Avi

CAREER TRAINING

STUDENT CATALOG

2026 – 2027



PROGRAMS OFFERED

Cosmetology • Esthetics • Master Esthetics • Advanced Esthetic Laser Certification • Cosmetic Laser Technician • Electrolysis • Permanent Cosmetic Tattooing • Nail Technician • Massage Therapy • Certified Clinical Medical Assistant (CCMA) • English as a Second Language (ESL)

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ABOUT AVI CAREER TRAINING

Mission Statement

The mission of AVI Career Training is to produce knowledgeable and skilled individuals who master the art and science of Esthetics, Master Esthetics, Electrolysis, Cosmetology, Nail Technology, and Massage Therapy, and who are prepared for entry-level work as Clinical Medical Assistants. By teaching exemplary public-relations skills and excellent business techniques and practices, the student, upon graduation, is adequately prepared to successfully transition into the workforce.

History

AVI Career Training (AVI) is owned and operated by AVI Career Training, Inc. Its President, Krishna Grandhi, brings more than 20 years of experience in corporate business, information technology, and management. AVI Career Training was established in 1992 to provide both theoretical and practical training in Esthetics. The initial program offerings included theoretical and practical training in Esthetics, Instructor, Electrolysis, Massage Therapy, Cosmetic Laser Technician, and Permanent Cosmetic Tattooing. Over the years, course offerings have expanded to meet the ever-increasing demands of the community and industry. In 2012, AVI expanded its programs to include Master Esthetics and Cosmetology; in 2018 AVI added Massage Therapy; and AVI has continued to grow its allied-health and career-training offerings. Upon graduation, students earn a certificate as evidence of course completion. AVI uses up-to-date equipment for application and sterilization to maintain safety while allowing students to learn.

"The best measure of our performance is your success."

AVI Career Training has provided quality education and served the community for more than three decades. We provide education through traditional classrooms and clinical/internship experiences. Our teaching staff consists of highly trained professionals eager to provide students with a quality education, and our hands-on training gives students a competitive edge in their chosen career field. Job opportunities are available in a variety of settings including private practice, spas, hotels, health clubs, medical spas, physician offices, clinics, and more. Our primary goal is to prepare students for meaningful and fulfilling employment.

> *"May your experience and learning at AVI be one of academic enrichment and personal growth. My door is always open; I welcome you all and invite you to stop in. I would like to be a part of making your dreams a reality."*
>
> **— Ramakrishna Grandhi, President & CEO**

Message from the Institute

AVI Career Training faculty and staff welcome you. Our mission is to facilitate your learning journey, help you obtain your certificate, pass the state board exam (where applicable), and transition into the workforce. We understand that committing to a schedule — especially for working adults — is a major sacrifice; as a result, we want to make this career decision the best one you have ever made by providing you with a quality education. At AVI Career Training you are not just a number. Personalized instruction is made possible through carefully controlled class sizes, and our congenial atmosphere encourages camaraderie among students, teachers, and staff.

Vision

The vision of AVI Career Training is to help you reach your goals. If there are obstacles in the way of your success, you will find a willing staff ready to help you resolve them. You will be ready to join the world of beauty, wellness, and healthcare when you leave us, and you can depend on our help along the way. We are

serious about your future and take the position that your greatest career security is being exceptional at what you do.

Accrediting, Licensing, Certifying & Approving Agencies

AVI Career Training is conditionally certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). The institution operates from a single location in Virginia and maintains no branch campuses. Main campus address: AVI Career Training, 1595 Spring Hill Road, Suite 720, Vienna, Virginia 22182.

- Accredited by the Council on Occupational Education (COE)
- conditionally certified to operate as a Vocational Non-College Degree School by the State Council of Higher Education for Virginia (SCHEV)
- Approved by the Virginia Department of Professional & Occupational Regulation (DPOR), Board for Barbers & Cosmetology, for its licensure-track Cosmetology, Nail Technician, Esthetics, and Master Esthetics programs
- Authorized to participate in Federal Financial Aid (Title IV) by the U.S. Department of Education
- Workforce Innovation and Opportunity Act (WIOA) approved
- Approved by the Virginia State Approving Agency (SAA) to offer GI Bill® Veterans Education Benefits

Institutional Governance & Administration

AVI Career Training is owned and operated by AVI Career Training, Inc., and is led by its President, who serves as Chief Executive Officer and Campus Director. The President provides strategic leadership and ensures institutional integrity and compliance with SCHEV, the Council on Occupational Education (COE), and the U.S. Department of Education, overseeing academic quality, financial management, staffing, and student affairs. Day-to-day administration is carried out by the Lead Administrator (registrar, student records, student accounts, and grievances), and the Director of Education and program directors (curriculum and instruction), supported by administrative, student-services, financial-aid, documentation, facilities, technology, and marketing staff. The powers, duties, and responsibilities of the school's governing, administrative, and instructional roles — together with the current organizational chart — are defined in the school's Powers, Duties, and Responsibilities Policy, which is maintained in the administrative office and available upon request.

SCHOOL INFORMATION

Overview

Skincare, wellness, and personal care have become essential parts of modern life, and demand for skilled, licensed professionals continues to grow. Today, women and men alike invest in the care and preservation of their skin and total-body wellness, and qualified professionals are in demand in specialized salons, spas, medical spas, department stores, cosmetic companies, dermatology and plastic-surgery offices, and — increasingly — in physician offices, clinics, and outpatient healthcare settings. AVI prepares students to meet that demand. We send students out on interviews well before they graduate, and employers regularly come to the school to hire our students. If you choose one of these professions and have the aptitude for it, you can build a busy, rewarding, and meaningful career.

Clock-Hour Definition

All program lengths, schedules, and completion requirements in this catalog are expressed in clock hours. One clock hour equals 50 minutes of supervised instruction or training within a 60-minute period.

Catalog Purpose

This catalog announces present policies, procedures, and requirements that students are expected to follow. Catalog content may be revised as needed; changes will be communicated to students and a copy provided. The catalog is not intended to be a contract between the Institute and the student. Students follow the curriculum and graduation requirements specified in the catalog in effect at the time of enrollment. Students who do not maintain continuous enrollment may be subject to the catalog requirements in effect at the time of readmission.

Teaching Methods

AVI employs various instructional methods including online or in-person lectures, discussions, and demonstrations. Students are expected to attend clinic and practical sessions. Students receiving veterans' benefits are limited to in-person instruction; in-person instruction is open to all. Coursework in a hybrid modality includes regular and timely student–faculty interaction by computer, telephone, and/or in-person meetings. AVI ensures students have knowledge of basic online navigation and a technology infrastructure sufficient to meet program demands. AVI reserves the right to reject any or all work submitted online based on the Milady CIMA report the school reviews on a weekly basis. Distance-education availability varies by program: the licensure-track beauty and allied-health programs are delivered primarily face-to-face on campus, with only limited didactic content offered online where approved; the Massage Therapy program may deliver up to 225 didactic hours via approved distance education, with a minimum of 400 hours on campus; and the ESL program is offered either fully in-class or fully online (synchronous via Zoom). No beauty or allied-health licensure program is offered fully online.

Technology Requirements

AVI provides faculty and student training and support for telecommunication activities. Instructors may use handouts, audiovisual aids, and other supportive tools to enhance instruction. Most programs use Milady CIMA, an online education platform, for which each student is assigned a login and password along with access to Milady's e-book textbook at https://miladycima.com. Students receive a CIMA code and registration instructions with tutorials via email. In addition to videos and links from instructors, mandatory classroom lectures provide discussion and direct interaction with instructors. Students are encouraged to use email and office hours, Monday through Friday, 10:00 AM to 6:00 PM.

Library & Learning Resources

Library resources are available to all students during school hours. AVI maintains a collection of books, videos (online CIMA LMS), periodicals, journals, and other publications relevant to our programs, and students have access to online databases through Milady's CIMA / Cengage Learning Resources, where instructors post videos, practice questions, projects, articles, and other materials. The Learning Resource Center is open 10:00 AM to 6:00 PM, Monday through Friday.

ACADEMIC CALENDAR & PROGRAM SCHEDULES

AVI Career Training offers day and evening classes with rolling admissions. Programs generally begin on the first Monday of the month, subject to enrollment, instructor availability, holidays, and program scheduling. Full-time day and evening classes generally meet Monday through Thursday unless otherwise published by the school; other dates may be available — please contact the school.

Estimated Completion Time

Program Length	Full-Time (approx.)	Part-Time (approx.)
1,200-hour program (ESL)	38 weeks	50 weeks
1,000-hour program (Cosmetology)	32 weeks	42 weeks
900-hour program (Advanced Esthetic Laser)	28 weeks	38 weeks
625-hour program (Massage Therapy)	20 weeks	26 weeks
600-hour programs (Esthetics, Master Esthetics, Electrolysis, CCMA)	19–20 weeks	25–40 weeks
200-hour program (Permanent Cosmetic Tattooing)	7 weeks	10 weeks
150-hour program (Nail Technician)	6–7 weeks	8 weeks
80-hour program (Cosmetic Laser Technician)	2 weeks	4 weeks

Scheduled Cohort Starts and Latest Estimated Completion Date

The dates below identify AVI's planned monthly cohort starts for the remainder of 2026. Because ESL is the longest full-time program at approximately 38 weeks, the final column shows the latest estimated completion date associated with each listed cohort. Shorter programs complete earlier. Cohort starts after December 2026 continue on the same first-Monday pattern and are published each term; a start date that falls on a school closure moves to the next published instructional day.

Cohort	Planned Start	Latest Est. Completion	Schedule Note
September 2026	09/08/2026	06/01/2027	First business day after Labor Day
October 2026	10/05/2026	06/28/2027	Regular monthly start
November 2026	11/02/2026	07/26/2027	Regular monthly start
December 2026	12/07/2026	08/30/2027	Regular monthly start

> **Latest estimated class completion shown on this calendar:** August 30, 2027.
> Completion dates are estimates and may vary based on attendance, academic progress, leaves of absence, program scheduling, and make-up requirements.

Program Start Dates

Program start dates are subject to sufficient enrollment. AVI reserves the right to postpone, combine, or cancel a scheduled cohort when enrollment is insufficient or when operational or instructional considerations require it. If a cohort is postponed or canceled before classes begin, applicants are notified promptly and may:

1. enroll in the next available start date;

2. transfer to another available cohort or schedule, if applicable; or
3. cancel enrollment and receive any refund due under the school's cancellation and refund policy.

AVI uses rolling admissions. Additional cohort dates may be added, postponed, combined, or canceled based on enrollment, instructor availability, regulatory requirements, holidays, and operational needs. Students receive the applicable schedule at enrollment and are notified of material schedule changes.

Observed Holidays and School Closures

AVI is closed in observance of the following holidays each year. The Observed Annually column states the recurring rule, so the closure is determinable for any year this catalog is in effect; the Next Date column shows the next occurrence. When a scheduled cohort start falls on a school closure, the school may move the start to the next published instructional day.

Holiday	Observed Annually	Next Date
Labor Day	1st Monday in September	09/07/2026
Columbus Day	2nd Monday in October	10/12/2026
Veterans Day	November 11	11/11/2026
Thanksgiving Day	4th Thursday in November	11/26/2026
Christmas Day	December 25	12/25/2026
New Year's Day	January 1	01/01/2027
Martin Luther King Jr. Day	3rd Monday in January	01/18/2027
Washington's Birthday	3rd Monday in February	02/15/2027
Memorial Day	last Monday in May	05/31/2027
Juneteenth National Independence Day	June 19	06/19/2027
Independence Day	July 4	07/04/2027

ADMISSION POLICIES & REQUIREMENTS

Application and Registration Procedure

AVI Career Training accepts students on an availability basis and does not discriminate based on race, color, age, sex, sexual orientation, marital status, national origin, or handicap. The enrollment process is completed in person to obtain a wet signature on all admission paperwork for authenticity, as well as a picture, signature, and ID identity match.

All prospective students are required to submit the following:

- ✓ One (1) form of identification
- ✓ High School diploma, GED, or equivalent college transcript (not required for programs of fewer than 200 clock hours — see below)
- ✓ Signed, completed Student Admission Application
- ✓ One (1) 2×2 photo (passport size)
- ✓ Minimum age for enrollment: 18 years
- ✓ Signed, completed Student Enrollment Agreement with the $100.00 non-refundable registration fee

AVI does not admit students by exception. Programs of fewer than 200 clock hours — currently Nail Technician (150 clock hours) and Cosmetic Laser Technician (80 clock hours) — do not require a high school diploma, GED, or equivalent college transcript; these programs are not eligible for federal financial aid (Title IV). Instead, each applicant to such a program signs a statement that they can read and write English at the level needed for the coursework and written examinations. All other admission requirements above still apply. The Student Enrollment Agreement is a binding contract between the school and the student and covers the entire program.

Responsibility for Admissions & Recruitment Personnel

AVI Career Training is responsible and liable for the acts of its admissions and recruitment personnel. The school's representatives are trained to present AVI's programs, requirements, costs, and outcomes accurately, truthfully, and ethically, and to comply with this catalog and all applicable SCHEV, accreditor, and federal requirements. Recruiters do not use misleading or high-pressure tactics, and the school does not recruit students who are already enrolled at another school or course of study. Full Admissions and Recruitment policies are maintained by the administrative office and available upon request.

Programs Eligible for Federal Financial Aid (Title IV)

The following programs are eligible for federal financial aid:

- Cosmetology
- Esthetics
- Master Esthetics
- Electrolysis
- Massage Therapy
- Certified Clinical Medical Assistant (CCMA)
- Advanced Esthetic Laser Certification
- English as a Second Language (ESL) — Federal Pell Grant only

For the English as a Second Language (ESL) program, only Federal Pell Grants may be awarded; other Title IV aid is not available for this program. AVI admits to the ESL program only students the institution determines need ESL instruction to use existing knowledge, training, or skills, and the institution documents that determination for each ESL student.

Academic Policies and Procedures

Class schedules and the weeks estimated for completion are subject to change based on the classes offered, instructor/student schedules, and inclement weather. The school is open Monday through Saturday, excluding the holidays listed in the Academic Calendar; full-time day and evening classes generally meet Monday through Thursday. Schedules are provided with the course syllabus on the first day of class.

Student–Instructor Interaction

AVI limits class size to no more than 16 students. Our instructors are experienced salon, spa, and healthcare professionals as well as experienced teachers. For hybrid and web-enhanced programs, all student–instructor communication takes place through the institution's official channels — the GroupMe messaging app, scheduled Zoom sessions, and school email. Students are not encouraged to contact instructors directly by personal mobile phone; questions, submissions, and requests to meet outside of normal class time are handled through the GroupMe app, Zoom, or school email, and the relevant access instructions are provided on the first day of class.

Educational Objectives

AVI Career Training follows the guidelines specified by the applicable Virginia regulatory boards. AVI strives to meet the following educational objectives:

- Teach the nature and health of the skin and body across our Esthetics, Master Esthetics, Cosmetology, Electrolysis, and Massage Therapy programs.
- Adequately prepare each student for the applicable State Board or national certification examination.
- Train and inspire every graduate to be secure in their knowledge and skills, enabling them to confidently step into their new career.

The Student Right-to-Know Act

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report, and/or disclose graduation rates for full-time, first-time, certificate- or degree-seeking undergraduate students.

Student Achievement & Outcomes

AVI Career Training publishes the following institutional outcome rates, consistent with the disclosure requirements of the Council on Occupational Education (COE) and the Higher Education Opportunity Act. Rates reflect the most recent reporting year and are updated annually; program-level and prior-year data are available upon request from the administrative office.

Institutional Outcome	Rate
Program completion rate	95%
Job placement rate (of graduates available for placement)	90%
Licensure examination pass rate (programs leading to licensure)	95%

Academic Credit for Prior Experience

Students may be eligible to receive academic credit for relevant professional experience. This is determined on a case-by-case basis and requires supporting documentation such as work history, professional certifications, and a detailed description of job responsibilities. The school’s academic committee evaluates the experience to determine whether it meets the standards for credit or course completion.

CAMPUS SAFETY & SECURITY

Campus Crime Statistics

The following statistics are provided as required by the Student Right-To-Know and Campus Security Act (Public Law 101-542) regarding criminal offenses reported to campus authorities for the period January 1, 2023 through December 31, 2025.

Required Institutional Crime Statistics	2023	2024	2025
Criminal homicide — murder/non-negligent & negligent manslaughter	0	0	0
Sex offenses — forcible & non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate/prejudice crimes involving bodily injury	0	0	0
Arrests — liquor, drug & illegal-weapons violations	0	0	0
Disciplinary referrals — liquor, drug & weapons violations	0	0	0

Security Policies and Procedures

1. This institution does not employ campus-security personnel but encourages employees and students to immediately report suspected criminal activity or emergencies to the nearest institutional official and, in an emergency, to contact local law enforcement or emergency services by dialing 911.
2. All students and employees must promptly report any crime or emergency to their institutional official. Reports may be made on a voluntary or confidential basis; the official will record and report the crime but not the informant’s name. The institution’s President prepares the Annual Disclosure of Crime Statistics report and maintains the institution’s Daily Incident Log.
3. Only students, employees, and parties doing business with the institution should be on institutional property. All persons must display a security identification badge; visitors must sign in, state their purpose, register their time in and out, and wear a visitor’s badge. Rear access doors are locked during evening hours beginning at 5:00 PM, and the campus is inspected, alarmed, and locked down at closing. Persons present without authorization are considered trespassing and may be subject to a fine and/or arrest.
4. Institutional officials have no powers of arrest other than the Citizens Arrest Law and, in the event of a crime or emergency, are required to call the correct agency or 911. Employees contact their nearest ranking supervisor to report any criminal action or emergency, and individual discretion must be used so that undue risk is not taken.
5. Students are encouraged to exercise care for their own safety: do not leave private property in classrooms; report suspicious persons; walk in groups outside the premises; wait for rides within sight of others; and ensure doors, windows, and blinds are secured and lights turned off when leaving a room.

6. Information regarding any crime committed on campus is posted in a conspicuous place within two (2) business days of being reported and remains available for sixty (60) business days during normal business hours, subject to legal and confidentiality limitations.
7. All incidents are recorded in the institution's Daily Incident Log, maintained at the Administration Office of the School President, including date, time, location, incident, disposition, and the name of the person who took the report.
8. The institution prohibits the sale, possession, or consumption of alcoholic beverages on school property and enforces all state underage-drinking laws. The possession, use, or sale of illegal drugs by employees or students is prohibited; violations may result in expulsion, termination, and/or arrest. Cannabis and marijuana are prohibited on all AVI property under the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.
9. Sexual assaults on campus are reported immediately to the institution's official, who contacts 911 and police. Victims are encouraged to seek counseling at a rape-crisis center and to preserve all physical evidence. The institution has zero tolerance for such assault; violations may result in expulsion, termination, and/or arrest.
10. Victims of a sex offense should report the offense to the administration, preserve evidence, request assistance in reporting to local law enforcement, and may request a change in their academic situation. On-campus disciplinary action is based on the findings of the investigating law-enforcement agency.
11. Upon written request, the institution will disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary proceeding against the alleged perpetrator. Registered-sex-offender information is available to the campus community as required by the Crime Control and Law Enforcement Act of 1994.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), implemented in 1974, is a federal law that protects the privacy of student education records. FERPA gives students the right to review their education records, seek to amend inaccurate information, and provide consent for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Drug & Alcohol Abuse Prevention Program (DAAPP)

In compliance with the Drug-Free Schools and Communities Act (34 CFR Part 86) and the Drug-Free Workplace Act, AVI Career Training maintains a Drug and Alcohol Abuse Prevention Program and annually distributes this information in writing to all students and employees.

Standards of Conduct

AVI prohibits the unlawful manufacture, distribution, dispensing, possession, sale, or use of illicit drugs, and the unlawful possession or use of alcohol, by students and employees on school property, in school vehicles, or as part of any school activity. Cannabis and marijuana are prohibited on all AVI property. Violations may result in disciplinary action up to and including dismissal or termination and referral to the appropriate authorities for prosecution.

Legal Sanctions

Federal, state, and local laws impose serious penalties for the unlawful possession, use, or distribution of illicit drugs and alcohol. Under Virginia law (Code of Virginia §§ 18.2-247 through 18.2-251 and § 4.1-305), penalties range from fines and mandatory substance-abuse treatment to driver's-license suspension and imprisonment; underage possession of alcohol carries fines, community service, and license suspension. Federal penalties under the Controlled Substances Act (21 U.S.C. § 801 et seq.) include substantial fines and imprisonment, with enhanced penalties for distribution to a minor or within 1,000 feet of a school. A summary of applicable federal trafficking penalties is available from the administrative office.

Health Risks

The abuse of alcohol and controlled substances presents serious health risks, including impaired judgment and coordination; addiction and physical dependence; liver, pancreatic, and cardiovascular disease; respiratory depression; damage to the brain and nervous system; increased risk of accidents, injury, and overdose; mental-health disorders; and death. Alcohol or drug use during pregnancy may cause serious birth defects.

Counseling & Treatment Resources

Students who may have a problem with drugs or alcohol are encouraged to seek help confidentially. AVI will assist any student in locating appropriate resources, including: SAMHSA National Helpline — 1-800-662-HELP (4357), samhsa.gov/find-help; the Virginia Department of Behavioral Health and Developmental Services — dbhds.virginia.gov; Alcoholics Anonymous — aa.org; and Narcotics Anonymous — na.org. Students may also contact the School Director, in strict confidence, for a referral.

Biennial Review

AVI conducts a biennial review of its Drug and Alcohol Abuse Prevention Program to determine its effectiveness, implement changes as needed, and ensure that its disciplinary sanctions are consistently enforced. The review is documented and retained in the administrative office and is available upon request.

FACILITY & EQUIPMENT

AVI is conveniently located at 1595 Spring Hill Road, Suite 720, Vienna, VA 22182; the school phone number is (703) 759-2700. There is ample lighted parking for students and staff. AVI uses state-of-the-art equipment, including massage tables; thermolysis, blend, and multiple-needle galvanic machines; skincare machines (brush set, vacuum, spray, high-frequency, facelift); microdermabrasion; laser hair-removal devices; and a clinical/allied-health simulation laboratory.

Learning Resource Center

The Learning Resource Center houses a collection of books, videos (online CIMA LMS), magazines, and other publications, plus access to online databases through Milady's CIMA / Cengage Learning Resources. The library is open 10:00 AM to 6:00 PM, Monday through Friday, and is closed on weekends.

Student Lounge

The student lounge has tables and chairs for eating, studying, and relaxing, and is equipped with a refrigerator, microwave, water dispenser, kitchen sink, and coffee maker.

Facilities, Technology & Maintenance

- **Physical facilities & technical infrastructure:** Instructional staff notify the administration of any immediate equipment-repair needs. Equipment is surveyed annually and reviewed at Staff/Faculty, Occupational Advisory, and Institutional Advisory Board meetings; decisions are documented in advisory minutes.
- **Website maintenance:** Maintained and improved by a contracted web-services provider.
- **Computer & technical infrastructure:** Managed by the institution's designated IT administrator, responsible for all technical hardware and software.
- **Physical facilities maintenance:** Overseen by the facilities manager, including HVAC. Hazardous materials are not permitted on school grounds by order of the Fairfax Fire Department, and bi-annual fire inspections are conducted.
- **Cleaning & exterior maintenance:** Daily cleaning and sanitation are performed by assigned staff; complex/exterior maintenance is the responsibility of the building management company.

Health & Safety Services Plan

First-aid supplies for minor accidents and procedures for blood spills are available for faculty and staff. AVI does not maintain medical staff on the premises; individuals needing emergency care are referred to the nearest primary-care facility or transported by ambulance to the nearest hospital. A list of emergency telephone numbers is available at the front desk. The school does not assume financial responsibility for emergency transportation or services. Job-related health, safety, and fire prevention are integrated into curricula. AVI maintains CPR-certified and bloodborne-pathogen-certified staff on site, an eyewash kit, and supplies for immediate care until emergency help arrives.

Vaccination Policy

In accordance with Section 485 of the Higher Education Act, AVI Career Training discloses its vaccination policy. As a non-residential vocational institution, AVI does not require students to submit proof of immunization as a condition of enrollment. Students in allied-health and clinical programs are strongly encouraged to keep routine immunizations current — including hepatitis B, tetanus-diphtheria-pertussis (Tdap), measles-mumps-rubella (MMR), varicella, seasonal influenza, and COVID-19 — because externship and clinical sites may require documentation of specific vaccinations as a condition of participation. Students should consult their healthcare provider and the Virginia Department of Health (vdh.virginia.gov) for current recommendations.

Fire Emergency

AVI maintains fire extinguishers on the premises. In the event of a fire: alert all students and staff; immediately vacate the building using the route on the posted Emergency Evacuation Plan; and, upon leaving, call 911 from a neighboring establishment or a mobile phone.

Inappropriate or Violent Behavior

Students demonstrating inappropriate or violent behavior will be asked to leave the campus. Do not challenge or confront the individual; if they do not leave upon the second request, call 911 to request that an officer remove the unwanted party. Students are not permitted to make video or photographic recordings anywhere on campus at any time.

Accidents, Injury & Health Services

In the event of an accident (broken glass, electrical hazard, chemical spill, etc.), all students must be removed from the area and the nearest administrative staff member notified. A first-aid kit is available at the front desk for minor injuries; for serious injuries or illness, call 911. The nearest administrative staff member must be notified regardless of severity. AVI does not maintain a medical staff and does not assume financial responsibility for emergency transportation or services.

STUDENT SUCCESS & ATTENDANCE

Student Retention Plan

AVI Career Training has adopted this plan to help enrolled students successfully complete their program. Through teamwork between staff and faculty, we identify issues early and resolve student concerns as they relate to school and program. We use a variety of strategies to engage students and mitigate withdrawal and financial loss, including counseling and flexibility with schedule and coursework. Student issues are discussed in faculty and staff meetings and reviewed by advisory-board members at their annual meetings for improvement and implementation.

Attendance Policy

Students are presumed to recognize their responsibility for regular class attendance. AVI maintains a permanent attendance record for each student. Students are required to complete one hundred percent (100%) of the required program hours to receive a certificate of completion and are expected to progress according to their program schedule.

Classes may be canceled, postponed, or rescheduled due to class, faculty, or instructor scheduling conflicts. All students must complete their program by the scheduled completion date specified in the Enrollment Agreement. Missed class time may be made up within the same week at no extra charge; however, students who fail to complete missed time and/or work will be charged $28.00 per hour (or $896.00 per week based on 32 hours/week full-time and 24 hours/week part-time) beyond their completion date. A student will be administratively withdrawn after missing seven (7) consecutive calendar days (including weekends and holidays) unless the student contacts the school and requests an excuse for extraordinary circumstances.

Minimum Attendance Standard

- **Minimum attendance.** A student must maintain an attendance rate of at least 90% of their scheduled course hours; absence may not exceed 10% of those hours. This standard applies to every student and is also published in the Student Handbook.
- **How the 90% standard and the 100% completion requirement fit together.** The 90% figure is the attendance a student must keep as the program runs. It does not reduce the requirement that a student complete 100% of the required program hours to receive a certificate of completion. Hours missed within the 10% allowance are made up — within the same week at no extra charge, or on the make-up terms stated in this section — so that the full program hours are completed. A student cannot graduate on 90% of the hours.
- **Attendance is measured against scheduled hours.** The attendance percentage is the total hours accrued divided by the total hours scheduled, as stated under Attendance Calculation. A student whose attendance falls below 90% is seen by the Director and a make-up schedule is agreed.

Attendance Calculation

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Students may be allowed to make up missed hours and projects on Saturdays, or as scheduled and approved by the school Director, which may entail a charge of $28.00 per hour for unexcused make-up time at the discretion of the school.

Attendance Procedures

All attendance must be reported and approved. All clock hours are supported by a daily attendance report prepared by administrative staff. Students sign the Student Sign-Up Sheet each time they enter the clinical building and complete their Hours Sheet and Program Clinical Requirement record for their instructors.

Tardiness

Timeliness is crucial in these industries. Tardy students are deducted the time missed from the course's hours. Tardiness is considered unexcused time as well as unprofessional behavior.

Contracted Schedule and Changes to It

- **Every student contracts a schedule.** At enrollment each student signs a Student Contract Schedule Agreement recording the schedule they will attend — full time, part time, or, for a student receiving veterans benefits, the full-time on-campus schedule — together with the minimum number of clock hours a week that schedule requires. That agreement is filed with the student's Student Enrollment Agreement and is the schedule the school holds the student to.
- **A schedule is changed only by signed written request.** A student who cannot keep the schedule they contracted for may ask the school in writing, on the school's Student Request to Change from the Contracted Schedule to a Flexible Schedule, to move to a flexible schedule measured in clock hours a week rather than fixed days and times. The request states the hours the student undertakes to attend each week and the date the change is to take effect. It takes effect only when the school approves it in writing; until then the contracted schedule continues to apply. The school does not propose, require or suggest the change, and the schedule the student originally contracted for remains available to them.
- **What a change of schedule does not change.** The total clock hours required to complete the program are unaltered; all practical and clinical instruction is completed on campus under the supervision of a licensed instructor and all examinations are taken in the classroom; and tuition, the satisfactory academic progress requirement and the expected completion date are unchanged unless separately amended in writing. The original Contract Schedule Agreement is neither altered nor replaced: the approved request is filed with it and with the Student Enrollment Agreement.
- **Students receiving veterans benefits.** A student receiving VA educational benefits attends on campus only, as set out in the VA Student Attendance & Online Learning Policy; online or self-directed hours do not count toward required program hours or attendance. A change in the hours such a student attends changes their training time and is reported to the U.S. Department of Veterans Affairs within 30 days.

Inclement Weather

In the event of inclement weather or an emergency, students should contact the school or the school-appointed contact for closing or late-opening information by calling (703) 943-9841.

Orientation

Students are oriented to the school's Mission Statement, enrollment and education process, and all school plans through the Student Handbook / Orientation Manual and this catalog.

STUDENT RIGHTS, PRIVILEGES & RESPONSIBILITIES

The student has the right to:

- Attend and take handwritten notes in classes offered by the Institute.
- Receive an impartial evaluation and ranking of performance.
- Secure additional services listed herein and regulated by the provisions of this and other publications of the Institute.

The student has the privilege of:

- Utilizing equipment for a registered course at scheduled times.
- Utilizing the common facilities of the school at scheduled times.
- Requesting and receiving an interview with the Director regarding academic, grievance, or conduct issues.

The student has the responsibility to:

- Fulfill all financial obligations to the Institute.
- Behave respectfully and courteously to the Director and others while on school premises.
- Make every effort to attend classes in a timely fashion.
- Fulfill the academic requirements of the Institute as outlined in this publication.

Student Conduct Policy

Students are expected to demonstrate commitment to the educational process by being on time and keeping up with assignments. Students should be attentive and not behave in any way that disturbs the learning process. Classes are conducted professionally and ethically, and students are expected to act accordingly. Failure to comply, or any other misconduct, may result in dismissal or withholding of the Certificate of Completion.

Drugs, any form of intoxication, or illegal substances are strictly prohibited and will result in immediate and permanent dismissal. Cannabis and marijuana are not permitted in any AVI facility or function under the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. Signed statements regarding academic or disciplinary action are attached to each student's permanent record. The Director may consider reinstatement of students terminated for academic reasons or conduct; if readmitted on probation, the student must maintain the school's minimum academic and conduct standards for the duration of the program. Students may not record (other than handwritten notes) any class or clinical session without the express written consent of the Director.

Leave of Absence (LOA)

A student may request a leave of absence for a minimum of two weeks and up to a maximum of 180 days in a 12-month period. The request must be submitted in writing and include the reason for the leave and the time frame, to retain prior class standing. While on leave, the student is not eligible for additional Federal Student Aid until return; no monetary charges or accumulated absences are assessed during the leave. Failure to return from an LOA may result in dismissal. An LOA may extend the student's contract period by the same number of days as the leave. The student returns in the same status in which they departed.

Disciplinary Policy

AVI resolves student concerns informally whenever possible. A student may receive a Student Status Notice and be required to meet with the Director if grades, academic progress, conduct, attendance, or fees become an issue. AVI may place a student on probation, suspension, or dismissal for cause; the Director determines the terms and length. A student suspended or dismissed from one or more courses must sign a new Student

Enrollment Agreement upon return and, if tuition has changed, will be charged the new rate. Failure to complete the requirements of probation or suspension may result in dismissal.

Hazing Prevention

AVI Career Training strictly prohibits hazing in any form, whether on or off campus. Hazing is any action or situation that recklessly or intentionally endangers the physical or mental health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any group or organization. Hazing is a violation of Virginia law (Code of Virginia § 18.2-56) as well as school policy. Any student who witnesses or experiences hazing should report it immediately to the administrative office. Substantiated violations may result in disciplinary action up to and including dismissal, in addition to any civil or criminal penalties imposed under Virginia law.

Professional Ethics

AVI supports the standards of ethical professional training. Students are expected to represent themselves professionally until graduation. Under no circumstances may a student charge a fee for required practical work in the clinic. Students are expected to act courteously and respectfully toward other students, instructors, staff, and the Director.

Dress Code

Uniforms consist of AVI Career Training lab coats or black scrubs, worn at all times in school, with white or black tennis shoes or comfortable closed-toe rubber-soled shoes, kept clean and labeled with the student's name. Long hair must be pulled back. Fingernails must be moderately short and well-groomed. White laboratory coats are worn only inside the school. Business-casual attire is ideal when working with clients. Healthcare-program students follow program-specific uniform and PPE requirements.

Student Services & Records

AVI guarantees students the right to access their files. Completed academic-achievement documents are placed in the student's file. Academic transcripts are retained permanently, in secure electronic form with backup, by the school or its successors. All other student records — admissions records, the signed Student Enrollment Agreement, the record of all financial transactions between the student and the school, and attendance and progress records — are kept for ten (10) years after the student's last date of attendance. Those periods exceed the minimums set by 8VAC40-31-160(D), which requires admissions and financial records to be kept for at least three years and the academic transcript to be retained permanently. Records are held in fireproof cabinets or in a secure electronic system with backup, accessed only by designated school officials, and are made available to the student on request; academic transcripts are issued on request where the student is in good financial standing.

Student's Record Release Policy

Current students are entitled to a copy of every document they sign upon registration. Additional copies are $2.00 per copy plus a $25.00 administrative fee. All requests must be made in writing and may take up to 30 days to process. Former students requesting a Transcript, Certificate, or Enrollment/Admission folder are charged $50.00 per item, and a Record Release Request is required. It is the student's responsibility to schedule an exit interview and pick up the transcript and certificate; printed copies not collected within six (6) months may be shredded, and are reissued on request under the fees stated above; the underlying record is retained as set out in Student Services & Records.

Transfer of Credits Policy

Transferring students must provide an official transcript from their previous school prior to enrollment. AVI makes no guarantee of hour transferability between schools; transfer is based on the prior school's curriculum

and common courses. Students transferring between AVI programs must withdraw from the initial program and enroll in the new program, and must pay their balance in full for completed documents to be released. Transfer hours are accepted under the following conditions:

- The student must complete a Competency Test as required by DPOR for AVI to allow the transfer.
- The former school must have been licensed by the appropriate state licensing entity while the student was enrolled, with a current approved curriculum.
- Hours earned at the originating school must have been earned no more than two years prior to enrolling.
- The former school must be accredited by an accrediting agency recognized by the U.S. Department of Education.
- Credit is based strictly on transcripts and a Board-approved assessment exam.
- AVI will not award more hours toward a topic than were given in prior training or than allowed under its current curriculum.
- Transferability of any AVI hours, diplomas, or certificates is at the sole discretion of the receiving school.

Interviews / Appointments

Interviews and appointments regarding employment, enrollment, or academic standing are encouraged. The school may be contacted at (703) 943-9841 to schedule an appointment.

Progress Evaluation Policy

Students are formally evaluated at the mid-point of their program. The Director meets individually with each student regarding performance and test grades and discusses the probable outcome of the remainder of the course and the student's future in the field. If there has been an attendance problem, a make-up schedule is agreed upon.

Financial Aid Policy

Any applicant who is a U.S. citizen or permanent resident may apply for Federal Financial Aid at www.studentaid.gov. A FAFSA application is completed using the student's (and, where applicable, spouse's or parents') information depending on dependency status. Parents of dependent students may apply for a Parent PLUS Loan; only U.S. citizens or permanent residents are eligible. Students selected for verification by the Department of Education must submit all requested documentation to the Financial Aid Office within 10 days; failure to do so results in a cash payment plan or withdrawal. All students on Financial Aid must maintain a minimum 2.0 GPA.

Standards of Satisfactory Academic Progress (SAP)

All students receiving financial aid must meet minimum requirements to demonstrate satisfactory academic progress (SAP). All classes/programs attempted count toward SAP, including withdrawals, failures, and incompletes. SAP is evaluated at the end of each payment period — for 600-hour programs at 300 hours, and for 1000-hour programs at 450 and 900 hours. To receive financial aid, each student must maintain a minimum 2.0 GPA and complete the program within 1½ times the program length (maximum time frame). Students receiving Title IV funding must complete at least 67% of the clock hours attempted (two-thirds), measured cumulatively at each evaluation point. This is the pace required to complete the program within the maximum time frame. Separately, a student who drops below 50% of contracted clock hours loses Financial Aid eligibility. Accepted transfer clock hours count toward the SAP "clock hours attended" requirement. Course incompletes, repetitions, and non-credit remedial courses do not affect satisfactory progress.

Client & Model Service Compliance Policy

All models must contact the school directly to complete the official registration process before receiving services from students, including providing full contact information, verifying identity, and completing the required Client Consent Form. Students are strictly prohibited from bringing in any model who has not been formally registered and approved by the School Director. This ensures compliance with DPOR regulations, proper supervision, and coverage under the school's liability and malpractice insurance. Students who bypass this procedure face disciplinary action up to permanent expulsion, and severe violations may be reported to DPOR.

Internship, Externship & Production Work Policy

AVI Career Training integrates supervised hands-on experience into its programs through in-school production (clinic) work and, for applicable programs, externship placements at approved external facilities.

Production (Clinic) Work. As part of required training, students perform services on registered clients and models in the school's supervised clinic under instructor supervision, in accordance with the school's Client & Model Service Compliance Policy. When services are performed by a student, the school informs the client that the service is provided by a student in training — through a notice posted in plain view of the public and/or student identification. Students may not charge or accept any fee for required practical work.

Externship. For applicable programs, students who have satisfactorily completed the prerequisite instructional portion of the curriculum may be assigned to an approved externship site for supporting practical experience. Externships are governed by a written Externship/Internship Affiliation Agreement between the school and the host facility, reviewed annually. Under these agreements, the school plans, coordinates, supervises, and evaluates the externship and prepares the schedule and competencies in conjunction with the facility; the facility provides on-site supervision and a meaningful educational experience related to the student's training; students are never considered employees of the facility and are not used as labor or as a replacement for paid staff; the school maintains professional and commercial general liability insurance covering the school, its faculty, and students for the term of the agreement; where the public is charged for services performed by a student, the client is informed that the services are performed by a student; and a student is not considered a graduate and is not issued a credential until any required externship is satisfactorily completed. Externship placements are coordinated by the school's Externship Coordinator, and participation is nondiscriminatory.

Tuition Payment & Financial Responsibility Policy

All students follow the monthly payment schedule in their Truth-in-Lending (TIL) agreement. The school provides a 30-day grace period for each scheduled payment; any payment not received within that time incurs a $100 late penalty per missed installment. If a balance remains unpaid beyond the 30-day grace period, the student is placed on financial suspension and may not attend classes, participate in clinic/practical activities, or receive hours until the balance is paid in full or a revised payment plan is approved by the Director. Students experiencing financial hardship may appeal by submitting documentation of extenuating circumstances; the Director may grant a temporary waiver, approve a revised payment plan, or allow conditional reinstatement.

Service Animal Policy

AVI Career Training welcomes individuals with disabilities and complies with the Americans with Disabilities Act (ADA) and the Virginia Human Rights Act. A service animal — a dog (or, where applicable, a miniature horse) individually trained to do work or perform tasks for a person with a disability — is permitted to accompany its handler in classrooms, clinics, and all areas of the facility that are open to students and the public. When it is not obvious what service an animal provides, staff may ask only (1) whether the animal is required because of a disability and (2) what work or task it has been trained to perform; the school does not

require documentation, special identification, or a demonstration of the task. A service animal must be housebroken and kept under the handler's control by harness, leash, or voice or signal control.

In the limited circumstance where an animal's presence during a specific hands-on activity would pose a direct threat to health or safety (for example, a sterile or infection-controlled clinical procedure) or would fundamentally alter that activity, AVI will work with the student to arrange an equally effective alternative rather than excluding the student from the program. Emotional-support and comfort animals are not service animals under the ADA and are considered separately as a disability accommodation. Students seeking any disability-related accommodation may submit a request to the School Director. This policy is reviewed annually.

GRADING & COURSE COMPLETION

Grading System

Progress is measured through grades and clinical performance. Clinical skills are evaluated by procedural performance, accuracy, knowledge of technique, model rapport, personal appearance, hygiene, conduct, and attitude, and are graded Satisfactory or Unsatisfactory. A student must maintain at least a "C" average to be eligible for graduation. Grades are weighted as follows:

Participation, quizzes & homework	50%
Final Exam	20%
Clinic Final	20%
Tests	10%
Total	100%

Grade	Percentage	Interpretation
A	90 – 100	Excellent
B	80 – 89	Good
C	70 – 79	Satisfactory
F	Below 70	Failure

Students may repeat a failed practical exam once, and the highest grade is used. Students must submit a minimum of 75% of assignments on time and submit all logs to pass. Clinic and fieldwork requirements are graded on a pass/no-pass basis against specific standards.

Course Completion

To obtain a certificate of completion and supporting documentation for state requirements (where applicable), each student must maintain an average grade of 70% or higher, complete all hours of practical and theory work, and pay tuition and fees in full. Certificates are processed within 30 days.

Completion of Requirements & Incompletes

Students are responsible for arranging make-up work and exams; this does not change the number of absences. A grade of Incomplete is granted at the Director's discretion, only in emergencies and when the student is otherwise in good standing, and must be resolved before the end of term. No diploma is released until all assignments and requirements are completed and all fees paid, and no records are released until the student's account is current. Any student who repeats for any reason must sign a new Enrollment Agreement and pay the current tuition rate.

In-Class Supervised Hours & Non-Traditional Education

Lecture classes include anatomy, physiology, professional and communication skills, business practices, and demonstrations; practical classes include group discussion, body mechanics, self-care, and exchange of services. Both include written and practical final exams. AVI uses a paperless testing system through Milady CIMA, with each student assigned a login on the first day of class. With DPOR approval, students may participate in non-traditional, web-enhanced education by submitting workbooks and chapter homework online or in person for credit hours; AVI reserves the right to reject any work submitted online based on the weekly CIMA/Cengage report. These non-traditional provisions apply to the licensure-track beauty programs; the

Massage Therapy and ESL programs follow the specific distance-education parameters stated in their respective program descriptions.

Changes to Course Content & Materials

The school reserves the right to change course content, materials, class schedules, and textbooks. No additional charges are made to currently enrolled students for these types of changes.

STUDENT RESOURCES & SERVICES

Graduation Process & Certificate Awarding

After completing the final practical and theory examinations, the instructor provides all documentation (stamp book, score sheet, final practical evaluation, and final theory exam) to the administration team to process graduation paperwork. The student schedules an exit appointment to sign all required documentation, complete the State Board application (where applicable), and receive the certificate of completion and transcript. This appointment generally takes place one week after the final day, and photos may be taken with faculty and family.

Career Services & Placement

The Career Services Assistant makes every attempt to assist students with job placement upon graduation. Business owners and hiring companies are invited as guest speakers to meet and potentially hire our students. Placement assistance generally begins at the midpoint of a student's program; students meet one-on-one with a career placement assistant for résumé preparation, interview skills, and job-search strategy. Upon graduation, students receive the names, addresses, and telephone numbers of owners/managers with openings in their field. Although every effort is made to secure opportunities, AVI does not guarantee employment.

Counseling, Academic Services & Advisement

Placement assistance and student counseling generally begin at the midpoint of a student's program; AVI does not provide health or mental-health referrals. Academic counseling and guidance help students clarify career and academic goals and assist with course selection and program planning, available upon request at the registrar/admissions office. Instructional faculty are accessible for academic or course advising from 9:00 AM to 6:00 PM outside scheduled class hours throughout the period a course is offered. Academic advisement services support students from admission through graduation and job placement.

Student Government

The student government is made up of and administered entirely by students and serves as the representative body of the student community. The Student Council develops and organizes programs that enrich the educational experience and serves as a voice between students and administration. Participation helps students develop leadership abilities through the election process, developing initiatives, and representing fellow students.

CANCELLATION, REINSTATEMENT & REFUND POLICY

AVI Career Training's refund criteria are provided to every applicant. Because AVI programs require the student to assume a full-program tuition obligation, refunds after instruction begins are calculated using the following quartile schedule.

Cancellation Before Instruction Begins

- **Three-day cancellation:** A student who cancels within three (3) business days after signing the enrollment agreement receives a full refund of all monies paid, less the non-refundable registration fee.
- **Before the first class:** A student who cancels after the three-business-day period but before the first day of class receives a refund of all tuition paid, less a maximum tuition fee of the lesser of 15% of total tuition and fees or $100.

Refund After Instruction Begins

For withdrawal or termination after instruction has begun, the following minimum refunds of the total program cost apply:

Portion of Program Completed	Minimum Refund of Total Program Cost
First Quartile — withdrawal/termination during the first 25%	75%
Second Quartile — after 25% but before 50%	50%
Third Quartile — after 50% but before 75%	25%
After 75% completion	No refund owed

Non-Refundable Fees, Determination Date & Mitigating Circumstances

- **Non-refundable fees:** A $100 initial registration fee is a reasonable non-refundable fee. Books, supplies, and materials, once distributed, are not refundable.
- **Date of Determination:** The date the school determines that a student has withdrawn is no later than 14 calendar days after the student's last date of attendance, unless the student is on an approved leave of absence. The end of that 14-calendar-day period begins the timeframe for calculating the refund. Where a student submits written notice of withdrawal, the date of the written notice is used to calculate the refund. Refunds are paid within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner, and this applies to refunds due to Title IV funds, students, and other agencies.
- **Mitigating circumstances:** In cases of documented mitigating circumstances, the School Director may authorize a refund greater than the amount determined by this policy.

Student Tuition Guaranty Fund

The Commonwealth of Virginia maintains a Student Tuition Guaranty Fund under 8VAC40-31-310 to reimburse students who suffer a monetary loss because a certified school ceases to operate. A student who was enrolled, or was on an approved leave of absence, at the time a school ceases to operate and who did not complete the program may file a claim with the fund manager at SCHEV within three years after the school ceases to operate. Claims are limited to the unearned portion of tuition and fees paid. The fund is held and administered by the Commonwealth; AVI Career Training neither holds nor administers any part of it. Inquiries: State Council of Higher Education for Virginia, James Monroe Building, 101 North Fourteenth Street, Richmond, Virginia 23219, (804) 225-2600.

Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial-aid eligibility for students who withdraw, drop out, or are dismissed before completing 60% of a payment period. The percentage of the payment period completed equals the number of scheduled hours up to the withdrawal date divided by the total hours in the period; this is the percentage of earned aid. Unearned aid is returned to the appropriate federal program. If a student earned less aid than was disbursed, the school and the student each return their portion; if more, the student may be due a post-withdrawal disbursement payable within 45 days. Funds are returned in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

AVI Career Training uses Campus Ivy (www.campusivy.com), a third-party processor, to ensure compliance with all Financial Aid processing.

STUDENT CONSUMER INFORMATION (TITLE IV / HEOA DISCLOSURES)

As a participant in the federal student financial-aid (Title IV) programs, AVI Career Training makes the following consumer information available to enrolled and prospective students in accordance with the Higher Education Opportunity Act (HEOA). Additional required disclosures — including institutional and program information, financial-aid information, completion and, where applicable, placement and licensure rates, and median program loan debt — are available upon request from the administrative office, on the school's website (www.avicareertraining.com), and through the U.S. Department of Education's College Navigator. Students may contact the Financial Aid Office for assistance with any consumer-information request.

Net Price Calculator & Textbook Information

A Net Price Calculator is available on the school's website to help prospective students estimate their individual net price of attendance, at https://avicareertraining.com/wp-content/uploads/2025/09/CosnetPricecalculator.html. Required textbook and materials information, including costs, is disclosed in each program's tuition-and-materials information and at registration.

Voter Registration

In accordance with the Higher Education Act, AVI Career Training makes voter-registration information available to enrolled students. Students may request a mail voter-registration form from the administrative office or register online through the Virginia Department of Elections at elections.virginia.gov.

Copyright Infringement & Peer-to-Peer File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liability under federal copyright law. AVI Career Training prohibits the use of its network, computers, and equipment for the unlawful downloading or distribution of copyrighted works. Violations may result in disciplinary action up to and including dismissal, in addition to any civil or criminal penalties imposed under law.

STUDENT GRIEVANCE & APPEAL PROCEDURE

AVI Career Training students may appeal any negative decision regarding enrollment, grades, or academic policies as follows:

- Students who wish to appeal a grade or a classroom issue must first attempt to resolve it with their instructor before requesting to meet with the Director.
- A student may submit a written grievance to the President of the school: Ramakrishna Grandhi, 1595 Spring Hill Rd, Ste 720, Vienna, VA 22182.
- Written complaints must be signed and include the nature of the problem(s), approximate date(s), the names of the individual(s) involved, and copies of any supporting information.

Students who follow this process may contact the following agencies as a last resort:

Agency	Address & Contact
Council on Occupational Education (COE)	7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 • (800) 917-2081 • council.org
Dept. of Professional & Occupational Regulation (DPOR)	9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 • (804) 367-8509 • dpor.virginia.gov
State Council of Higher Education for Virginia (SCHEV)	James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219 • (804) 225-2600 • schev.edu
Virginia State Approving Agency (SAA) — for GI Bill® beneficiaries	saa@dvs.virginia.gov (most complaints should first follow the school grievance policy)

The student will not be subject to adverse action for initiating a complaint.

Appeal Procedure

A student whose training has been interrupted for failing to make satisfactory progress may apply to the Director for re-entry and will be counseled by a faculty advisor before readmission. A student who wishes to appeal the school's decision must do so in writing within ten (10) days of receiving the decision. The Director presents the appeal to the Financial Aid Committee, which may call the student forward for further investigation and reports its findings to the Director for a final decision. The decision of the School's Director is final. A student's aid is reinstated only if the appeal is won or the student returns to satisfactory progress.

LICENSING & TUITION PAYMENT METHODS

Licensing

Licensure-required programs are based on the requirements of the State regulating boards. Esthetics and Master Esthetics graduates must take the State Board examination to obtain a license to operate. A license to operate as an Esthetician or Cosmetologist is required by the Commonwealth of Virginia. There is no separate required make-up license in Virginia.

AVI Career Training does not offer a Wax Technician program. Wax Technician is a separate license category of the Virginia Board for Barbers and Cosmetology; a student who wants that license must complete a Wax Technician program elsewhere. The programs AVI Career Training offers are those set out in Programs of Study in this catalog, and no other program is offered or implied.

Tuition Payment Methods

Students may use Financial Aid on eligible programs to pay tuition (see the Financial Aid Office for eligibility). A student who pays out of pocket may apply for a payment plan with AVI Career Training by completing a payment-plan agreement. Please contact the school for more information.

U.S. DEPARTMENT OF VETERANS AFFAIRS

"The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at saa@dvs.virginia.gov." The student or employee will not be subject to adverse action for initiating a complaint.

USERRA — Reemployment Rights & Non-Discrimination

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), veterans have the right to be reemployed in their civilian job if they leave to perform service in the uniformed services, provided they give advance notice of service, have five years or less of cumulative service, return or apply for reemployment in a timely manner, and have not been separated under disqualifying conditions. Eligible individuals are restored to the job and benefits they would have attained. Employers may not deny initial employment, reemployment, retention, promotion, or any benefit because of uniformed-service status, and may not retaliate against those who assist in enforcing USERRA rights.

- **Health insurance protection:** Employees who leave to perform military service may elect to continue employer-based health-plan coverage for up to 24 months, and have the right to be reinstated in the plan upon reemployment, generally without waiting periods or exclusions (except for service-connected conditions).
- **Enforcement:** The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) investigates and resolves USERRA complaints. Contact VETS at 1-866-4-USA-DOL or www.dol.gov/vets. Unresolved cases may be referred to the Department of Justice or the Office of Special Counsel; individuals may also bring a civil action.

Title 38 U.S.C. § 3679(c) — In-State Tuition

The following individuals are charged the in-state rate (or otherwise considered a resident) for tuition purposes, consistent with 38 U.S.C. § 3679(c):

- A veteran using Chapter 30 (Montgomery GI Bill® – Active Duty) or Chapter 33 (Post-9/11 GI Bill) who lives in Virginia while attending a Virginia school, regardless of formal state of residence.
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the school is located while the transferor serves on active duty.
- A spouse or child using the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Virginia while attending a Virginia school.
- A spouse or child using Survivors' and Dependents' Education Assistance (Chapter 35) living in Virginia while attending a Virginia school.
- An individual using Chapter 31 (Veteran Readiness and Employment) who lives in Virginia while attending a Virginia school (effective for terms beginning after March 1, 2019).
- Anyone described above who remains continuously enrolled (other than during regularly scheduled breaks) at the same institution.

Covered Individuals — Chapters 31, 33 & 35

AVI permits any covered individual to attend or participate during the period beginning on the date the individual provides a certificate of eligibility (or Statement of Benefits / VAF 28-1905 for Chapter 31) and ending on the earlier of the date VA payment is made to the institution or 90 days after the institution certifies tuition and fees. AVI will not impose any penalty — including late fees, denial of access to classes, libraries, or facilities, or a requirement to borrow additional funds — on a covered individual due to delayed VA

disbursement under Chapter 31, 33, or 35. AVI may require the covered individual to submit a certificate of eligibility no later than the first day of the course, submit a written request to use the entitlement, and provide information necessary for proper enrollment certification.

PROGRAMS OF STUDY

AVI Career Training offers career-focused programs across beauty, wellness, allied health, and language. Each program combines theory, supervised hands-on practice, and competency-based evaluation to prepare graduates for licensure or national certification (where applicable) and for meaningful employment. All clock-hour totals, tuition, and start dates are listed in the Tuition & Fees and Program Schedules sections.

Programs include: Cosmetology • Esthetics • Master Esthetics • Advanced Esthetic Laser Certification • Cosmetic Laser Technician • Electrolysis • Permanent Cosmetic Tattooing • Nail Technician • Massage Therapy • Certified Clinical Medical Assistant (CCMA) • English as a Second Language (ESL).

COSMETOLOGY — 1,000 CLOCK HOURS (PER NEW REGULATION, EFFECTIVE 12/01/2025)



Objective: Train students in the challenging, fast-growing field of cosmetology — skin care, nail care, hair care, hair shaping, chemical design and relaxing, permanent waving, hair coloring, business theory, and ethics. Graduates are prepared to pass the State Board examination, obtain their license, and transition into the workforce.

Occupations Available: Salon owner or manager, stylist, the entertainment industries, and cosmetology instructor.

Textbook: Milady Standard Cosmetology, 13th Edition (Milady, New York). ISBN-13: 9781305721852.

Course / Topic	Min. Instructional Hours (§210E)	Min. Performances (§220D)
Orientation and business topics	45	—
Laws and regulations	10	—
General sciences	55	—
Applied sciences	40	—
Shampooing, rinsing, scalp treatments	25	20
Hair styling	65	60
Hair cutting	125	60
Permanent waving & chemical relaxing	135	60
Hair coloring & bleaching	190	65
Wigs, hairpieces & related theory	15	10
Manicuring & pedicuring	75	15 procedures

Course / Topic	Min. Instructional Hours (§210E)	Min. Performances (§220D)
— Individual sculptured nails/tips	(included above)	30
Skin care	150	15
Lashes and brows	35	20
Hair removal	35	10
TOTAL	**1,000**	**365**

ESTHETICS (BASIC) — 600 CLOCK HOURS



Objective: Prepare the student to become a professional esthetician, competent in all aspects of treating the skin, caring for the client, business theory and ethics, and manual and machine facial techniques. Graduates are prepared to pass the Virginia State Board examination and obtain their license.

Occupations Available: Resorts, local salons, the leisure and entertainment industries, dermatology offices, and licensed instructor.

Textbook: Milady Standard Esthetics: Fundamentals, 12th Edition (Milady, New York). ISBN-13: 9780357475546. Video series: Milady's Professional Skin Care.

Clinical Requirements (minimum logged): Consultations/cleansings/analysis 35; manual facials & treatments 65; tinting 15; machine/electrical facials 50; body & back treatments 10; makeup 30; hair removal 30.

Course / Subject	Theory	Practical	Total
Orientation & Safety, Health & Fire Prevention	25	—	25
Laws & Regulations	10	—	10
General Sciences	65	15	80
Applied Sciences	75	20	95
Skin Care	150	105	255
Makeup	35	30	65
Body & Other Treatments	10	10	20
Hair Removal	20	30	50
TOTAL	**390**	**210**	**600**

MASTER ESTHETICS — 600 CLOCK HOURS



Objective: Prepare the student to become a master esthetician competent in chemical acid peels, microdermabrasion, IPL facials, microcurrent treatments, advanced anatomy and physiology, stone therapy, ultrasound facials, treating ethnically diverse skin, hyperpigmentation, rosacea and sensitivities, acne management, aromatherapy, and salon/business management.

Occupations Available: Med spas, resorts, local salons, dermatology and plastic-surgery offices, and licensed instructor.

Textbook: Milady Standard Esthetics: Advanced, 2nd Edition (Milady, New York). Suggested: Lymphatic Drainage Massage (Ramona Moody French); Microdermabrasion (Pamela Hill).

Clinical Requirements (minimum): Advanced treatments 40; microdermabrasion 50; chemical exfoliation 135; lymphatic drainage 75.

Course / Subject	Theory	Practical	Total
Orientation, Advanced Subject & Infection Control	45	—	45
State Laws, Rules & Regulations; Safety, Health & Fire Prevention	10	—	10
Advanced Anatomy & Physiology	65	—	65
Advanced Skin Care & Advanced Modalities	30	60	90
Advanced Procedures — Chemical Exfoliation	135	135	270
Lymphatic Drainage	45	75	120
TOTAL	**330**	**270**	**600**

ADVANCED ESTHETIC LASER CERTIFICATION — 900 CLOCK HOURS



A comprehensive 900-hour program integrating Master Esthetics foundations with an in-depth Cosmetic Laser Technician curriculum. Students gain expertise in clinical skincare, advanced skin analysis, chemical peels, microdermabrasion, and cosmetic laser applications such as laser hair removal, IPL photo-facials, and non-ablative skin rejuvenation.

Rationale: Laser-based treatments have become a cornerstone of modern skincare; a large share of Virginia spas and med spas now use laser technology. Graduates are prepared to work in dermatology clinics, medical spas, laser centers, and high-end esthetic practices.

Course / Subject	Hours
Orientation, Infection Control, HIPAA & OSHA	45
Laws, Regulations, Professional Ethics	10
Advanced Anatomy & Skin Physiology	65
Advanced Modalities (Microdermabrasion, Ultrasound, Light Therapy)	90
Chemical Peel & Exfoliation Techniques	90
Manual Lymphatic Drainage & Reflexology	120
Skin Disorders, Acne, Rosacea Treatments	45
Aromatherapy & Botanical Ingredients	30
Waxing (Speed, Brazilian, Male Services)	30
Business, Spa Operations, Marketing	45
Laser Physics & Tissue Interaction	30
Skin Anatomy & Laser Safety	30
Laser Modalities (Hair Removal, Rejuvenation, Tattoo Removal)	30

Course / Subject	Hours
Client Consultation & Documentation	30
Laser Equipment Operation & Troubleshooting	30
Laser Hair Removal (Practical)	30
Skin Rejuvenation & Photo Facials (Practical)	30
Tattoo Removal (Practical)	30
Advanced Laser Techniques (Practical)	30
Final Practical & Certification	30
Skin Typing, Evaluation & Analysis	30
TOTAL	**900**

ELECTROLYSIS — 600 CLOCK HOURS

Objective: Offer comprehensive studies in electrolysis, thermolysis, blend epilation, sterilization, sanitation, and marketing. Graduates are confident in the permanent hair-removal process. A final average of 70% is required to complete the course.

Occupations Available: Work in an established salon or start your own business.

Textbook: Modern Electrology by Fino Gior.

Course / Subject	Theory	Practical	Total
Orientation, Safety, Health & Fire Prevention	20	20	40
Trichology (Hair Growth)	20	20	40
Endocrinology	20	20	40
Dermatology	30	30	60
Neurology & Angiology	20	20	40
Bacteriology	25	65	90
Principles of Electricity	20	80	100
Equipment	65	85	150
Business Development	20	20	40
TOTAL	**240**	**360**	**600**

MASSAGE THERAPY — 625 CLOCK HOURS



A 625-clock-hour, ELAP-aligned program preparing competent, ethical, entry-level massage therapists for Virginia licensure and for practice in spas, medical and chiropractic offices, rehabilitation and wellness centers, and private practice.

Objective: Integrate massage theory and principles, anatomy and physiology, hands-on massage and bodywork techniques, professional practices, and business and career development. Graduates meet or exceed the educational requirements to sit for a nationally recognized examination and to apply for licensure as a massage therapist in Virginia.

Occupations Available: Spas, medical and chiropractic offices, rehabilitation and wellness centers, sports and stress-reduction centers, and private practice.

Textbooks: Beck, Theory & Practice of Therapeutic Massage, 5th Edition (Milady) and its Workbook; Biel, Trail Guide to the Body, 4th Edition (Books of Discovery) and its Student Workbook. Additional references include current massage-therapy research, AMTA/ABMP publications, and Virginia massage laws and regulations.

Program Length & Delivery

Total Program Length	625 clock hours (ELAP standard; content consistent with NCBTMB expectations)
Theory / Didactic	210 clock hours
Practical / Face-to-Face	415 clock hours
Delivery	Minimum 400 hours delivered face-to-face on campus; up to 225 hours of eligible didactic content may be delivered via approved distance education (SCHEV-reviewed LMS)
Schedule	Day, evening, or Saturday; approximately 20 weeks full-time or 26 weeks part-time

Licensure	Regulated by the Virginia Board of Nursing; graduates are prepared to sit for the MBLEx (Federation of State Massage Therapy Boards) or another accepted examination

Course Breakdown (SCHEV)

Course / Subject	Theory	Practical	Total
MT101 — Massage Theory & Principles	17	10	27
MT102 — Massage Professional Practices	10	10	20
MT103 — The Therapeutic Relationship	20	20	40
MT104 — Anatomy, Physiology & Pathology	50	30	80
MT105 — Assessment & Documentation	25	25	50
MT106 — Massage & Bodywork Application	0	175	175
MT107 — Palpation & Movement	0	71	71
MT108 — Adapting Sessions for Clients	30	50	80
MT109 — Career Development	58	24	82
TOTAL	**210**	**415**	**625**

Course Descriptions

- **MT101 — Massage Theory & Principles (27 hrs):** History and principles of massage, major modalities, physiological/emotional/psychological effects, indications and general contraindications, stress and relaxation, and therapist self-care.
- **MT102 — Massage Professional Practices (20 hrs):** Professional ethics and codes of conduct, scope of practice and boundaries, confidentiality and HIPAA basics, Virginia laws and regulations, infection control and sanitation, and professional image.
- **MT103 — The Therapeutic Relationship (40 hrs):** Client-centered communication and active listening, rapport and trust, informed consent and client rights, cultural competency, and trauma-informed practice basics.
- **MT104 — Anatomy, Physiology & Pathology (80 hrs):** In-depth study of body systems, major muscles, bones and joints, common pathologies, and the indications, precautions, and contraindications for massage.
- **MT105 — Assessment & Documentation (50 hrs):** Health history and intake, observation and postural assessment, range-of-motion screening, SOAP notes, treatment planning, and referral.
- **MT106 — Massage & Bodywork Application (175 hrs, face-to-face):** Body mechanics; classical Swedish full-body routines; deep-tissue, sports, hydrotherapy, stone-therapy, and chair-massage techniques; draping and positioning; and supervised clinic practice.
- **MT107 — Palpation & Movement (71 hrs, face-to-face):** Surface anatomy and landmarks, palpation of major muscle groups, joint structure and active/passive/resisted movement, and integration of findings into treatment planning.
- **MT108 — Adapting Sessions for Clients (80 hrs):** Modifying sessions for older adults, prenatal positioning, athletes, and clients with common conditions within scope, with clinical reasoning for adaptations.
- **MT109 — Career Development (82 hrs):** Career pathways, business planning, bookkeeping and insurance overview, marketing and client retention, résumé and interview skills, self-care, and continuing education.

Grading: Participation, quizzes & homework 50%; written midterm and final 20%; practical/clinic final evaluation 20%; additional tests/projects 10%. A minimum “C” (70%) average and successful completion of all required practical evaluations and all 625 clock hours are required to graduate.

COSMETIC LASER TECHNICIAN — 80 CLOCK HOURS



Objective: A 10-day, 80-hour Laser Technician Certification (40 theory / 40 practical) equipping students to perform various laser treatments safely and effectively.

Admission: As a program of fewer than 200 clock hours, Cosmetic Laser Technician does not require a high school diploma, GED, or equivalent college transcript. Applicants meet the other admission requirements listed under Admission Policies & Requirements, including a minimum age of 18 years, and sign a statement that they can read and write English at the level needed to complete the program's coursework and written examinations. The program is not eligible for federal financial aid (Title IV).

Occupations Available: Private practice, health clubs, beauty salons and spas, and more.

Course / Subject	Theory	Practical	Total
Laser Physics & Tissue Interactions	8	—	8
Skin Anatomy & Laser Safety	8	—	8
Laser Treatment Modalities	8	—	8
Client Consultation & Care	8	—	8
Laser Equipment Operation	8	—	8
Laser Hair Removal	—	8	8
Skin Rejuvenation & Photo Facials	—	8	8
Tattoo Removal	—	8	8
Advanced Laser Techniques	—	8	8
Final Practical Assessment & Certification	—	8	8
TOTAL	**40**	**40**	**80**

PERMANENT COSMETIC TATTOOING — 200 CLOCK HOURS

A 200-clock-hour program (100 theory / 100 practical) providing the theoretical knowledge and hands-on skills for a career in cosmetic tattooing. Emphasis on safety, sanitation, infection control, client consultation, color theory, skin anatomy, and procedures such as eyeliner, eyebrows/microblading, lip pigmentation, scalp micropigmentation, and corrective work.

Course / Subject	Theory	Practical	Total
Virginia Tattooing Laws & Regulations	5	0	5
Machines & Devices (Coil, Hand, Others)	5	10	15
Needles: Types, Uses, Application	5	10	15
Anatomy: Layers of Skin, Functions, Diseases	15	0	15
Color Theory & Pigment Handling/Storage	10	5	15
Transmission Cycle of Infectious Diseases	5	0	5
Immunizations: Types & Preventive Measures	5	0	5
Sanitation & Disinfection	10	5	15
Safety: Needle Handling, Blood Spills, First Aid	5	5	10
Bloodborne Pathogen Standards (OSHA/CDC)	5	0	5
Anesthetics: Use, Types, Application, Removal	5	10	15
Equipment (Gloves, Masks, Chair, Lighting, Table)	5	5	10
Professional Standards, Ethics & Salon Management	10	0	10
Permanent Cosmetic Tattooing Procedures (Eyebrows, Microblading, Eyeliner, Lips, Scalp)	10	50	60
TOTAL	**100**	**100**	**200**

ENGLISH AS A SECOND LANGUAGE (ESL) — 1200 CLOCK HOURS



The English as a Second Language (ESL) Program is a comprehensive 1,200-hour progressive language curriculum delivered across six structured proficiency levels (AVIESL A1–A6), aligned with the Common European Framework of Reference for Languages (CEFR), progressing from Beginner (A1) to Advanced / College-Ready (A6).

Program Purpose: Provide non-native speakers with systematic, level-based English instruction that promotes fluency, accuracy, and confidence; support immigrant, international, and multilingual students in achieving the English proficiency necessary for college readiness, vocational training, and long-term workforce participation; and strengthen students' ability to navigate academic, professional, and everyday settings in an English-speaking society.

Program Format: Available In-Class (on-campus, Vienna VA) and Fully Online (synchronous via Zoom). Both formats follow the same curriculum, the same 1,200 total hours, the same learning objectives, and the same evaluation standards, using the New English File series (Oxford University Press).

Learning Objectives: Develop measurable proficiency across speaking, listening, reading, and writing; build academic readiness (note-taking, analyzing readings, structured essays); strengthen practical communicative competence for work and community life; improve grammatical accuracy and pronunciation; and build the foundation for standardized exams (TOEFL, IELTS, PTE, Duolingo English Test).

Course #	Course Title	Hours
AVIESL A1-A	Grammar for Beginners I	50
AVIESL A1-B	Speaking for Beginners I	50
AVIESL A1-C	Reading for Beginners I	50
AVIESL A1-D	Listening for Beginners I	50
AVIESL A2-A	Grammar for Beginners II	50

Course #	Course Title	Hours
AVIESL A2-B	Speaking for Beginners II	50
AVIESL A2-C	Reading for Beginners II	50
AVIESL A2-D	Listening for Beginners II	50
AVIESL A3-A	Grammar for Intermediate I	50
AVIESL A3-B	Listening/Speaking for Intermediate I	50
AVIESL A3-C	Reading for Intermediate I	50
AVIESL A3-D	Writing for Intermediate I	50
AVIESL A4-A	Grammar for Intermediate II	50
AVIESL A4-B	Listening/Speaking for Intermediate II	50
AVIESL A4-C	Reading for Intermediate II	50
AVIESL A4-D	Writing for Intermediate II	50
AVIESL A5-A	Grammar for Advanced I	50
AVIESL A5-B	Listening/Speaking for Advanced I	50
AVIESL A5-C	Reading for Advanced I	50
AVIESL A5-D	Writing for Advanced I	50
AVIESL A6-A	Grammar for Advanced II	50
AVIESL A6-B	Listening/Speaking for Advanced II	50
AVIESL A6-C	Reading for Advanced II	50
AVIESL A6-D	Writing for Advanced II	50
TOTAL	**Six proficiency levels (A1–A6)**	**1200**

NAIL TECHNICIAN — 150 CLOCK HOURS



A 150-clock-hour program built on the Virginia Board of Barbers & Cosmetology / DPOR-approved nail technician framework, preparing graduates for Virginia nail-technician licensure and entry-level employment.

Program at a Glance

Program Title	Nail Technician
Credential / Outcome	Clock-hour training program preparing graduates for Virginia nail-technician licensure and entry-level employment
Total Program Length	150 clock hours (75 classroom / 75 laboratory)
Primary Occupational Objective	Entry-level Nail Technician
Instructional Schedule	Monday – Thursday, 9:30 AM – 4:00 PM (one 30-minute break); 6 hours/day, 24 hours/week
Normal Time to Complete	Approximately 6 weeks 2 days to 7 weeks (depending on holidays, weather, and calendar)
Delivery Method	Hybrid / residential — Milady CIMA-supported theory with on-campus supervised practical training
Textbook / LMS	Milady Standard Nail Technology + Milady CIMA digital resources
Regulatory Basis	Virginia Board of Barbers & Cosmetology / DPOR-approved nail technician curriculum

Program Description & Occupational Objective

The Nail Technician Program prepares students with the theory, safety knowledge, technical skills, and professional habits needed to perform manicuring, pedicuring, artificial nail-enhancement services, nail art,

client consultation, and salon sanitation procedures in compliance with Virginia law. Instruction combines foundational theory, guided demonstration, supervised practical application, client-service simulations, and progressive performance documentation. Graduates are trained for entry-level employment in salons, spas, nail studios, and related beauty-service environments, and prepared for the applicable Virginia licensing process. Throughout the program, emphasis is placed on infection control, safe product handling, professional conduct, client communication, and quality of service.

Program Learning Outcomes

- Explain and apply Virginia laws, school policies, professional ethics, and client-safety expectations relevant to nail services.
- Demonstrate correct sanitation, disinfection, sterilization, exposure-incident response, and workstation-preparation procedures.
- Identify basic anatomy and physiology of skin, nails, and extremities, including nail structure and growth.
- Recognize common nail disorders and diseases, determine contraindications, and respond appropriately through consultation or referral.
- Safely perform manicures, pedicures, nail-tip applications, sculptured nail services, UV/LED gel services, removals, and selected advanced nail-art techniques.
- Use nail products, implements, and electric tools appropriately while following product chemistry and safety guidelines.
- Provide professional pre-service, service, and post-service client care, including consultation, documentation, aftercare instruction, and retail/rebooking communication.
- Complete the required practical performances and demonstrate readiness for graduation and licensing review.

Admission Requirements & Completion Standards

Admission to the Nail Technician program (150 clock hours, fewer than 200) requires one (1) form of identification; a signed, completed Student Admission Application; one (1) 2×2 photo (passport size); a minimum age of 18 years; and a signed, completed Student Enrollment Agreement with the $100.00 non-refundable registration fee. A high school diploma, GED, or equivalent college transcript is not required for this program, which is not eligible for federal financial aid (Title IV). Each applicant signs a statement that they can read and write English at the level needed to complete the Milady CIMA coursework and the written examinations. This standard applies equally to every applicant to the program, and students must also meet any applicable state requirements in effect at the time of enrollment.

To successfully complete the program, students must complete the full 150 clock hours in accordance with the attendance and make-up policies; achieve passing scores on theory and practical evaluations; complete all assigned Milady CIMA theory work, quizzes, and instructor-directed assignments; demonstrate all required safety, sanitation, and client-service procedures at an acceptable level; and complete the minimum required practical performances documented by the school.

Clock-Hour Curriculum Breakdown

DPOR / Program Subject Area	Hours	
Orientation: school policies, laws, regulations & professional ethics	5	
Sterilization, sanitation, bacteriology & safety	35	
Anatomy & physiology (skin, nail structure & growth)	15	

DPOR / Program Subject Area	Hours	
Diseases & disorders of the nail (contraindications & referral)	10	
Nail procedures: manicuring, pedicuring & nail extensions	75	
Nail theory, nail structure & composition (chemistry & electricity)	10	
TOTAL	**150**	

Detailed Instructional Plan

The instructional plan converts the approved outline into teachable modules. Milady CIMA assignments, reading, videos, quizzes, and instructor-guided activities support theory delivery; because Milady may update sequencing by edition, alignment is maintained by topic in the school's active lesson plans rather than fixed chapter numbers. (T = Theory, P = Practical.)

Module / Instructional Unit	Hrs	Type	Assessment
1 — Orientation, laws, ethics, career opportunities, professional image & communication	5	T	Quiz, discussion, policy acknowledgment
2 — Infection control, sanitation, sterilization, safety, bacteriology & exposure procedures	20	T/P	Written quiz, sanitation check-off
3 — Applied sanitation lab, workstation setup, product storage, pre-/post-service cleanup	15	P	Practical observation, lab rubric
4 — General anatomy & physiology; anatomy of skin; nail structure & growth	15	T	Unit test, labeling exercise
5 — Nail diseases & disorders; contraindications; consultation & referral awareness	10	T/P	Case study, consultation rubric
6 — Basic chemistry, nail product chemistry, basic electricity, product selection & safety	10	T	Quiz, worksheet
7 — Manicuring theory & techniques, hand & arm massage, polishing, pre-service	20	T/P	Practical Exam I
8 — Pedicuring theory & techniques, foot-care precautions, sequencing & aftercare	15	T/P	Practical Exam II
9 — Artificial nail enhancements: tips, overlays, sculptured nails, UV/LED gel, removals	25	T/P	Enhancement skill check, product-control checklist
10 — Electric filing, nail art, advanced techniques, portfolio, business skills, review	15	T/P	Portfolio review, final theory & practical
TOTAL	**150**		

Weekly Schedule & Program Calendar Pattern

Standard weekly pattern: Monday – Thursday, 9:30 AM – 4:00 PM, with a 30-minute break — 6 instructional hours per day, 24 per week.

Week	Hours	Planned Instructional Focus	Cumulative
Week 1	24	Orientation; laws & ethics; infection-control foundations; sanitation theory & demonstrations	24

Week	Hours	Planned Instructional Focus	Cumulative
Week 2	24	Applied sanitation lab; workstation preparation; bacteriology & safety; anatomy & physiology introduction	48
Week 3	24	Anatomy continuation; nail structure & growth; diseases & disorders; consultation & contraindications	72
Week 4	24	Basic chemistry; product chemistry; electricity; manicuring theory & supervised practice	96
Week 5	24	Pedicuring theory & practical; client care; aftercare; service timing & quality improvement	120
Week 6	24	Artificial nail enhancements; tips; overlays; sculptured nails; UV/LED systems; removals	144
Week 7	6	Electric filing; nail art; portfolio / business skills; final review & completion check	150

Required Practical Performances

The DPOR-approved materials establish the following minimum practical performances for completion; the school may require additional practice when needed for competency.

Performance Item	Minimum	Documentation
Manicures	25	Student practical record
Pedicures	20	Student practical record
Individual sculptured nails & nail tips	170	Service count / project log
Individual removals	20	Practical record
UV/LED gel nails	20	Practical record
TOTAL	**255**	**Minimum required**

Evaluation, Attendance & Grading

Student progress is evaluated through Milady CIMA assignments and quizzes (theory comprehension and readiness), instructor-made unit tests (after major subject areas), practical skill check-offs (setup, sanitation, sequencing, technique, timing, client care, safe product use), midpoint and final practical exams (independent entry-level service), and a final portfolio / performance review. Regular attendance is required because nail-technology training is sequential and skill-based; clock hours are recorded per institutional procedures, and unsafe conduct or repeated sanitation violations may result in corrective action.

Grade	Numeric Range
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Facilities, Equipment & Delivery Controls

- Classroom space for theory, review, quizzes, and demonstrations; nail stations and seating for supervised practical work.
- Disinfection and sanitation materials, containers, and labeled supplies; professional implements and hand/foot-care tools.
- Artificial nail-enhancement products, tips, gel materials, removers, UV/LED equipment, and related safety supplies.
- Milady CIMA digital access and program handouts/lesson plans maintained by the school.

Under the hybrid-support model, appropriate theory content is assigned through Milady CIMA and instructor-led activities, while hands-on procedures, lab competencies, and practical examinations are supervised and documented on campus. The school maintains lesson plans, attendance, grade records, practical-performance counts, and evidence of instructional delivery; future curriculum revisions remain consistent with Virginia regulatory requirements and are documented before implementation.

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) — 600 CLOCK HOURS



Objective: Prepare students for entry-level employment as Clinical Medical Assistants in physician offices, outpatient clinics, urgent care centers, specialty practices, community health centers, and other healthcare settings. The program develops clinical, administrative, communication, and professional skills required to assist healthcare providers and support safe, effective patient care.

Training Includes: Medical terminology, anatomy and physiology, patient intake, vital signs, infection control, clinical procedures, pharmacology, medication administration, laboratory procedures, phlebotomy, electrocardiography (EKG), medical law and ethics, electronic health records (EHR), patient communication, and administrative medical assisting.

Certification Preparation: Graduates are prepared to pursue the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) certification examination.

Admission: As a program of 200 clock hours or more, CCMA requires a high school diploma, GED, or equivalent college transcript, together with the other requirements listed under Admission Policies & Requirements.

Course / Subject	Theory	Lab	Total
Medical Terminology, Healthcare Foundations, Anatomy & Physiology	50	10	60
Patient Intake, Vital Signs & Health Assessment	35	25	60
Infection Control, OSHA Safety & Aseptic Technique	30	10	40
Clinical Procedures & Patient Care	40	40	80
Pharmacology & Medication Administration	30	10	40
Laboratory Procedures & Point-of-Care Testing	30	10	40

Course / Subject	Theory	Lab	Total
Phlebotomy Procedures	35	25	60
Electrocardiography (EKG) Procedures	25	15	40
Medical Law, Ethics, Communication & Professionalism	30	—	30
Administrative Medical Assisting, EHR & Patient Care Coordination	35	5	40
Professional Practice, Certification Review & Capstone Simulation	60	50	110
TOTAL	**400**	**200**	**600**

Credential Awarded: Certificate in Certified Clinical Medical Assisting

Program Length: 600 clock hours (400 classroom / 200 laboratory)

Delivery: Hybrid format for students not receiving VA benefits. Students receiving VA educational benefits attend in-class, face-to-face only (see the VA Student Attendance & Online Learning Policy).

TUITION & FEES

A $100.00 non-refundable registration fee applies to each program. Textbooks and supplies, once distributed, are not refundable. The Total column includes tuition, textbook, supplies, and the $100 registration fee.

Program	Clock Hrs	Tuition	Books	Supplies	Total
Cosmetology	1000	$18,900	$595	$990	$20,585
Esthetics (Basic)	600	$11,700	$495	$495	$12,790
Master Esthetics	600	$11,500	$495	$495	$12,590
Advanced Esthetic Laser Certification	900	$22,590	$0	$0	$22,690
Cosmetic Laser Technician	80	$11,400	$0	$0	$11,500
Massage Therapy	625	$10,950	$495	$495	$12,040
Electrolysis	600	$10,950	$295	$245	$11,590
Permanent Cosmetic Tattooing	200	$5,850	$0	$0	$5,950
English as a Second Language (ESL)	1200	$9,000	$1,500	$0	$10,600
Nail Technician	150	$3,400	$0	$500	$4,000
Certified Clinical Medical Assistant (CCMA)	600	$5,250	$0	$1,000	$6,350

Note: *For the Nail Technician and CCMA programs, the Supplies column reflects the program materials/kit cost. As with all programs, the Total includes tuition, books, supplies, and the $100 registration fee.*

Additional Fees

- $100.00 non-refundable application/registration fee per program.
- Lab coat: $35.00 (required, worn while in attendance).
- Unexcused make-up time: $28.00 per hour.
- Records/transcript/certificate reprint fees apply as described in the Student Records section.
- Students with an overdue balance are contacted by AVI's Business Office to clear their account.

EQUAL EMPLOYMENT & EDUCATIONAL OPPORTUNITY

It is the policy of AVI Career Training to maintain and promote equal employment and educational opportunity without regard to race, color, sex, age, religion, handicap, or national origin. Sexual harassment will not be tolerated and is considered a violation of institutional policy. Inquiries concerning these policies should be addressed to:

Ramakrishna Grandhi, President
AVI Career Training • 1595 Spring Hill Road, Suite 720, Vienna, VA 22182
(703) 759-2700 • Education@AviCareerTraining.com • www.AviCareerTraining.com

Title IX — Sex Discrimination & Sexual Misconduct

AVI Career Training complies with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in its education programs or activities. The school prohibits sex discrimination, sexual harassment, sexual assault, dating and domestic violence, and stalking. Any student, employee, or applicant who experiences or witnesses such conduct is encouraged to report it promptly to the school's Title IX Coordinator, Geetha Khandavalli, at the administrative office, 1595 Spring Hill Road, Suite 720, Vienna, VA 22182, (703) 759-2700, Education@AviCareerTraining.com. Reports are handled promptly, equitably, and as confidentially as possible; the school provides supportive measures, conducts a fair and impartial investigation, and takes appropriate corrective action. Retaliation against any person who reports or participates in a Title IX matter is strictly prohibited. In an emergency, call 911 or local law enforcement.

Regulations

AVI Career Training reserves the right to change any or all of its regulations, requirements, or finance charges, and to cancel or change the course offerings published in this catalog. Students are expected to familiarize themselves with current regulations, requirements, and changes.

STAFF & ADMINISTRATION

Krishna (Ramakrishna) Grandhi *President & CEO*
Mr. Grandhi brings more than 20 years of experience in the educational sector, information technology, and management, having led educational and training corporations. He serves as President, Principal Administrator, and Chief Governing Officer of AVI Career Training, and as the School Certifying Official (SCO) and Enrollment Manager for the U.S. Department of Veterans Affairs.

Geeta Khandavalli *Lead Administrator / Registrar & Student Records Officer / Student Accounts Officer / Student Complaint & Grievance Officer*
Ms. Khandavalli directs the school's daily administrative operations and ensures ongoing compliance with SCHEV, COE, and U.S. Department of Education requirements. As Registrar and Student Records Officer she maintains accurate, secure student academic records; as Student Accounts Officer she oversees student ledgers and account activity; and as Student Complaint and Grievance Officer she receives, documents, and helps resolve student concerns in accordance with the published grievance procedure. She brings more than 20 years of leadership in operations management and administrative oversight of educational-training institutes and holds a Bachelor's degree in Accounting from George Mason University.

Zeshan Syed *Admin / Librarian / Student Services Support / Tech Support*
Mr. Syed supports the school's daily administrative operations, front-desk and student-services functions, the Learning Resource Center, and technology support for staff and students. He assists with records, scheduling, and operational coordination; helps maintain the Learning Resource Center's collection and student access; supports students with inquiries and day-to-day needs; and helps maintain the school's computers, learning-platform access, and classroom technology. He brings extensive experience in operations and supply-chain management, procurement, inventory, and human-resources functions, holds a Bachelor's degree in Business together with an Associate degree in Business Administration, and is fluent in English, Urdu, and Hindi.

Sundaramma Seva *Administrator*
A seasoned administrator with over 34 years of experience in administration, procurement, and regulatory compliance across the government and private sectors, and a Bachelor of Commerce from Andhra University. She directs administrative functions and documentation, supports the development and enforcement of internal policies and procedures, coordinates onboarding and staff records, and maintains audit-ready records for institutional and regulatory compliance.

Ms. Rhonda Ellison *Instructor — Esthetics, Master Esthetics, Electrolysis & Massage Therapy*
An Army veteran of 25 years, Ms. Rhonda earned her Esthetics, Massage, and Electrolysis certifications and has worked at reputable spas across Virginia. She has taught at esthetic schools since 2016 and teaches advanced skin treatments including chemical acid peels and microdermabrasion.

Ms. Sawsan (Susan) Alraban (Frances) *Instructor — Cosmetology*
A licensed hairstylist and cosmetology instructor for over 20 years, licensed as an educator since 2007. She specializes in all forms of haircare — trendy cuts, custom color, and hair-enhancement techniques — and prepares students for professional cosmetology careers.

Khalalah Williams *Instructor — Basic Esthetics*
Ms. Williams earned certifications in Esthetics and Cosmetology and gained extensive experience at reputable spas across Virginia. She owned and operated her own facility before becoming a licensed instructor.

Dominque Ramsey *Instructor — Basic Esthetics & Master Esthetics*
Ms. Ramsey develops and delivers Basic and Master Esthetics curriculum in accordance with SCHEV standards and industry best practices. She provides hands-on training, demonstrations, and guidance in esthetics techniques and procedures; assesses student progress and offers feedback to support their

professional development; and maintains a safe, effective learning environment while adhering to SCHEV regulations and staying current with industry trends.

Jacquelyn Wallace *Instructor — Basic Esthetics & Master Esthetics*

Ms. Wallace is a licensed Master Esthetician (The Esthetic Institute, Vienna, VA) with more than 35 years in the health and beauty industry and additional credentials in cosmetology and massage therapy. She holds an M.Ed. from George Washington University and an MSW from Howard University, and has taught esthetics at the professional level — including helping to develop a 600-hour esthiology program. She delivers hands-on instruction in basic and European facials, chemical peels, microdermabrasion, LED and advanced skin modalities, waxing, and body treatments, with a strong emphasis on sanitation and infection control.

DISTANCE EDUCATION & QUALITY ASSURANCE

AVI uses Milady CIMA (Cengage) to deliver online theory. The platform allows students to submit assignments while instructors monitor theory requirements using handouts, audiovisual aids, and Milady's e-book textbook (miladycima.com). Tests are administered on-site in the classroom through Class-Marker software using a secure login and are graded by instructors and administrators. Only the general or introductory portions of the curriculum are offered online, as permitted by DPOR.

Student–Instructor Interaction

AVI requires substantive interaction between faculty and students. The hybrid delivery permits live exchanges for questions, discussion, exams, and feedback, ensuring exchanges are regular, meaningful, and subject-focused. All students take the respective program certification examination upon successful completion. Virginia licensing preparation for the Board for Barbers & Cosmetology is required on both theory and clinical to practice in the respective fields.

Attendance, Examinations & Student Training

Distance-education students receive invitations to their live sessions and must answer questions and participate in discussions; failing to complete an assignment or participate does not constitute official attendance. All examinations are administered in the traditional classroom to ensure competency. Before starting, all students complete an orientation to the online system and training on the CIMA/Cengage tutorials; students who need additional technical assistance are directed to their instructor or an AVI staff member.

Quality Assurance

Online courses are administered by the same faculty and from the same syllabi and lesson plans approved by DPOR and SCHEV. Programs are reviewed periodically by faculty and through written student evaluations and discussion. Employers are routinely queried regarding graduate performance, and the school assesses pass rates on the Virginia Board for Barbers & Cosmetology licensing exam. DPOR-approved online programs and COE-approved hybrid programs meet accreditor requirements. Technical support is available for access to Milady programs; students provide their own computers for online work. Recruitment for online classes is limited to residents of Virginia.

VA STUDENT ATTENDANCE & ONLINE LEARNING POLICY

Applies to all students receiving Veterans Affairs (VA) educational benefits:

1. Online-learning restriction — VA students may not complete any portion of their program online. Online videos and materials are supplemental only and do not count toward required instructional hours.
2. Mandatory on-campus attendance — VA students must attend scheduled classes in person and be physically present on campus; failure to attend consistently results in immediate administrative attention.
3. Stricter attendance monitoring — students who miss consecutive days without valid documentation or prior approval may be subject to withdrawal; regular attendance per the official schedule is mandatory for continued enrollment.
4. Withdrawal for non-compliance — VA students who do not meet attendance requirements or remain absent without justification will be withdrawn, and the VA will be notified.
5. Controlled use of the CIMA platform — VA students may access Milady CIMA for evaluations, tests, and assignments only in the classroom in the presence of an instructor; supervised, in-class CIMA hours count toward required program-completion hours, aligning with VA in-person instructional requirements.

DIRECTIONS & LOCATION

AVI Career Training is located at 1595 Spring Hill Road, Suite 720, Vienna, VA 22182. From I-495, take Exit 47A (Leesburg Pike West) toward Tysons Corner. AVI is walkable from the Spring Hill Metro station. There is ample lighted parking for students and staff.

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Good luck, and thank you for choosing AVI Career Training!

Each new publication of this catalog supersedes all previous editions. Questions regarding this catalog should be directed to the Director.