultations, SOAP charting, and recordkeeping
- Execution of complete facial and body treatment protocols
- Real-time treatment adaptation and decision-making
- Informed consent and post-care procedures
- Professional communication and teamwork
- Hygiene, safety, and equipment care
- Reflective practice and professional development

Specific Learning Objectives:

28.01: Demonstrate knowledge of bloodborne diseases, including HIV/AIDS

29.01: Apply theoretical knowledge and technical skills in a supervised clinical setting, demonstrating proficiency in advanced skincare procedures, client consultation, documentation, equipment handling, and ethical behavior

18.01: Employ safe, sanitary, and efficient work practices

23.01: Describe the importance of professional ethics and legal responsibilities

Institution Academic Calendar

ACADEMIC CALENDAR – 2026

Holidays

- **New Year's Day** – January 1
- **Martin Luther King Jr. Day (Observed)** – January 19
- **Presidents' Day** – February 16
- **Good Friday (Observed)** – April 3
- **Memorial Day (Observed)** – May 25
- **Juneteenth** – June 19
- **Independence Day (Observed)** – July 4
- **Labor Day** – September 7
- **Veterans Day** – November 11
- **Thanksgiving Recess** – November 26–27
- **Christmas Eve** – December 24
- **Christmas Eve** – December 25

Program: Advanced Aesthetic Science

First Day of Class: January 5, 2026

Last Day of Class: December 17, 2026

Program Schedule

Module	First Day	Last Day
AAS 102 Basic Facial Techniques & Sanitary Procedures: Sanitation & Disinfection Procedures	12/15/2025	1/5/2026
AAS 102 Basic Facial Techniques & Sanitary Procedures: Infection Control & Legal Safety Practices	1/5/2026	1/12/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Foundations of Chemical Peeling	1/12/2026	1/20/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Safe Application & Protocol Design	1/20/2026	1/26/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Condition-Specific Protocols I - Acne & Hyperpigmentation	1/26/2026	2/2/2026

AAS 103 Chemical Peels & Condition-Specific Protocols: Condition-Specific Protocols II - Sensitive & Aging Skin	2/2/2026	2/9/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Post-Peel Care, Complications & Legal Responsibility	2/9/2026	2/17/2026
AAS 104 Applied Advanced Skin Care & Nutricosmetics: Skin Barrier, Microbiome & Ingredient Science	2/17/2026	2/23/2026
AAS 104 Applied Advanced Skin Care & Nutricosmetics: Actives Dermo Cosmetic for Skin Repair and Aging	2/23/2026	3/2/2026
AAS 104 Applied Advanced Skin Care & Nutricosmetics: Nutricosmetics & Systemic Skin Health	3/2/2026	3/9/2026
AAS 104 Applied Advanced Skin Care & Nutricosmetics: Gut-Skin Axis & Holistic Skin Protocol Design	3/9/2026	3/16/2026
AAS 105 Advanced Esthetic Technology I: Skin Rejuvenation: Overview of Esthetic Devices & Electroporation	3/16/2026	3/23/2026
AAS 105 Advanced Esthetic Technology I: Skin Rejuvenation: Electroporation Protocols & Transdermal Therapy	3/23/2026	3/30/2026
AAS 105 Advanced Esthetic Technology I: Skin Rejuvenation: Light Therapy - LED & Photobiomodulation	3/30/2025	4/6/2026
AAS 105 Advanced Esthetic Technology I: Skin Rejuvenation: Radiofrequency for Facial Rejuvenation	4/6/2026	4/13/2026
AAS 105 Advanced Esthetic Technology I: Skin Rejuvenation: Integrated Skin Rejuvenation Protocols	4/13/2026	4/20/2026
AAS 106 Advanced Esthetic Technology II: Body Aesthetics & Equipment: Foundations of Body Contouring for Estheticians	4/20/2026	4/27/2026
AAS 106 Advanced Esthetic Technology II: Body Aesthetics & Equipment: Ultrasonic Cavitation & Non-Invasive Lipolysis	4/27/2026	5/4/2026

AAS 106 Advanced Esthetic Technology II: Body Aesthetics & Equipment: Body Wrapping Techniques & Topical Actives	5/4/2026	5/11/2026
AAS 106 Advanced Esthetic Technology II: Body Aesthetics & Equipment: Vacuum Therapy, Endo Massage & Thermo/Cryo Concepts	5/11/2026	5/18/2026
AAS 106 Advanced Esthetic Technology II: Body Aesthetics & Equipment: Comprehensive Body Protocol Integration	5/18/2026	5/26/2026
AAS 107 Complementary & Alternative Therapies: introduction to Integrative Esthetics & Maderotherapy	5/26/2026	6/1/2026
AAS 107 Complementary & Alternative Therapies: Aromatherapy & Facial Wellness Integration	6/1/2026	6/8/2026
AAS 107 Complementary & Alternative Therapies: Facial Wellness Rituals & Energy Therapies	6/8/2026	6/15/2026
AAS 108 Cosmetic Dermatology & Regenerative Esthetics: Regeneration & Collaboration with Medical Professionals	6/15/2026	6/22/2026
AAS 108 Cosmetic Dermatology & Regenerative Esthetics: PRP, PRF & Exosomes - Theory and Applications	6/22/2026	6/29/2026
AAS 108 Cosmetic Dermatology & Regenerative Esthetics: Peptides & Growth Factors	6/29/2026	7/6/2026
AAS 108 Cosmetic Dermatology & Regenerative Esthetics: Final Integration & Signature Protocol Development	7/6/2026	7/13/2026
AAS 109 Makeup, Hair Removal & Aesthetic Photography: Corrective & Camouflage Makeup	7/13/2026	7/20/2026
AAS 109 Makeup, Hair Removal & Aesthetic Photography: Hair Removal & Brow Design	7/20/2026	7/27/2026
AAS 109 Makeup, Hair Removal & Aesthetic Photography: Aesthetic Photography	7/27/2026	8/3/2027
AAS 110 Spa Management & Ethical Business Practices: Spa Setup & Operations	8/3/2026	8/10/2026
AAS 110 Spa Management & Ethical Business Practices: Branding, Marketing & Professionalism for Estheticians	8/10/2026	8/17/2026
AAS 111 Final Clinical Practice	8/17/2026	9/22/2026

AAS 101 Foundation of Aesthetic Science & Skin Health	9/23/2026	10/27/2026
AAS 102 Basic Facial Techniques & Sanitary Procedures: Sanitation & Disinfection Procedures	10/27/2026	11/24/2026
AAS 102 Basic Facial Techniques & Sanitary Procedures: Infection Control & Legal Safety Practices	11/24/2026	12/2/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Foundations of Chemical Peeling	12/2/2026	12/9/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Safe Application & Protocol Design	12/9/2026	12/15/2026
AAS 103 Chemical Peels & Condition-Specific Protocols: Condition-Specific Protocols I - Acne & Hyperpigmentation	12/15/2026	1/5/2027

Program: Advanced Therapeutic & Clinical Massage

First Day of Class: January 5, 2026

Last Day of Class: December 17, 2026

Program Schedule

Module	First Day	Last Day
Nervous System	12/16/2025	1/6/2026
Endocrine System	1/7/2026	1/13/2026
Nervous System	1/14/2026	1/22/2026
Endocrine System	1/26/2026	1/29/2026
Circulatory System	2/2/2026	2/9/2026
Respiratory System	2/10/2026	2/17/2026
Circulatory System	2/18/2026	2/25/2026
Respiratory System	2/26/2026	3/4/2026
Digestive System	3/5/2026	3/11/2026
Urinary System	3/12/2026	3/18/2026
Digestive System	3/19/2026	3/25/2026
Urinary System	3/26/2026	4/1/2026
Therapeutic Massage	4/2/2026	4/15/2026
Therapeutic Massage	4/16/2026	4/29/2026
Laws & Rules	4/30/2026	5/6/2026
Hydrotherapy	5/7/2026	5/13/2026

Laws & Rules	5/14/2026	5/20/2026
Hydrotherapy	5/21/2026	5/28/2026
HIV/CPR/Med. Errors/Pharmacology	6/1/2026	6/1/2026
Cells & Tissues	6/2/2026	6/8/2026
HIV/CPR/Med. Errors/Pharmacology	6/9/2026	6/9/2026
Cells & Tissues	6/10/2026	6/16/2026
Integumentary System	6/17/2026	6/23/2026
Skeletal System	6/24/2026	7/2/2026
Integumentary System	7/7/2026	7/9/2026
Skeletal System	7/13/2026	7/21/2026
Muscular System	7/22/2026	8/6/2026
Hygiene	8/10/2026	8/10/2026
Muscular System	8/11/2026	8/26/2026
Hygiene	8/27/2026	8/27/2026
Nervous System	8/31/2026	9/8/2026
Endocrine System	9/9/2026	9/15/2026
Nervous System	9/16/2026	9/23/2026
Endocrine System	9/24/2026	9/30/2026
Circulatory System	10/1/2026	10/8/2026
Respiratory System	10/12/2026	10/15/2026
Circulatory System	10/19/2026	10/26/2026
Respiratory System	10/27/2026	11/2/2026
Digestive System	11/3/2026	11/9/2026
Urinary System	11/10/2026	11/17/2026
Digestive System	11/18/2026	11/24/2026
Urinary System	11/25/2026	12/2/2026
Therapeutic Massage	12/3/2026	12/16/2026
Deep Tissue Massage	12/9/2025	1/5/2026
Clinical Rehabilitation	1/6/2026	1/8/2026
Manual Lymph Drainage	1/12/2026	1/29/2026
Neuromuscular Therapy	2/2/2026	3/9/2026
Deep Tissue Massage	3/10/2026	3/23/2026
Clinical Rehabilitation	3/24/2026	3/26/2026
Manual Lymph Drainage	3/30/2026	4/15/2026
Neuromuscular Therapy	4/16/2026	5/20/2026
Deep Tissue Massage	5/21/2026	6/4/2026
Clinical Rehabilitation	6/8/2026	6/10/2026
Manual Lymph Drainage	6/11/2026	6/30/2026

Neuromuscular Therapy	7/1/2026	8/4/2026
Deep Tissue Massage	8/5/2026	8/18/2026
Clinical Rehabilitation	8/19/2026	8/24/2026
Manual Lymph Drainage	8/25/2026	9/14/2026
Neuromuscular Therapy	9/15/2026	10/19/2026
Deep Tissue Massage	10/20/2026	11/2/2026
Clinical Rehabilitation	11/3/2026	11/5/2026
Manual Lymph Drainage	11/9/2026	11/30/2026
Neuromuscular Therapy	12/1/2026	1/19/2027

Program: Therapeutic Massage

First Day of Class: January 5, 2026

Last Day of Class: December 17, 2026

Program Schedule

Module	First Day	Last Day
Nervous System	12/16/2025	1/6/2026
Endocrine System	1/7/2026	1/13/2026
Nervous System	1/14/2026	1/22/2026
Endocrine System	1/26/2026	1/29/2026
Circulatory System	2/2/2026	2/9/2026
Respiratory System	2/10/2026	2/17/2026
Circulatory System	2/18/2026	2/25/2026
Respiratory System	2/26/2026	3/4/2026
Digestive System	3/5/2026	3/11/2026
Urinary System	3/12/2026	3/18/2026
Digestive System	3/19/2026	3/25/2026
Urinary System	3/26/2026	4/1/2026
Therapeutic Massage	4/2/2026	4/15/2026
Therapeutic Massage	4/16/2026	4/29/2026
Laws & Rules	4/30/2026	5/6/2026
Hydrotherapy	5/7/2026	5/13/2026
Laws & Rules	5/14/2026	5/20/2026
Hydrotherapy	5/21/2026	5/28/2026
HIV/CPR/Med. Errors/Pharmacology	6/1/2026	6/1/2026

Cells & Tissues	6/2/2026	6/8/2026
HIV/CPR/Med. Errors/Pharmacology	6/9/2026	6/9/2026
Cells & Tissues	6/10/2026	6/16/2026
Integumentary System	6/17/2026	6/23/2026
Skeletal System	6/24/2026	7/2/2026
Integumentary System	7/7/2026	7/9/2026
Skeletal System	7/13/2026	7/21/2026
Muscular System	7/22/2026	8/6/2026
Hygiene	8/10/2026	8/10/2026
Muscular System	8/11/2026	8/26/2026
Hygiene	8/27/2026	8/27/2026
Nervous System	8/31/2026	9/8/2026
Endocrine System	9/9/2026	9/15/2026
Nervous System	9/16/2026	9/23/2026
Endocrine System	9/24/2026	9/30/2026
Circulatory System	10/1/2026	10/8/2026
Respiratory System	10/12/2026	10/15/2026
Circulatory System	10/19/2026	10/26/2026
Respiratory System	10/27/2026	11/2/2026
Digestive System	11/3/2026	11/9/2026
Urinary System	11/10/2026	11/17/2026
Digestive System	11/18/2026	11/24/2026
Urinary System	11/25/2026	12/2/2026
Therapeutic Massage	12/3/2026	12/16/2026

Program: Dental Assistant**First Day of Class:** January 5, 2026**Last Day of Class:** December 17, 2026

Program Schedule

Module	First Day	Last Day
Instrument Processing	12/11/2025	1/5/2026
Clinical Dentistry	1/6/2026	1/12/2026
Moisture Control	1/13/2026	1/20/2026
The Dental Patient	1/21/2026	1/27/2026
The Dental Examination	1/28/2026	2/3/2026
Medical Emergencies	2/4/2026	2/12/2026
Pain and Anxiety Control	2/17/2026	2/26/2026
Radiation Safety and Production of X-Rays	3/2/2026	3/10/2026
Oral Radiography	3/11/2026	3/23/2026
Preventive Care	3/24/2026	3/30/2026
Coronal Polishing and Dental Sealants	3/31/2026	4/6/2026
Instrument, Handpieces and Accessories	4/7/2026	4/14/2026
Restorative Materials, Characteristics of Dental Materials	4/15/2026	4/23/2026
Restorative Procedures	4/27/2026	5/5/2026
Impression Materials and Laboratory Procedures	5/6/2026	5/14/2026
Prosthodontics	5/18/2026	6/1/2026
Periodontics	6/2/2026	6/15/2026
Endodontics	6/16/2026	6/25/2026
Oral and Maxillofacial Surgery	6/29/2026	7/7/2026
Pediatric Dentistry	7/8/2026	7/16/2026
Orthodontics	7/20/2026	7/28/2026
Administrative Procedures	7/29/2026	8/4/2026
Introduction to Dental Assistant	8/5/2026	8/5/2026
Anatomy and Physiology	8/6/2026	8/19/2026
Dental anatomy	8/20/2026	8/31/2026
Disease Transmission	9/1/2026	9/10/2026
Infection Control & Management of Hazardous Materials	9/14/2026	9/21/2026
Surface disinfection & Treatment Room Preparation	9/22/2026	9/30/2026
Instrument Processing	10/1/2026	10/12/2026
Clinical Dentistry	10/13/2026	10/19/2026
Moisture Control	10/20/2026	10/26/2026

The Dental Patient	10/27/2026	11/2/2026
The Dental Examination	11/3/2026	11/9/2026
Medical Emergencies	11/10/2026	11/19/2026
Pain and Anxiety Control	11/23/2026	12/3/2026
Radiation Safety and Production of X-Rays	12/7/2026	12/15/2026
Oral Radiography	12/16/2026	1/11/2027

Program: Pharmacy Technician

First Day of Class: January 5, 2026

Last Day of Class: December 17, 2026

Program Schedule

Module	First Day	Last Day
PHT106-Pharmacology of Hormonal Regulation and Reproductive Health	12/3/2025	1/13/2026
PHT107-Pharmacy Calculations	1/14/2026	2/17/2026
PHT101-Pharmacy Law	2/18/2026	3/10/2026
PHT102-Pharmacology of Neurological and Sensory Pathways	3/11/2026	4/14/2026
PHT103-Compounding	4/15/2026	5/6/2026
PHT104-Pharmacology of Circulation, Respiration and Digestion	5/7/2026	6/4/2026
PHT105-Pharmacy Operations and Management	6/8/2026	6/25/2026
PHT106-Pharmacology of Hormonal Regulation and Reproductive Health	6/29/2026	7/23/2026
PHT107-Pharmacy Calculations	7/27/2026	8/25/2026
PHT101-Pharmacy Law	8/26/2026	9/16/2026
PHT102-Pharmacology of Neurological and Sensory Pathways	9/17/2026	10/14/2026
PHT103-Compounding	10/22/2026	11/16/2026
PHT104-Pharmacology of Circulation, Respiration and Digestion	11/17/2026	12/16/2026
PHT105-Pharmacy Operations and Management	12/17/2026	1/25/2027

**Program Calendars are subject to changes.*

The Praxis Institute

Tuition, Fee, and Supplies

Program	Clock Hours/Credits	Months	Weeks	Tuition	Registration Books & Supplies	Total
Therapeutic Massage Technician	540	9	34	\$10,900	\$100.00 (Registration Fee)	\$11,000
Advanced Therapeutic & Clinical Massage	750	11.7	47	\$15,900	\$100.00 (Registration Fee)	\$16,000
Advanced Aesthetic Science	900	11	45	\$17,900	\$100.00 (Registration Fee)	\$18,000
Dental Assistant	900	11	45	\$16,700	\$100.00 (Registration Fee)	\$16,800
Pharmacy Technician	900	11	45	\$16,700	\$100.00 (Registration Fee)	\$16,800

Prices are subject to change.

The Admission Representative will notify the prospective student of the changes.

CORPORATE OFFICE

Administration & Staff

Miguel Alfie	Chairman of the Board
Rebeca Alfie	Executive Director
Dario Alfie	Vice-President and Miami Campus Director
Roberto Bermudez	Accreditation and Compliance Director
Gustavo Perez-Oriol	Distance Education Director Library Director
Zoila Espinosa	Campus Registrar
Norys Benitez	Campus Registrar Assistant/Administrative Assistant
Saimy Diaz	Financial Aid Director
Aneiter Garcia	Financial Aid Officer
Renee O. Scioville	Placement Officer/Student Services
Mercedes Morales	Admission Representative
Maria Diaz	Accounting Coordinator
Alejandro Leon Querales	Distance Education Coordinator/Library Assistant
Lazaro Rodriguez	Administrative Assistant

Faculty Miami Campus

Mariano Leyva	Program Director/Instructor	LMT Diploma Kinesiology Diploma BS in Physical Culture	Praxis Institute Higher Institute of Physical Fitness “Manuel Fajardo” University
Joel Montane	Instructor	LMT Diploma BS in Physical Education	Praxis Institute Pinar del Rio University
Mario Rodriguez	Instructor	LMT Diploma	Praxis Institute
Rebeca Fernandez	Program Director/Instructor	Doctor in Dentistry Science	Habana University
Leticia Lemus Cruz	Instructor	Doctor in Dentistry Science PhD	Habana University
Jorge Valdivie	Instructor	Doctor in Dentistry Science	Habana University
Omaris J. Diaz Davila	Program Director/Instructor	Pharmacy Tech Diploma BS in Business Administration	Everest Institute Strayer University
Lisbet Rodriguez	Instructor	Pharmacy Tech Diploma	Mattias College
Jennifer Parra	Program Director/Instructor	Facial Skin Care Specialist Medical Doctor	Florida Health Institute Universidad del Zulia

HIALEAH CAMPUS

Administration & Staff

Flavio Alfie	VP of Academic Affairs and Hialeah Campus Director
Roberto Bermudez	Accreditation and Compliance Director
Gustavo Perez-Oriol	Distance Education Director Library Director
Saimy Diaz	Financial Aid Director
Glenda Legon	Campus Registrar
Irene Moragas Pelaez	Campus Registrar Assistant
Adiba Ballesteros	Financial Aid Officer
Josephine Guzman	Placement Officer/Student Services
Nechmarie Torres	Admission Representative
Imaidy Velasco	Distance Education Coordinator/Library Assistant
Hector Arbolay	Administrative Assistant
Sarahy Sosa	Administrative Assistant

Faculty Hialeah Campus

Mariano Leyva	Program Director Instructor	LMT Diploma Kinesiology Diploma BS in Physical Culture	Praxis Institute Higher Institute of Physical Fitness "Manuel Fajardo" University
Oscar Santiesteban	Instructor	LMT Diploma BS in Physical Culture	Praxis Institute "Manuel Fajardo" University
Eliodannis Rodriguez	Instructor	LMT Diploma BS in Health Technology and Clinical Laboratory	Praxis Institute Santiago de Cuba Medical Sciences University
Rebeca Fernandez	Program Director/Instructor	Doctor in Dentistry Science	Habana University
Martha Martinez	Instructor	Doctor in Dentistry Science	Habana University
Omaris J. Diaz Davila	Program Director/Instructor	Pharmacy Tech Diploma AS in Business Administration	Everest Institute Strayer University
Yelinee Delgado	Instructor	Pharmacy Tech Diploma	Mattia College
Keyla Alfaro	Instructor	Pharmacy Tech Diploma	Mattia College
Miladis Morillo	Instructor	Facial Specialist Technician Medical Doctor	Florida Health Institute Universidad del Zulia
Jennifer Parra	Program Director/Instructor	Facial Skin Care Specialist Medical Doctor	Florida Health Institute Universidad del Zulia

We, the undersigned, hereby certify that the information in the Institutional Catalog 2026-2027 and any attached documents is true and correct in content.

Rebecca Alfie
Print Name

10/28/25
Date

Executive Director
Title


Signature

FLAVIO ALFIE
Print Name

10/30/2025
Date

VIC PRESIDENT ACADEMIC AFFAIRS
Title


Signature