

Faces Etc. of MN

Professional Makeup Artistry Training



Course Catalog

facesetcofmn.com

www.facesetcofmn.com

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Our Classrooms...

At Faces Etc. of MN, we excel in the use of proven learning techniques. As licensed beauty educator's, we know the importance of using lecture, demonstrations, and a hands-on approach to learning, that will give you the broadest and most up-to-date training in the field. Included in this course are our professional business skills and marketing classes to help prepare you for entry level work.

You will learn all the important elements of make-up application. While focusing on mastering the skills and techniques used in the world of media make-up, you will begin building every day, to more intricate applications.

Your success is ensured through our smaller artist to instructor ratios that allow you to learn and master these step by step skills at a pace that will increase your confidence.

Various mediums are employed with an emphasis on custom blending of products. Included in your training is the latest and fastest growing makeup application- airbrushing!

We will culminate the program with our professional photo shoot days where we will bring in professional top name; local photographer's to capture your work in print.

You will also be able to view and critique your work on top quality High Definition cameras and a large flat screen tv so you can really perfect your application process.



Our Courses...

Faces Etc. of Mn- Multi Media / Beauty Make-up Artistry Course

130 clock hours of Instruction (clock hours are .50 minutes)

This program will teach you the essential techniques needed for a career as a multi-media makeup artist.

Our courses are designed to prepare you to work as an entry level artist for film/TV, fashion, advertising, print, bridal, and retail.

Note: some additional classes in special effects/character may be required.

Whether you are working with producers, models, musicians, photographers, or working to build a clientele in a spa or salon, the training you receive will give you the platform from which to grow!

Regardless of which medium you intend to work in, mastering the techniques of beauty and corrective make-up is a must.

Upon successful completion of the course, a Faces Etc of MN Certificate of Completion will be awarded.

Learn the tips and secrets to being an award winning makeup artist, who is privileged to do what you *love...*, for a living!

*****Those wishing to work in a licensed Salon or Spa must also have a current Cosmetology or Aesthetics' license.***

Haven't you been dreaming long enough? Let us show you how your dreams really can come true!

Call us today, and see how you can be a part of this elite group that enters the world of Makeup Artistry.

Where Beauty and Passion meet!

It's new, it's fresh, and it's where *you* want to be!



Advanced Educational Training Facility for the Beauty Professional...

Our *Educational training center* offers various specialized beauty education for licensed beauty professionals-What a great way to rev up your career! Make plans to attend all the latest education in "hot topic" classes that you have asked for and desired to learn, Imagine--all that advanced training coming right here to you in Minnesota!

You'll learn: specialty waxing-from brows to Brazilian's for men and women, eyelash enhancements/extensions, lash tinting, hair classes, specialty cutting techniques, up-do's for today's market, bridal makeup and how to build a bridal business, billing and servicing, specialty designs, hair extensions, facial machines, advanced facial techniques, MicroDermabrasion, acne treatments, body treatments, inch loss body wraps, detoxification and wellness classes, weight loss classes, and fibromyalgia treatments for the salon, hair color classes, cutting and styling techniques, trends, and much more...



Entrance Requirements

____(int)

In order to complete the enrollment process, Artist's must complete an a Artist enrollment application form and pay the \$200 deposit for the multi media makeup program. This includes a \$100. Non-refundable registration fee, for processing the application, and a \$100. Deposit toward the kit fee.

Class size is limited to 8 students maximum.

Our enrollment is limited to ensure the quality of the training and all applicant's must be 18 years of age or older.

Registration is as follows:

1. Set up an interview with the admissions representative to see if this career path is the right fit for you.
2. Submit a high school diploma, or GED, provide a valid drivers license, or other state issued I.D., a letter of intent, and current immunization records (Tetanus and MMR).
3. Complete the enrollment application form and pay the registration fees of \$200. (Applicants must be fluent in English and free from physical handicaps that would prevent them from working as a makeup artist.)

Our multi media makeup artistry training requires no pre- requisites, and no equivalent program elsewhere applies.

Admission is at the discretion of the director, who chooses the best qualified applicant's for this advanced elite training program, applicant's must possess a strong self motivation, as class sizes are limited!

Faces Etc. of MN. LLC does not discriminate on the basis of race, color, creed, financial status, gender, sexual orientation, religion, ethnicity, or any other factor prohibited by law.

Hours of Operation:

Day time classes.

Hours are from 8:30 am – 3:30

Evening Classes 5:30-9:00pm

The Multi Media program is 130 clock hours, (four weeks).for days and 8 weeks for evenings

Course Closures:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day are legal holidays that Faces Etc. observes.

In addition, we may be closed for staff training, inclement weather, and other unscheduled events.

In case of unscheduled course closures, we will not grant credit of clock hours or charge for hours missed.

Course, Materials and Kit fees:

_____ (int)

The Course fee for the Multi Media 130 hour program's are: \$3,580.00

The kit fee for the Multi Media program is \$1,365.00

Total cost of the Multi Media 130 program is \$ **4,945.00**

Materials/Kit fees are mandatory for the program, and cover the free lance makeup kit, brush set, photography and TV materials, One(1)(dress code T- shirt, the written exam and practical test out and supplies used in class.

Photo shoots will be with a Professional Photographer.

Airbrush machines, and other makeup related items are available for purchase at additional fees, and are not included in your kits.

All materials/Kits are non- refundable once in the hands of the student- due to sanitation purposes. No exceptions!

Artist Kits:

Artist kits are issued the first day of class, and once issued; they become the property of the Artist and cannot be refunded or returned-for state sanitation purposes.

Kit includes the mandatory T-Shirt (1Shirts) required to wear for class (additional t-shirts are available for \$20.00 each)

In addition, the artist may incur some additional costs not to exceed \$200.00 for additional portfolio pictures, shoots or assignments like their Makeup Morgue.



Payment Requirements: _____(int.)

Faces Etc. of MN, accepts major credit cards, checks, money orders or cash, as a method of payment, and all tuition must be paid in full four weeks prior to the first day of class start, or artist may not begin class.

Financial Assistance:

We are sorry; no assistance is available at this time.

We accept major credit cards

Career Development:

We offer all graduates from a course a discount towards future classes offered. We can assist with resumes, business cards, portfolios etc. as Instructors are available- please call to make arrangement for assistance.

Faces etc. does not guarantee placement or employment, but will do our best to help artist's in pursuing opportunities for work.

We will also offer referrals for jobs that are presented to our training center from outside sources, as part of our state networking with multiple industries and clients.

**Artist's wishing to work in a licensed facility such as a Hair or Beauty Salon, or Spa, must have a Cosmetology or Estheticians license to work in this field.*

Academic Progress:

_____ (int)

Academic performance is assessed by class work, participation, homework, practice sessions, projects, and professional demeanor, and written and practical test outs. In order to pass the course, the artist must achieve an academic score of 75% or higher, at mid-term of the program.

Those below 75% will be notified, and must bring their grade up within a one week period, if grades do not improve, a artist will placed on academic probation, and /or dropped from the program after review with the director's, without receiving a Certificate of Completion.

If the happens a student must repeat the failed disciplines or portions, (incurring additional costs, pricing with be pro-rated hourly for necessary skills) in order to receive a Certificate of Course Completion.

The grading process is as follows:

A=96-100 Excellent B=90-95 Very Good C= 85-89 Good D=80-84 Satisfactory F=0-79 Unsatisfactory-Must retake

Artist Conduct and Grievances:

____(int)

It is our belief that prompt resolution to any issue or grievance will create the best learning environment for both the artist and the staff. We urge you to bring any issues you have to the educator involved, in a polite and professional manner.

The exceptional staff and educators are here to give you their hard earned, real- life lessons and experiences in the field “keys to success” not just to teach you technical skills.

All artist’s are expected to act with respect and courtesy at all time to both classmates and staff, as we the staff at Faces etc, will do for you.

This is a large industry, and a small family, both at the same time; you never know when you will need a mentor in the field! Treat each other with respect as a fellow colleague.

Profanity is NOT considered professional verbiage and is not permitted, nor acceptable, and is never appropriate!

Unprofessional behaviors, such as, but not limited to, manufacturing, possessing, using, or selling illegal drugs, or appearing under the influence of alcohol or other drugs, on or near the training center premise, or any off site location, is considered to be a violation of your contract, and is subject to dismissal or expulsion from the program.

Violation of the law will be referred to the appropriate law enforcement authority.

Smoking is permitted in the designated back area of the parking lot ONLY.

A artist may lodge a complaint to the director for resolution, if the complaint is not resolved in three (3) days, the artist should submit a complaint in writing to the director. Within in ten (10) days Faces Etc. Will provide the artist with a written disposition, if the complaint is rejected the reason will be stated.

Faces, Etc. reserves the right to determine artist conduct and grievances

Artists are required to study for tests and practice disciplines outside of the training center.

Sanitation is a required part of the program, and all enrollees shall help to maintain a clean and sanitary environment to work in daily, including mirrors, garbage, restroom, floors, counters and sinks.

I have read and understand the above policy’s. _____
(Signature) (Date)

Dress Code:

____(int)

Dress for Success!! Maintaining a professional appearance is vital to your success. Faces Etc. Is interested in preserving professionalism in all areas of training, we are representing not only the training center, and the professional makeup artist industry, but the world of fashion and beauty, let's look the part!

We have established guidelines to ensure fairness, understanding and positive habits for all enrollments.

Professional Dress includes:

1. Artist uniform is: Faces Etc. T-shirt, which is included in the kit, it may be worn alone or with a long sleeved solid black or solid white t-shirt underneath. These shirts must be worn daily they are your UNIFORM –no exceptions!

2. Name Tags are required and should be worn whenever you're on the clock.

3. Any "professional dress" bottom (no Denim) may be worn consisting of: Pants, Capri's, or a skirt-(no shorter than three inches above the knee) they maybe colored, such as khaki's, red, pink, grey, white or black) NO mini skirts, sweatshirts or hoodies are allowed.

Absolutely No shorts allowed,

No legging that is worn separately is permitted. However leggings worn under an appropriate length skirt would be acceptable, just not as pants!)

Nothing may cover your dress code shirt.

4. Comfortable dress shoes or sandals are appropriate (no athletic type shoes or sandals please.) shoes must be clean and in good repair.

5. Friday's are Dress Jeans days unless otherwise stated. Jeans must be clean, and not torn or ripped. Jean skirts are permitted as long as they are no shorter than 3' above knees, again NO-MINI skirts allowed! Jeans are to be worn with Faces Etc. t-shirts.

Undergarments are required and should not be visible at any time.

A artist who chooses to come not in dress code will not be allowed to enter the class until they are in compliance, which may not allow them opportunity for that day's education. (Faces Etc. educator's discretion will prevail.)

*Additional shirts may be purchased for \$20.00 cash, as available.

Artists are not permitted to use or carry cell phones or other electronic devises while in class. Guns are banned on the premise.

I have read and understand the above policy's. _____
(Signature) (Date)

Attendance Requirements: _____(int)

In order to pass the artist must have a 90% attendance record. All quizzes, homework, and assignments must be turned in.

If a artist fails to complete requirements the maximum time allowed to complete is 1.5 the normal clock hours for the class offered.

Example: Multi Media is four weeks long, so the number of weeks they have to complete the course is six weeks total, in order to get their certification.

That additional two weeks is the maximum time allowed or they receive a failure for the course and forfeit their Certification from the class.

If a artist misses a class, they can make arrangement to attend the next class date that day is scheduled to repeat, if there is an opening-or the education for that segment will be forfeited!

LOA Requirements: _____(int)

A artist who must take a leave of absence (LOA) may do so provided he or she has 1st received approval by the I Director, or Administration. LOA applications are available from the training center admissions office. Artist's granted an LOA must return to the program within six months in order to complete the program they were enrolled into. They must re-enter where they left-prior to their LOA.

Failure to return within the six months will result in a pro rated refund based on the number of hours they were enrolled in the program, minus the application, kit and other fees that may apply. They are then considered a drop, if they wish to start again, they will be treated as a new enrollment, and all fees will apply.

Tardiness: _____(int)

Tardiness is a disruption to the class and learning process and should be avoided. Two (2) Tardies or Absences in a program will result in probation for a one week period- if the artist is tardy or absent during the probation the artist will be subject to suspension from the course. And will not be allowed to re-enter the next class course.

A tardy or late is considered as arriving late for class start, returning late from lunch, or leaving early from class.

*There is no credit offered for prior learning-all artist's must complete the required number of hours in the program, in order to receive their Certificate of Completion.

I have read and understand the above policy's. _____
(Signature) (Date)

Our Catalog or Courses:

Faces Etc. reserves the right to make changes to any provision of this catalog or handouts, including the amount of tuition and fees, contents of the programs offered, policies and procedures, facilities, staff calendar and other provisions.

We also reserve the right to make changes to the curriculum and equipment and instructional materials as we see fit.



Thank you for your interest in Faces Etc. of MN,
If we have not answered all your questions please feel free to ask us!

Our contact number is 612.824.3000

Website: www.facesetcofmn.com

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