

Images Enterprises LLC

School Catalog

3820 S. Palo Verde Rd, Suite 113

Tucson, AZ 85714

Office: 520-777-6462

Fax: 520-398-4468

<http://www.eitraining.com>

support@eitraining.com

Effective: February 19, 2018

Table of Contents

INTRODUCTION.....	4
Mission	4
Objectives	4
About Us.....	4
Programs Offered	4
PERMANENT MAKEUP PROGRAMS.....	5
Basic Permanent Makeup	5
Complete Permanent Makeup	6
Deluxe Permanent Makeup	9
General Information for All Permanent Makeup Programs.....	13
CONSTRUCTION AND LANDSCAPE TRAINING PROGRAMS.....	16
Landscape Essentials for Environmental Management.....	16
Forklift Operator.....	19
Landscape Chemical Applicator.....	21
Pest Control Technician	25
BUSINESS TRAINING PROGRAMS.....	28
Accounting & Bookkeeping with QuickBooks & Payroll Management	28
Construction Office Administrator with Microsoft Office Specialist Training	31
Payroll Clerk with Microsoft Office Specialist Training	34
Administrative Assistant with Microsoft Office Specialist Training.....	37
APPLICATION, ADMISSION & ENROLLMENT	41
Application Process	41
Admission Exam	41
Admission Decision	41
Enrollment.....	41
Re-Enrollment and Re-Admission	41
Statement of Non-Discrimination.....	41
Payment Options	42
STUDENT SERVICES	45
SCHOOL POLICIES.....	45
Attendance Policy.....	45
Course Incompletes	45
Dress Code.....	46
Grading System	46

Grievance Procedure.....	46
Leave of Absence	47
Make-Up Work.....	47
Probation	47
Satisfactory Academic Progress	47
Student Code of Conduct.....	48
Termination Policy	48
Withdrawal after Commencement of Classes.....	48
IMPORTANT INFORMATION.....	48
Academic Calendar.....	48-51
Change of Address.....	51
Class Schedules	51
Description of Educational Delivery System.....	52
Faculty	52
Holidays 2018.....	52
Inclement Weather.....	52
Institution Ownership & Management	52
Previous Training	53
Reservation of Rights	53
Student Records.....	53
Statement of Licensing.....	53
Statement of Non-Accreditation	53
Training, Facilities and Equipment	53

INTRODUCTION

Mission

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

Objectives

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

About Us

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

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

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

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

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

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

Programs Offered

PERMANENT MAKEUP PROGRAMS

- | | |
|------------------------------|-----------------|
| 1) Basic Permanent Makeup | 40 clock hours |
| 2) Complete Permanent Makeup | 60 clock hours |
| 3) Deluxe Permanent Makeup | 100 clock hours |

CONSTRUCTION AND LANDSCAPE PROGRAMS

- | | |
|--|----------------|
| 1) Landscape Essentials for Environmental Management | 80 clock hours |
|--|----------------|

- | | |
|----------------------------------|-----------------|
| 2) Forklift Operator | 6 clock hours |
| 3) Landscape Chemical Applicator | 120 clock hours |
| 4) Pest Control Technician | 160 clock hours |

BUSINESS PROGRAMS

- | | |
|--|-----------------|
| 1) Accounting & Bookkeeping with QuickBooks & Payroll Management | 160 clock hours |
| 2) Construction Office Administrator with Microsoft Office Specialist Training | 400 clock hours |
| 3) Payroll Clerk with Microsoft Office Specialist Training | 320 clock hours |
| 4) Administrative Assistant with Microsoft Office Specialist Training | 320 clock hours |

PERMANENT MAKEUP PROGRAMS

Basic Permanent Makeup

Program Description

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

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

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

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admissions representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Course Descriptions

Intro to Permanent Makeup

32 hours

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

Sanitation and Blood Borne Pathogens .5 hour
Lecture on Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials.

Proper Pen/Machine Procedure 1 hour
Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

Needle Configuration & Sanitation 1 hour
Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

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

Traditional Eye Brows, Video, Demonstration 1 hour
Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

Traditional Eye Liner, Video, Demonstration 1 hour
Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

Traditional Lips, Video, Demonstration 1 hour
This video covers technique, product knowledge, color selection and tips for vibrant lips in minutes.

Student Simulated Practice 1.5 hour
Students practice with inks, pen and machine on simulated skin or orange/grapefruit.

Books

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

Graduation Requirements

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

Complete Permanent Makeup

Program Description

This program covers cosmetic permanent makeup history, safety, color theory, application, client consultation, and business marketing. Students are taught to use cosmetic permanent makeup

machines as well as hand (non-powered) instruments to apply basic eyeliner and perform eyebrow and lip procedures, with safety and quality being top priority.

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

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

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Prerequisites & Special Notes

Each student must bring a live model to class.

Course Descriptions

Intro to Permanent Makeup 32 hours

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

Sanitation and Blood Borne Pathogens .5 hour

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

Proper Pen/Machine Procedure 1 hour

Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

Needle Configuration & Sanitation 1 hour

Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

PowerPoint Presentation 1 hour

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

Traditional Eye Brows, Video, Demonstration 1 hour

Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

Traditional Eye Liner, Video, Demonstration 1 hour

Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

Traditional Lips, Video, Demonstration 1 hour

This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.

Powder Eye Brows and Hair Stroke Eye Brows, Video, Demonstration 1 hour

This video covers and demonstrates techniques for powder eye brows and hair stroke eye brows.

Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration 1 hour

This video covers and demonstrates techniques with lash enhancement eye liner, designer eye liner.

Beautiful Lips Procedure, Faux Lips, Video, Demonstration 1 hour

This video covers and demonstrates techniques with lips procedure and faux lips.

Student Simulated Practice 1.5 hour

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

Marketing PowerPoint Presentation 1 hour

The presentation will focus on technique and discussions will include initial consultation, setting expectations, color selection and testing, application tips and techniques and marketing to physicians.

Hands-On 16 lab hours

Students practice on live models.

Books

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

Graduation Requirements

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

Deluxe Permanent Makeup

Program Description

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

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

Deluxe Permanent Makeup is a hands-on program that consists of 100 clock-hours of professional training in a hybrid online / in-class format. Students spend the first 10 days of the program receiving online instruction, and then come to campus for 5 days of in-class learning and practice on live models while a certified AIIC Permanent Cosmetic Instructor supervises, gives tips and provides instructions. Students understand that all hands on classes require live models and that it is their responsibility to provide one. Graduates receive a Certificate of Completion from Images Enterprises LLC. Students who are seeking to obtain their Master Certification who have 5 years of experience in the field may qualify to take their certification exam. This is a hands-on class and is preferred by all Doctors and Insurance Companies.

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

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Prerequisites & Special Notes

Each student must bring a live model to class.

Course Descriptions

Intro to Permanent Makeup 32 hours

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

Sanitation and Blood Borne Pathogens .5 hour

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

Proper Pen/Machine procedure 1 hour

Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.

Needle Configuration & Sanitation 1 hour

Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.

PowerPoint Presentation 1 hour

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

Traditional Eye Brows, Video, Demonstration 1 hour

Students learn techniques that show how to design eyebrows that will enhance any face shape. The video demonstrates covers how to measure, shape, and space eyebrows.

Traditional Eye Liner, Video, Demonstration 1 hour

Students learn how to create beautiful eyeliners using multiple colors that create a soft, subtle effect that will enhance a client's appearance.

Traditional Lips, Video, Demonstration 1 hour

This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.

Powder Eye Brows and Hair Stroke Eye Brows, Video, Demonstration 1 hour

This video covers and demonstrates techniques for powder eye brows and hair stroke eye brows.

Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration 1 hour
This video covers and demonstrates techniques with lash enhancement eye liner, designer eyeliner.

Beautiful Lips Procedure, Faux Lips, Video, Demonstration 1 hour
This video covers and demonstrates techniques with lips procedure and faux lips.

Student Simulated Practice 1.5 hour
Students practice with inks, pen and machine on simulated skin or orange/grapefruit.

Marketing PowerPoint Presentation 1 hour
The presentation is an introduction to marketing permanent makeup cosmetics, business building and marketing techniques.

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

Hands-On 40 lab hours
Students practice on live models. An AICC certified instructor supervises students as they perform eyebrows, eyeliner, and lip color procedures in a small group setting. This course covers advanced techniques, paramedical applications, and step-by-step instructions for areola and camouflage procedures including tattoo removal, eyeliner (including mucosal), hairline stroke eyebrows, and full lip color procedures.

Areolas, Video, Demonstration 1 hour
Students learn about Areola pigmentation, the process by which pigment is implanted into the skin surrounding the nipple of a breast following breast and nipple reconstruction due to breast cancer.

Corrections, Basic Removal 3 hour
Students learn color theory and color harmony as you study contrast and dominance, proportion and intensity. Students examine contextual color basics and the effect on our perception of color.

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

Book and Supplies

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

Graduation Requirements

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

General Information for All Permanent Makeup Programs

	Basic Permanent Makeup	Complete Permanent Makeup	Deluxe Permanent Makeup	Clock Hours
Admission Criteria	<p style="text-align: center;">Must be 18 years of age Be able to read, write, speak and understand English language Provide proof of High School Diploma or GED or Pass the Wonderlic ATB test with a score of 12 or more Complete an interview and tour of the Institute</p>			
		Graduates of the Basic Permanent Makeup may start at PMU 10.	Graduates of the Basic Permanent Makeup may start at PMU 10. Graduates of the Complete Permanent Makeup may start at PMU 15	
PMU 01	Home Study	Home Study	Home Study	32
PMU 02	Sanitation and Blood Borne Pathogens	Sanitation and Blood Borne Pathogens	Sanitation and Blood Borne Pathogens	.5
PMU 03	Proper Pen/Machine procedure, lecture on blow outs & pockets	Proper Pen/Machine Procedure, lecture on blow outs & pockets	Proper Pen/Machine Procedure, lecture on blow outs & pockets	1
PMU 04	Needle Configuration & Sanitation	Needle Configuration & Sanitation	Needle Configuration & Sanitation	1
PMU 05	PowerPoint Presentation	PowerPoint Presentation	PowerPoint Presentation	1
PMU 06	Traditional Eye Brows, Video, Demonstration	Traditional Eye Brows, Video, Demonstration	Traditional Eye Brows, Video, Demonstration	1
PMU 07	Traditional Eye Liner, Video, Demonstration	Traditional Eye Liner, Video, Demonstration	Traditional Eye Liner, Video, Demonstration	1
PMU 08	Traditional Lips, Video, Demonstration	Traditional Lips, Video, Demonstration	Traditional Lips, Video, Demonstration	1
PMU 09	Student Simulated Practice	Student Simulated Practice	Student Simulated Practice	1.5
PMU 10		Powder Eye Brows, Hair Stoke Eye Brows, Video, Demonstration	Powder Eye Brows, Hair Stoke Eye Brows, Video, Demonstration	1
PMU 11		Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	Lash Enhancement Eye Liner, Designer Eye Liner, Video, Demonstration	1
PMU 12		Beautiful Lips Procedure, Faux Lips, Video, Demonstration	Beautiful Lips Procedure, Faux Lips, Video, Demonstration	1
PMU 13		Marketing PowerPoint Presentation	Marketing PowerPoint Presentation	1
PMU 14		Hands on – Students work on live models	Hands on – Students work on live models	16
PMU 15			Additional Hands on – Students work on live models	24
PMU 16			Marketing, Portfolio Building, Resumes	10
PMU 17			Areolas, Video, Demonstration	1
PMU 18			Corrections, Basic Removal	3
PMU 19			Blush	2
TOTAL HOURS	40	60	100	

Tuition & Fee Breakdown

Program	Clock Hours	Registration Fee	Book or Online seat fee	Supplies Fee	Tuition	Total Cost
Basic Permanent Makeup	40	\$100	\$100	\$0	\$2,100	\$2,300
Complete Permanent Makeup	60	\$100	\$100	\$0	\$3,000	\$3,200
Deluxe Permanent Makeup	100	\$100	\$100	\$300	\$3,495	\$3,995

Tools, Equipment and Technology Requirements

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

2 students per station, each station includes:

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

1 per 13 students supplies include:

- Sharps Containers
- Hospital Grade Disinfectant Container and Chemicals
- Blood Spill Kit
- Micro brush
- Sharps Container and Gloves
- A & D Ointment
- Cotton Rounds
- Machine
- Ink Cups
- Ink Cup Holder
- Bibs
- Bib Chain
- DiCide Wipes or Sani Cloth Wipes

Special Program Features

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

Liability Insurance

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

American Institute of Intradermal Cosmetics

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

Requirements for Graduates to Practice

There are no national requirements for graduates to practice permanent makeup and there are not currently any laws or regulations related to opening a permanent cosmetic makeup studio in Arizona. However, permanent makeup is regulated in other U.S. states by boards of cosmetology, state health departments, or other state entities. Therefore, it is each student's responsibility to learn the requirements to work as a Permanent Makeup Technician in the state in which they plan to practice before enrolling in training.

Graduate Employment Opportunities

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

Images Enterprises LLC does not guarantee job placement.

CONSTRUCTION AND LANDSCAPE TRAINING PROGRAMS

Landscape Essentials for Environmental Management

Program Description

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

Occupational Objective: Graduates will be prepared to obtain employment as an Outside Maintenance Worker, Gardener, Greens Keeper, Grounds Worker, Grounds/Maintenance Specialist, Utility Worker, and/or Grounds Maintenance Worker.

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

Course Titles	Classroom Hours	Lab Hours	Total Hours
Module 1: Orientation, Time Cards, Service Reports	2	0	2
Module 2: Drip Irrigation Components	2	4	6
Module 3: Automatic Valve Assemblies	2	4	6
Module 4: Backflow Assemblies	2	4	6
Module 5: Sprinkler System Components and Assemblies	2	4	6
Module 6: Job Site Water Management	1	0	1
Module 7: Irrigation Controllers, Programming, Troubleshooting	2	4	6
Module 8: Safety Videos	4	0	4
Module 9: Testing	2	2	4

Module 10: Power Tools	0	24	24
Module 11: Jobsite Interviews, Foreman Duties	2	0	2
Module 12: Ride on Lawn Mower	0	8	8
Module 13: Backing Up Landscape Trailers	0	5	5
Total	21	59	80

Course Descriptions

Module 1: Orientation, Time Cards, Services Reports 2 hours

What landscape supervisors need to know; how to properly fill out time cards and job cost; how to fill out service reports for jobs; principles of good landscape maintenance; qualities that make a good landscape lead.

Module 2: Drip Irrigation Components 6 hours

Using irrigation supplies; reading architect's and engineer's scales; measuring and interpreting dimensions to scale; troubleshoot irrigation systems and leaks; assemble irrigation system; test the system.

Module 3: Automatic Valve Assemblies 6 hours

How to troubleshoot a faulting valve; which valve assembly is right for each job; identify the valve and repair or replace; assemble an Automatic Valve Assembly; test the system.

Module 4: Backflow Assemblies 6 hours

How to assemble a backflow system; identify systems; troubleshoot; assemble; test the system.

Module 5: Sprinkler System Components and Assemblies 6 hours

Identify Sprinkler System Components; quiz on components; assemble a sprinkler system; test the sprinkler system and make repairs.

Module 6: Job Site Water Management 1 hour

State water requirements for irrigation and sprinkler systems; water management scales and schedules; water management reports.

Module 7: Irrigation Controllers, Programming, Troubleshooting 6 hours

Types of irrigation controllers; how to program them; quick references; troubleshoot the controllers; make repairs and reset.

Module 8: Safety Videos 4 hours

Each day starts with a safety video on job site safety and keeping the working environment safe to work.

Module 9: Testing 4 hours

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

Module 10: Power Tools 24 hours

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

power tool exam and safety techniques.

Module 11: Jobsite Interviews, Foreman Duties 2 hours

How to interview employees for the right job; what to look at in their resumes and applications; what is the Foreman duties and how to make sure the paperwork is done correctly.

Module 12: Ride-On Lawn Mower 8 hours

How to use ride on lawn mowers and push lawn mowers; how to clean them out; how to mow in direction for the best results; drive the ride on lawn mowers and load them.

Module 13: Backing Up Landscape Trailers 5 hours

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

Books

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

Graduation Requirements

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

Tuition & Fee Breakdown

Landscape Essentials for Environmental Management		
Registration Fee	Tuition	Total Cost
\$100	\$1,795	\$1,895

Tools, Equipment and Technology Requirements

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

1 per student

- Hand pruners
- Safety vest
- Gloves
- Safety glasses

1 per 2 students

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

Information on Practical Training

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

Requirements for Graduates to Practice

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

Graduate Employment Opportunities

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

Images Enterprises LLC does not guarantee job placement.

Forklift Operator

Program Description

The purpose of this program is to help students become a safe lift truck operator. This one-day course covers the safe operation of the most common type of forklift in use today: the sit down, counterbalanced forklift. Students review construction of the lift, inspection criteria, operational characteristics, load handling, center of gravity and the stability of the lift, fueling and general forklift information. This 6 clock-hour program meets the Federal OSHA Standard 29 CFR1910.178. Graduates receive a Certificate of Completion from Images Enterprises LLC.

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

Admission Requirements

A prospective student must meet the following requirements:

- ✓ Be at least 18 years of age
- ✓ Be able to read, write, speak and understand English

- ✓ Provide proof of High School Diploma or G.E.D or equivalent OR
- ✓ Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute
- ✓ Complete an interview

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

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

Course Descriptions

Safety Manual 2 hours

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

Fork Lift Practice 4 lab hours

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

Graduation Requirements

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

Tuition & Fee Breakdown

Forklift Operator		
Registration Fee	Tuition	Total Cost
\$100	\$100	\$200

Tools, Equipment and Technology Requirements

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

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

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

Information on Practical Training

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

Requirements for Graduates to Practice

There are no local or state requirements for graduates to practice. The OSHA Federal Regulation 29CFR1910.178, paragraph L, (6), Operator Training, Powered Industrial Trucks states that it is the employer's responsibility to train and evaluate each operator regardless of previous experience or prior training.

- It is the employer's responsibility to train, test, evaluate and authorize every one of their forklift operators.
- Training and Evaluation(s) are the employer's responsibility, regardless of previous experience or prior training.
 - Driving evaluation tests must be conducted and filed for each forklift operator for every forklift that they operate to include loaners, rentals or any new or used forklifts acquired.

Graduate Employment Opportunities

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

Images Enterprises LLC does not guarantee job placement.

Landscape Chemical Applicator

Program Description

This program provides students a thorough foundation in Chemical Application and enables them to sit for the Arizona Department of Agriculture CORE exam, C3 Ornamental & Turf exam and the C4 Right of Way exam. This program is offered in both online and in-person formats; in both formats, students learn through direct instruction, class discussion, demonstrations, watching instructional videos, reading course materials and completing homework assignments.

The total program cost includes Arizona Department of Agriculture application fee.

Exam fees are not included in tuition cost. Students may purchase the state exams directly from an approved testing facility. Graduates receive a Certificate of Completion from Images Enterprises LLC.

Occupational Objective: Graduates of this 120 clock hour program should be able to obtain licensure as a Certified Applicator by the Arizona Department of Agriculture, and acquire an entry-level position as a Landscape Chemical Applicator.

Admission Requirements

A prospective student must meet the following requirements:

- ✓ Be at least 18 years of age
- ✓ Be able to read, write, speak and understand English
- ✓ Provide proof of their High School Diploma or G.E.D. or equivalent OR
- ✓ Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute
- ✓ Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture
 - Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician
- ✓ Complete an interview

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

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

Course Descriptions

Orientation 2 Clock Hours

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

Prerequisites: Admission to the program.

Federal Pesticide Laws and Regulations, PPE, Pesticide Basics

40 Clock Hours

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

Prerequisites: Completion of Orientation.

CORE Review

38 Clock Hours

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

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

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

Chemical Applicator Exams Preparation

40 Clock Hours

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

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

Prerequisites: Successful completion of the CORE exam.

Books

- Eii course workbook by Jacqueline Fisher

Graduation Requirements

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

Tuition & Fee Breakdown

Landscape Chemical Applicator				
Registration Fee	Books	State Fees*	Tuition	Total Cost
\$100	\$50	\$75	\$2,515	\$2,740

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

Tools, Equipment and Technology Requirements

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

Requirements for Graduates to Practice

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

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

Graduate Employment Opportunities

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

Pest Control Technician

Program Description

This program provides students a thorough foundation in Chemical Application and enables them to sit for the Arizona Department of Agriculture CORE exam and basic pest control exam. This program is offered in both online and in-person formats; in both formats, students learn through direct instruction, class discussion, demonstrations, watching instructional videos, reading course materials and completing homework assignments.

The total program cost includes Arizona Department of Agriculture application fee. Exam fees are not included in tuition cost. Students may purchase the state exams directly from an approved testing facility. Graduates receive a Certificate of Completion from Images Enterprises LLC.

Occupational Objective: Graduates of this 160 clock hour program should be able to obtain licensure as a Certified Applicator by the Arizona Department of Agriculture, and acquire an entry-level position as a Pest Control Technician.

Admission Requirements

A prospective student must meet the following requirements:

- ✓ Be at least 18 years of age
- ✓ Be able to read, write, speak and understand English
- ✓ Provide proof of their High School Diploma or G.E.D. or equivalent OR
- ✓ Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute
- ✓ Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture
 - Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician
- ✓ Complete an interview

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

Course Title	Classroom Hours	Independent Study Hours	Total Hours
Orientation	2	0	2
Federal Pesticide Laws and Regulations, PPE, Pesticide Basics	28	12	40

CORE Review	12	26	38
Basic Pest Control	30	50	80
Total	72	88	160

Course Descriptions

Orientation 2 Clock Hours

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

Prerequisites: Admission to the program.

Federal Pesticide Laws and Regulations, PPE, Pesticide Basics 40 Clock Hours

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

Prerequisites: Completion of Orientation.

CORE Review 38 Clock Hours

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

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

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

Basic Pest Control 80 Clock Hours

Course covers Arizona General Pest Management, OPM laws and administrative rules, public health pest control, calibrations with mathematics, and prepares students to take the basic pest control exam for the National Pesticide Applicator Certification License. Instructor demonstration, PowerPoint presentations, training videos, group discussions are applied to the course. Topics include how to identify pests, anatomy of pests, how to remove pests, and pre-treatment of pest-infested areas.

Students learn how to mix chemicals, use equipment, application process, storage of chemicals and proper disposal of containers.

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

Prerequisites: Successful completion of the CORE exam.

Books

- Eii course workbook by Jacqueline Fisher

Graduation Requirements

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

Tuition & Fee Breakdown

Pest Control Technician				
Registration Fee	Books	State Fees*	Tuition	Total Cost
\$100	\$50	\$75	\$3,175	\$3,400

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

Tools, Equipment and Technology Requirements

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

Requirements for Graduates to Practice

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

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

Graduate Employment Opportunities

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

BUSINESS TRAINING PROGRAMS

Accounting & Bookkeeping with QuickBooks & Payroll Management

Program Description

This 160 clock-hour (4-week) program provides a thorough foundation in accounting and bookkeeping and enables students to perform basic and intermediate accounting and bookkeeping duties. This program is offered in both online and in-person formats; in both formats, students will learn through direct instruction, class discussion, demonstrations, watching instructional videos, reading course materials and completing homework assignments. Graduates receive a Certificate of Completion from Images Enterprises LLC.

Course does not include QuickBooks Certification exam, student may purchase QuickBooks Certification exam directly from any Certiport Testing Facility.

Online format: Students have up to 6 months to complete the program. At the conclusion of their coursework, students may take the QuickBooks exam at any Certiport authorized testing facility, including Images Enterprises, Inc. QuickBooks certification will be awarded only after passing the Certiport certification exam. Passing the Certiport QuickBooks exam is not required to graduate from the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in QuickBooks Software from Images Enterprises, LLC.

Occupational Objective: Graduates will be prepared to obtain an entry-level accounting and bookkeeping position, such as Accounting Assistant, Financial Clerk, Bill and Account Collector,

Billing and Posting Clerk, Bookkeeping, Accounting and Auditing Clerk, or Payroll & Timekeeping Clerk.

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

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

Course Descriptions

Orientation 1 hour
 Students are welcomed to the program and informed of the program format, content, schedule, and expectations.

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

QuickBooks 1 40 hours
 Students learn QuickBooks hands-on by utilizing the QuickBooks Pro Software. Students will become familiar with QuickBooks and learn how to set up a new company and enter and manage employees, salaries, benefits, etc.

QuickBooks 2

40 hours

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

Payroll Management

36 hours

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

Resume Building

4 hours

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

Book and Supplies

- Eii Manual by Jacqueline Fisher or online seat fee
- Workbook by Jacqueline Fisher
- QuickBooks Study Guide by Certiport
- Calculator
- QuickBooks 2015 Pro 365 Downloadable Software (software is good for 365 days)

Graduation Requirements

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

Tuition & Fee Breakdown

Accounting & Bookkeeping with QuickBooks & Payroll Management				
Registration Fee	Manual or Online Seat Fee	Books & Supply Fee	Tuition	Total Cost
\$100	\$100	\$300	\$3,950	\$4,450

Tools, Equipment and Technology Requirements

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

Information on Practical Training

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

Requirements for Graduates to Practice

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

Graduate Employment Opportunities

Graduates will be prepared to obtain entry-level employment in any business office that requires the performance of accounting, bookkeeping and/or payroll duties. Example companies include those in property management and real estate, retail, business services, charter and public schools, hotels and resorts.

Construction Office Administrator with Microsoft Office Specialist Training

Program Description

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

After a two-hour on-campus orientation, students receive 78 hours of training in an online, self-paced format. Upon completion of the online courses, students come to campus for 120 hours (3 weeks) of Microsoft Office software training followed by 200 hours (5 weeks) of in-person training and skills practice in a simulated real-world setting. Throughout the program, students will learn through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials and completing homework assignments.

Students have up to 6 months to complete the program. At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, Inc. Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam. Passing the Certiport MOS exam is not required to graduate from the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in Microsoft Office Software from Images Enterprises, LLC.

Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.

Occupational Objective: Graduates of this 400 clock hour program should be able to obtain a position as an entry-level Administrative Assistant in the construction industry.

Admission Requirements

A prospective student must meet the following requirements:

- ✓ Be at least 18 years of age
- ✓ Be able to read, write, speak and understand English
- ✓ Provide proof of High School Diploma or G.E.D or equivalent OR

- ✓ Pass the Wonderlic ATB test with a score of 12 or more administered by the Institute
- ✓ Complete an interview

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

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

Course Descriptions

Orientation 2 Clock Hours

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

Prerequisites: Admission to the program

Introduction 1 Clock Hour

This online course introduces students to the role of the Office Manager in the construction industry. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

Construction Office Vocabulary 12 Clock Hours

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

Prerequisites: Completion of Introduction

Front Desk Essentials 12 Clock Hours

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

Prerequisites: Completion of Construction Office Vocabulary

Office Administration Essentials 25 Clock Hours

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

Prerequisites: Completion of Front Desk Essentials

Construction Office Essentials 28 Clock Hours

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

Prerequisites: Completion of Office Administration Essentials

2016 Microsoft Office Specialist (MOS) Training 120 Clock Hours

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

Prerequisites: Completion of Construction Office Essentials

Construction Office Administration with QuickBooks 200 Clock Hours

Students practice and build upon their newly-acquired construction office administration skills and knowledge in the classroom and in a simulated office setting. Students learn the basics of QuickBooks Pro Software, including costing, coding, direct deposit, payroll and taxes, and gain a more in-depth understanding of job costing, job estimates, blue print reading and more.

Books and Supplies

- Eii course manual and workbook by Jacqueline Fisher
- Microsoft Office Specialist (MOS) book by Pearson
- Blue Print cut sheets

- Arizona Registrar of Contractors rules and regulations cut sheets by AZROC
- Estimating take off forms and Prevailing Wage forms
- USB Drive

Graduation Requirements

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

Tuition & Fee Breakdown

Registration Fee	Books	Tuition	Total Cost
\$100	\$450	\$4,850	\$5,400

Tools, Equipment and Technology Requirements

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

Graduate Employment Opportunities

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

Payroll Clerk with Microsoft Office Specialist Training

Program Description

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

After a two-hour on-campus orientation, students receive 78 hours of training in an online, self-paced format. Upon completion of the online courses, students come to campus for 120 hours (3 weeks) of Microsoft Office software training followed by 120 hours (3 weeks) of in-person training and skills practice in a simulated real-world setting. Throughout the program, students will learn through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials and completing homework assignments. Students have up to 6 months to complete the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in Microsoft

Office Software from Images Enterprises, LLC.

Students have up to 6 months to complete the program. At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, Inc. Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam. Passing the Certiport MOS exam is not required to graduate from the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in Microsoft Office Software from Images Enterprises, LLC.

Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.

Occupational Objective: Graduates of this 320 clock hour program should be able to obtain a position as an entry-level Payroll Clerk.

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

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

Course Descriptions

Orientation 2 Clock Hours

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

Prerequisites: Admission to the program

Introduction 1 Clock Hour

This online course introduces students to the role of the Payroll Clerk in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

Payroll Clerk Vocabulary 12 Clock Hours

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

Prerequisites: Completion of Introduction

Payroll Clerk Essentials 40 Clock Hours

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

Prerequisites: Completion of Payroll Clerk Vocabulary

Contract Labor and QuickBooks Payroll Essentials 25 Clock Hours

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

Prerequisites: Completion of Payroll Clerk Essentials

2016 Microsoft Office Specialist (MOS) Training 120 Clock Hours

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

Prerequisites: Completion of Contract Labor and QuickBooks Payroll Essentials

Payroll Clerk Administration 120 Clock Hours

In this three-week on-campus course, students build upon and practice their newly-acquired Payroll Clerk skills and knowledge in a simulated office setting.

Books

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

Graduation Requirements

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

Tuition & Fee Breakdown

Registration Fee	Books	Tuition	Total Cost
\$100	\$300	\$3,120	\$3,520

Tools, Equipment and Technology Requirements

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

Graduate Employment Opportunities

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

Administrative Assistant with Microsoft Office Specialist Training

Program Description

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

After a two-hour on-campus orientation, students receive 78 hours of training in an online, self-paced format. Upon completion of the online courses, students come to campus for 120 hours (3 weeks) of Microsoft Office software training followed by 120 hours (3 weeks) of in-person training and skills practice in a simulated real-world setting. Throughout the program, students will learn

through variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials and completing homework assignments. Students have up to 6 months to complete the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in Microsoft Office Software from Images Enterprises, LLC.

Students have up to 6 months to complete the program. At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Images Enterprises, LLC. Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam. Passing the Certiport MOS exam is not required to graduate from the program. Graduates receive a Certificate of Completion from Images Enterprises, LLC, as well as a Certificate of Qualification in Microsoft Office Software from Images Enterprises, LLC.

Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.

Occupational Objective: Graduates of this 320 clock hour program should be able to obtain a position as an entry-level Administrative Assistant, Front Desk Clerk or Office Clerk.

Admission Requirements

A prospective student must meet the following requirements:

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

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

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Administrative Assistant Vocabulary	12
Front Desk Essentials	40
Office Administration Essentials	25
2016 Microsoft Office Specialist (MOS) Training	120
Office Administration	<u>120</u>

Total Program Clock Hours	320
---------------------------	-----

Course Descriptions

Orientation 2 Clock Hours

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

Prerequisites: Admission to the program

Introduction 1 Clock Hour

This online course introduces students to the role of the Administrative Assistant in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

Administrative Assistant Vocabulary 12 Clock Hours

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

Prerequisites: Completion of Introduction

Front Desk Essentials 40 Clock Hours

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

Prerequisites: Completion of Administrative Assistant Vocabulary

Office Administration Essentials 25 Clock Hours

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

Prerequisites: Completion of Front Desk Essentials

2016 Microsoft Office Specialist (MOS) Training 120 Clock Hours

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

Prerequisites: Completion of Office Administration Essentials

Office Administration 120 Clock Hours

In this three-week on-campus course, students build upon and practice their newly-acquired Administrative Assistant skills and knowledge on campus in a computer lab setting.

Books

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

Graduation Requirements

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

Tuition & Fee Breakdown

Registration Fee	Books	Tuition	Total Cost
\$100	\$300	\$3,120	\$3,520

Tools, Equipment and Technology Requirements

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

Graduate Employment Opportunities

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

APPLICATION, ADMISSION & ENROLLMENT

Application Process

- a) Complete an admissions application.
- b) Take the Wonderlic test (if required)
- c) Complete a personal interview with an admissions representative/program director
- d) Receive, read and sign all required pre-enrollment disclosures
 - School Catalog
 - Enrollment Agreement
 - Financial arrangement to cover tuition and fees

Admission Exam

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

Admission Decision

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

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

Enrollment

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

Re-Enrollment and Re-Admission

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

Statement of Non-Discrimination

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

Payment Options

All students may pay the total charges for their program by cash, credit card or check. The Institute does not offer scholarships, but tuition discounts are available as follows:

- Basic Permanent Makeup: After payment of the \$100 registration fee, students may make a payment of \$1650 due with signing of the enrollment agreement and receive a tuition discount of \$550.
- Complete Permanent Makeup: After payment of the \$100 registration fee, students may make a payment of \$2600 due with signing of the enrollment agreement and receive a tuition discount of \$500.
- Accounting & Bookkeeping with QuickBooks and Payroll Management: After payment of the \$100 registration fee, students may make a payment of \$3350 due with signing of the enrollment agreement and receive a tuition discount of \$1000.
- Construction Office Administrator with MOS Training: After payment of the \$100 registration fee, students may make a payment of \$4800 due with signing of the enrollment agreement and receive a tuition discount of \$500.
- Payroll Clerk with MOS Training: After payment of the \$100 registration fee, students may make a payment of \$2900 due with signing of the enrollment agreement and receive a tuition discount of \$520.
- Administrative Assistant with MOS Training: After payment of the \$100 registration fee, students may make a payment of \$2900 due with signing of the enrollment agreement and receive a tuition discount of \$520.
- All Programs: Eligible members of the military veterans and service members may receive 10% military discount. Veterans, service members and their spouses qualify for 10% discount.

The Institute does not offer state or federal financial aid programs. All students are offered the option.

CANCELLATION AND REFUND POLICY

Cancellation and Refund Policy for the following programs:

- Basic Permanent Makeup
- Complete Permanent Makeup
- Deluxe Permanent Makeup
- Landscape Essentials for Environmental Management
- Landscape Chemical Applicator
- Pest Control Technician
- Forklift Operator

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

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

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, *less the registration fee of \$100.*

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the Institute after the commencement of classes is to provide written notice to the Director of the Institute. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the

- student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (*less the registration fee of \$100*)
 - B. After the commencement of classes, the in class tuition refund (*less the registration fee of \$100 and any state application fee of \$75*) amount shall be determined as follows:

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

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

Books, supplies and fees: Books, materials or supplies returned to the school in new, unopened and unused condition within 10 days of the notice of cancellation will be refunded. Any books, materials or supplies not returned in new, unopened and unused condition within the 10-day return period will not be refunded, and their cost will be deducted from any refund that may be due.

For the Landscape Chemical Applicator and Pest Control Technician programs, the State Application fee of \$75 is nonrefundable. The Institute does not have any control over Arizona Department of Agriculture approval process and that the application, enrollment, and training are on good faith of the student’s disclosure of background. In the event, the State does not approve the application and exam, training will terminate and the refund policy will apply.

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

Cancellation and Refund Policy for the following programs:

- Accounting & Bookkeeping with QuickBooks & Payroll Management
- Construction Office Administrator with Microsoft Office Specialist Training
- Payroll Clerk with Microsoft Office Specialist Training
- Administrative Assistant with Microsoft Office Specialist Training

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

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

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, *less the registration fee of \$100.*

Refund after the commencement of classes:

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

4. Tuition charges/refunds:
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition including exam fees (*less the registration fee of \$100*)
 - B. After the commencement of classes, the in class tuition refund (*less the registration fee*) amount shall be determined as follows:

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

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

Books, supplies and fees: Books, materials or supplies returned to the school in new, and unused condition within 10 days of the notice of cancellation will be refunded. Any books, materials, or supplies not returned in new, unopened and unused condition within the 10-day return period will not be refunded, and their cost will be deducted from any refund that may be due.

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

STUDENT SERVICES

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

The school does not offer placement assistance. While the school may assist in job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

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

SCHOOL POLICIES

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

Attendance Policy

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

Course Incompletes

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

Customer Service

All students may contact customer service about any question or issue by emailing support@eittraining.com.

Dress Code

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

Grading System

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

The Grading Scale is as follows:

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

Grievance Procedure

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

Informal Process

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

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

Formal Process

Only after the informal process is exhausted and the student remains unsatisfied should the student submit their complaint through the formal process. To do so, the student must submit a written complaint to the School Director. Any formal complaints shall include a description of the specific allegations and the desired remedy, accompanied by any available documentary evidence and statements from other parties and witnesses.

- 1) The School Director shall respond in writing that a complaint has been received within two (2)

business days of receipt, acknowledging receipt of the complaint and either responding to the complaint immediately or requesting two (2) business days to investigate and respond to the complaint.

- 2) All formal (written) complaints will be recorded into the institution's official log. After the investigation is complete, but no later than two (2) business days after receipt of the complaint, the institution shall respond to the complaint.

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

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

Leave of Absence

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

Make-Up Work

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

Probation

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

Satisfactory Academic Progress

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

Student Code of Conduct

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

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

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

Termination Policy

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

Withdrawal after Commencement of Classes

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

IMPORTANT INFORMATION

Academic Calendar

The Institute has an open enrollment period and start dates are assigned based upon the number of students enrolled. Dates are subject to change.

Basic Permanent Makeup	Start Date	End Date
40 clock hours	1/15/2018	1/16/2018

	6/11/2018	6/12/2018
	10/15/2018	10/16/2018

Complete Permanent Makeup	Start Date	End Date
60 clock hours	1/15/2018	1/16/2018
	6/11/2018	6/12/2018
	10/15/2018	10/16/2018

Deluxe Permanent Makeup	Start Date	End Date
100 clock hours	1/15/2018	1/19/2018
	1/29/2018	2/2/2018
	2/12/2018	2/16/2018
	2/26/2018	3/2/2018
	3/12/2018	3/16/2018
	3/26/2018	3/30/2018
	4/9/2018	4/13/2018
	4/23/2018	4/27/2018
	5/14/2018	5/18/2018
	5/28/2018	6/1/2018
	6/11/2018	6/15/2018
	6/25/2018	6/29/2018
	7/9/2018	7/13/2018
	7/23/2018	7/27/2018
	8/6/2018	8/10/2018
	8/20/2018	8/24/2018
	9/3/2018	9/7/2018
	9/17/2018	9/21/2018
	10/1/2018	10/5/2018
	10/15/2018	10/19/2018
	10/29/2018	11/2/2018
	11/12/2018	11/16/2018
	12/3/2018	12/7/2018
	12/17/2018	12/21/2018

Landscape Essentials for Environmental Management	Start Date	End Date
80 clock hours	3/19/2018	3/30/2018
	9/17/2018	9/28/2018

Forklift Operator	Start Date	End Date
6 clock hours	1/20/2018	1/20/2018
	2/17/2018	2/17/2018
	3/24/2018	3/24/2018
	4/21/2018	4/21/2018

	5/19/2018	5/19/2018
	6/23/2018	6/23/2018
	7/21/2018	7/21/2018
	8/18/2018	8/18/2018
	9/22/2018	9/22/2018
	10/20/2018	10/20/2018
	11/17/2018	11/17/2018
	12/22/2018	12/22/2018

Landscape Chemical Applicator	Start Date	End Date
120 clock hours	1/2/2018	1/26/2018
	2/5/2018	3/1/2018
	3/5/2018	3/30/2018
	4/2/2018	4/27/2018
	5/7/2018	6/1/2018
	6/4/2018	6/29/2018
	7/2/2018	7/27/2018
	8/6/2018	8/31/2018
	9/1/2018	9/28/2018
	10/1/2018	10/26/2018
	11/5/2018	11/30/2018
	12/3/2018	12/28/2018

Pest Control Technician	Start Date	End Date
160 clock hours	1/2/2018	1/26/2018
	2/5/2018	3/1/2018
	3/5/2018	3/30/2018
	4/2/2018	4/27/2018
	5/7/2018	6/1/2018
	6/4/2018	6/29/2018
	7/2/2018	7/27/2018
	8/6/2018	8/31/2018
	9/1/2018	9/28/2018
	10/1/2018	10/26/2018
	11/5/2018	11/30/2018
	12/3/2018	12/28/2018

Accounting & Bookkeeping with QuickBooks & Payroll Management	Start Date	End Date
160 clock hours	1/2/2018	1/26/2018
	2/5/2018	3/1/2018
	3/5/2018	3/30/2018
	4/2/2018	4/27/2018
	5/7/2018	6/1/2018

	6/4/2018	6/29/2018
	7/2/2018	7/27/2018
	8/6/2018	8/31/2018
	9/1/2018	9/28/2018
	10/1/2018	10/26/2018
	11/5/2018	11/30/2018
	12/3/2018	12/28/2018

Payroll Clerk with Microsoft Office Specialist Training	Start Date	End Date
320 clock hours	1/1/2018	1/19/2018
	3/5/2018	3/23/2018
	6/4/2018	6/22/2018
	9/3/2018	9/21/2018

Construction Office Administrator with Microsoft Office Specialist Training	Start Date	End Date
400 clock hours	1/1/2018	2/2/2018
	3/5/2018	4/6/2018
	6/4/2018	7/6/2018
	9/3/2018	10/5/2018

Administrative Assistant with Microsoft Office Specialist Training	Start Date	End Date
320 clock hours	1/1/2018	1/19/2018
	3/5/2018	3/23/2018
	6/4/2018	6/22/2018
	9/3/2018	9/21/2018

Change of Address

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

Class Schedules

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

The Institute reserves the right to cancel a class due to insufficient registration. If we cancel a class due to low enrollment or other reasons, you will be notified by phone before the class start date, and

we will automatically issue a school credit to the student's account or refund any monies paid toward to the class.

Description of Educational Delivery System

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

Faculty

Jacqueline Fisher	Permanent Makeup Programs, Business Programs
Vera Talbot	Permanent Makeup Programs
Michael Berry	Construction and Landscape Programs
Chris Fisher	Construction and Landscape Programs
Jeremy Rochester	Business Programs, Construction and Landscape Programs
Jason Riggs	Construction and Landscape Programs
Christopher Fisher	Construction and Landscape Programs

Holidays 2018

New Year's Day	January 1
Martin Luther King Jr. Day	January 15
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Holiday	November 22 and 23
Christmas Holiday	December 24 and 25

Inclement Weather

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

Institution Ownership & Management

Member/Owner	Administrative Assistant
School Owner & Director	
Program Director - PMU	
Program Director - Construction	
Administrative Assistant	

J
a
c
q
u
e
l
i
n
e
F
i
s
h
e
r
—
1
0
0
%
J
a
c
q
u
e
l
i
n
e
F
i
s
h
e
r
J
a
c
q
u
e
l
i
n
e
F

isher
Chris Fisher
Vera Talbot
Michael Berry

Previous Training

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

Reservation of Rights

The Institute reserves the right to:

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

Student Records

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

Statement of Licensing

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

Statement of Non-Accreditation

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

Training, Facilities and Equipment

Classes are instructed by certified professionals. All classes include demonstration, study and practice in an environment appropriate for the field of training. The facilities and equipment are in compliance with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.