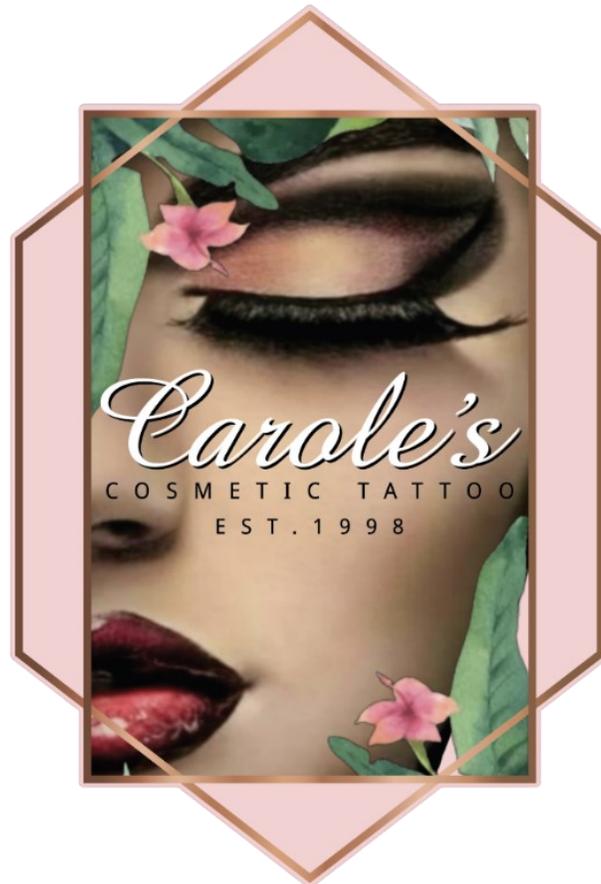


Be your own kind of

*Marvelous*



**Cosmetic Tattoo Training**

@

*Carole's*

**(503) 646-5478**

[www.carolescosmetictattoo.com](http://www.carolescosmetictattoo.com)

[IG:@carolescosmetictattoos](https://www.instagram.com/carolescosmetictattoos)

# Carole's Cosmetic Tattoo

## 2024 School Catalog - Third Edition

Effective 1/01/2024 – 1/01/2025



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Carole's Cosmetic Tattoo, LLC

4588 SW 103<sup>rd</sup>, Beaverton, OR 97005, (503).646.5478 [www.carolescosmetictattoo.com](http://www.carolescosmetictattoo.com)

# In Honor of Carole

Carole Varsandar was the previous owner of SherDonn Institute of Electrolysis & Thermolysis Inc. dba Carole's Cosmetic Tattoo since 1998. She previously owned and operated Carole's Beauty & Tan in addition to having a bachelor's degree in teaching. She taught overseas and at Beaverton High School prior to embarking on her entrepreneurial ventures. During the Covid-19 Pandemic, Carole unexpectedly passed away. Heather Parish has been a Graduate, Artist, and volunteer Instructor for 20 years. Heather was offered a lifetime opportunity to embark on an exciting journey to honor Carole by continuing her Legacy and love of Educating others within the Permanent Cosmetic Tattoo Industry. Education has always been important to Carole. Heather's desire to pay it forward and give others the information and skills needed to provide them with a rewarding career opportunity was a major factor into the reasons she volunteered for Carole and took a leap of faith to take over Carole's Cosmetic Tattoo.



## What are Permanent Cosmetics?

Unlike temporary cosmetics, Permanent Makeup aka Cosmetic Tattooing, Microblading, or Micropigmentation is the process of implanting small particles of mineral pigments that deposits the color into the dermis to achieve the illusion of makeup or skin tones, making it part of the skin itself. It is adding or creating what was naturally or unnaturally given to you. It employs both science and art and has been used for years by Plastic and Cosmetic Surgeons, Ophthalmologists, and Dermatologists. Permanent makeup tattoos may be done with traditional tattoo coil, pen, or rotary machines or with one of several manual tattoo devices. This is a wonderful career because of the limitless potential it has to offer within this fast-growing industry. Imagine having makeup that stays with you 24 hours a day...beauty that will not wash off. Wake up with Make-up!

Treat yourself to **EYEBROWS**. Tired of eyebrow pencils that smudge? Now you can enjoy the same look with cosmetic tattooing. You can choose from a wide range of shades to create a look that is natural, bold, ombre, or in 3-D, which cannot be detected as anything else but makeup.

How about **EYELINER**. Feel undressed without your eyeliner? Afraid to go swimming or wake up in the morning looking totally naked? With cosmetic tattooing a fine, natural, or permanent line can be created to follow the lash line. Color and thickness can be individualized for each person. Why not have a totally carefree face?

Treat yourself to **LIPLINER**. This is fantastic for the not-so-perfect shaped lips, or lips that bleed with red lipstick. Cosmetic Tattooing is for the busy person who has little time for preparation and for those who would like the natural look, 24 hours a day. It can enhance your natural beauty or repair nature's mistakes.



**\$50 OFF**

**"Wake up with Makeup"**  
Eyebrows, Eyeliner & Lipliner

*New Clients Only – One per Customer  
Call today for this Excellent Discount!  
Expires December 31st*

**Call NOW to schedule a FREE consultation  
to see if this is the Career for You!**

***Carole's Cosmetic Tattoo***

**4588 SW 103rd. Ave. Beaverton, OR 97005**

**[www.carolescosmetictattoo.com](http://www.carolescosmetictattoo.com)**

**(503)-646-5478**





**Program Course & Price Change is EFFECTIVE 6/01/2024 - 6/01/2025**

# Carole's Cosmetic Tattoo

## **TUITION OPTIONS & CHOICES**

Each Tuition Program includes the choice to choose the desired tuition, payment plan, and area of training within the scope of Cosmetic Tattooing, Fine Line Tattooing, and/or Paramedical Tattooing (3D Areola Restoration, Scar Revision, & Stretch Mark Revision). Choose from four (4) Educational options. The Oregon Tattoo Curriculum consists of a total of 360 Hours. There are 210 Theory Hours and 150 Practical Hours, + 50 procedures. Each Option has a Kit that is used during classroom training and for homework assignments. All supplies will be provided for every client/model for the student. A Machine is **NOT** provided. in the kits except for THE MASTER course. However, you may add one to your Tuition for \$150.00 (*when supplies available*). Machines are provided during classroom practical training that remain on the premises and are not loaned outside of class. **Financing is available to those who qualify.** .) *If installments towards tuition default, a HOLD will be put on the student's instruction until payment + late fees are up to date. A diploma of graduation will not occur until all fees and late fees are paid in full and the required 360 hours curriculum is completed.. However, a transcript of the hours that have been completed is available if the student withdraws. If tuition installments default, the course will be placed on HOLD until all fees and late fees are paid in full. Financing is offered with a financial agreement made between the student and the school + 10% interest. If a student decides to withdraw from school due to financial hardship, the Hours completed will be provided with a transcript to apply at another school to complete the remainder of the course hours at their cost, but a refund may not be awarded.) {See Refund policies page 11 & 33}*

### **THE BASICS: TUITION \$9000** – *Minimum Deposit of \$1500 - Three to Nine monthly installments available*

For instance, the student may choose to learn & focus to hone their skillset with just **ONE** of the items below;

\*Everything Eyeliner \*Beautiful Brows \*Lucious Lips \*Tiny Tattoo \*Paramedical Tattoos

### **THE ADVANCED: TUITION \$10,000** – *Minimum Deposit \$2000 – Three to Nine monthly installments available*

*Includes two (2) specific specialties of student's choice to learn & focus to hone their skillset with choices below;*

\*Beautiful Brows & Tiny Tattoos \*Beautiful Brows & Lucious Lips \*Beautiful Brows & Everything Eyeliner

\*Everything Eyeliner & Tiny Tattoos \*Everything Eyeliner & Lucious Lips

\*Lucious Lips & Everything Eyeliner \*Lucious Lips & Tiny Tattoos \*

Beautiful Brows & Paramedical Tattoos \*Lucious Lips & Paramedical Tattoos

\*Everything Eyeliner & Paramedical Tattoos \*Tiny Tattoos & Paramedical Tattoos

### **THE PRO: TUITION \$11,000** – *Minimum Deposit of \$2500 – Three to Nine monthly installments available*

*Includes three (3) specific specialties of the student's choice such as;*

\*Beautiful Brows, Everything Eyeliner, Lucious Lips \*Beautiful Brows, Tiny Tattoos & Lucious Lips

\*Beautiful Brows, Tiny Tattoo's & Everything Eyeliner \*Beautiful Brows, Tiny Tattoos & Paramedical Tattoos

\*Everything Eyeliner, Tiny Tattoos & Lucious Lips \*Everything Eyeliner, Tiny Tattoos & Paramedical Tattoos

### **THE EXPERT: TUITION: \$12,000** – *Minimum deposit \$3000 – Three to Eleven monthly Installments available*

**YES! TEACH ME EVERYTHING !! Includes learning basics of each specialty below:**

Beautiful Brows, Everything Eyeliner, Lucious Lips, Paramedical Tattoos, & Tiny Tattoos.

✿ **Includes a Master Kit & Machine**

### **CONTINUED EDUCATION FOR LICENSED TATTOO ARTISTS:** - *Minimum price is \$150 per hour.*

*Choose any of these areas of specialties or a combination of specialties to achieve the Continued Education Hours needed.*

✦ **Areola Restoration** ✦ **Scar Revision** ✦ **Li-FT Training** ✦ **Eyeliner**

✦ **Brows** ✦ **Brow Mapping** ✦ **Lip Blush** ✦ **Fine Line Tattooing**

### **SCHEDULE BY APPOINTMNT ANY BELOW:**

⚡ **One on One 5 hours CEU's with a client** and the procedure = **\$750 (save \$150)**

⚡ **The minimum required CEU's in a classroom setting for 5 hours of CEU's = \$695 (save \$205)**

⚡ **10 Hours of CEU's of interest = \$1350 (\$150 savings)**

⚡ **10 Hours CEU's of interest with a client** and the procedure = **\$1500 (\$750 savings)**

Ⓜ *Models are not provided by the school. Students provide their own model for the specialty & procedure of CEU's desired.*

# *Carole's Cosmetic Tattoo*

## **COURSE SCHEDULE**

### *Week One*

- \*History of Tattooing
- \*Safety, Sterilization & Sanitation
  - General Cleanliness of Shop
  - Preparation/set up for clients
  - Proper clean up after a procedure
  - Proper storage & labeling of supplies
  - How to use an autoclave
- \*Equipment & Supplies (List of Suppliers)
- \*Consultations – How to explain cosmetic tattooing to your client (Instructional Videos & Demonstrations)
- \*Before and After Care Instructions
- \*Rules & Laws of Oregon – We are licensed Cosmetic Tattoo Artists & must know the Rules & Laws thoroughly
- \*Videos on sterilization, consultations, Rules & Laws, Bacteriology & Dermatology, Medical Issues, Skin Issues
- \*Videos on professionalism – How to act and be a professional and give the best service we can to the public

### *Week Two*

- \*Videos/DVD'S on Consultations & Where to Purchase them for your Studio
- \* Explanation on the tattoo machine and how it works. There are several different types of machines used in our industry – explain the rotary pen tools, the rotary Revolution machine, and the coil machine. All the machines do the same. They implant pigment into the dermal layer of the skin.
- \* Explanation of the various needle sizes. How and when to use them.
- \*Teaching the proper storage of needle bars and how to dispose of the needles after use. Differences and uses of Microblade Tools.
- \*After learning about the various machines, you receive HANDS ON experience. The machines you will work on several types of Latex, practicing eyeliners, eyebrows, and lip liners.
- \*Why it is important to create different eyeliners, eyebrows and lipliners for everyone. Some people like very thin, or eyelash enhancement, or thick eyeliners; some people like hair strokes, Microblading, or a 3D Brow, Ombre Brow, or a more solid powdery smudged ombre Brow. Some people are looking for a very natural soft lipliner instead of a lined look, or a soft thicker Lipliner Blend into the Lips, or a Full Lip Fill or Lip Blush. We need to listen and meet each client's needs; however, you are the professional and must determine the best look for the client within reason (unless it is too ridiculous & unnatural looking).
- \*Practicing Hands on Latex, teaching placement of the design. You need to know various eyebrow shapes and who to use each shape on different face styles, how to draw an eyebrow shape with pencil. Learn how to design specific shapes for eyeliner, lips, lipliners and their thickness and how to correct nature's mistakes. Design and proper placement of the design to match the individual's face is particularly important.

# COURSE SCHEDULE

## Week Three

- \*Teaching basic color theory and where to purchase various pigments & colors.
- \*Teaching the mixing of the colors together to create a color suitable for everyone
- \*There are now some fabulous, premixed colors available that are great for eyebrows that help take away the guess work. You will be provided a list of where to purchase these premixed colors.
- \*Client Handling – teaching you how to answer all the questions our clients ask us since this is still a growing service to the public.
- \*Give one another complete consultations from beginning to end. Learning how to manage even the most difficult of clients. Sometimes a RED FLAG comes up and you will learn to detect when you may not want to do any cosmetic tattooing on that type of individual. Teaching you to recognize these individuals because they will never be satisfied.
- \*Discussions on several anesthetics you can use on the skin and teaching you when you may not be able to use an anesthetic on an individual.
- \*The healing process – reactions & allergies. It is important to have everyone in for a consultation. This will help you to decide the price and when to schedule a patch test if needed. More practice with various machines on several types of Latex skin.

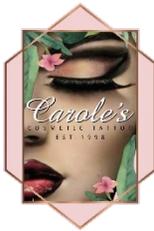
## Week Four

- \*Business Management – How to advertise, social media & how to network with others. Licensing, Corporations, Taxes, Legalities, Bookkeeping, Client Records, Financials, Forms, Filing & Tracking Systems, Business Costs.
- \*Setting up your own business – do you wish to be self-employed, or do you wish to be working for someone else? The pros and cons to each. Teaching you everything you need to know about the business.
- \*Client Handling – Making your client feel as comfortable as he or she can be. Learning how to put your client at ease and managing difficult clients.
- \*Teaching Occupational Safety & Health Administration (OSHA) Regulations & Center for Disease Control (CDC) Guidelines – Teaching Federal Regulations – National Institute for Occupation Safety and Health (NIOSH)
- \*Teaching about both HIV and HBV and taking all universal precautions to prevent anyone from coming into contact with either HIV or HBV
- \*Hands on Experience with Fruit, Leather, Various Latex so that you will learn the proper handling and techniques every time you practice so that you will be able to work on the outside public.

## Week Five

- \*More Information on Business – Location, Finding Space, Advertising, Insurance (where to purchase), Samples of Handouts for Release forms, Client History Cards, Pre-Procedure Instructions & Aftercare Instructions. Inventory.
- \*The importance of joining various national organizations
- \*More about color – we are implanting colors on skin not on a canvas. Therefore, colors turn out much different in human skin. When to use and not to use an assortment of colors. Various skin tones take colors very differently. Patch Test.
- \*More about sterilization, safety, and sanitation. Use of Sharps Container. We can never be too clean or too careful.





# Carole's Cosmetic Tattoo

4588 SW 103<sup>rd</sup> Ave. Beaverton, OR 97005  
(503)-646-5478 Message Only (503) 810-2220 Text/Call

## Student Enrollment Information

Program for Permanent Color Tattoo, Tattoo Artist Education in Oregon

Please provide a copy of your State Issued Driver's License/I.D., Social Security Card, & Diploma/GED

**Full Name:**

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

**Address:**

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

**City**

**County**

**State**

**ZIP Code**

**Phone:**

TEXT OK: YES  NO  Alternate Phone:: \_\_\_\_\_

**Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_ ID#/DRIVERS LICENSE# \_\_\_\_\_

**Male/Female:** M  F  NA

**SS#**

- -

**School ID #** CCTS-2178-

(Circle Which Applies) Single/Married/Partner/Widowed

**RACE:** (A) Hispanic or Latino (B) Native American or Alaskan Native (C) Asian (D) Native Hawaiian or Pacific Islander (E) African American (F) Caucasian; NATIONAL ORIGIN: \_\_\_\_\_ or ETHNICITY \_\_\_\_\_

**Veterans Status:** \_\_\_\_\_ **Disability Status:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Tuition:**\$ \_\_\_\_\_ **Promo:** \_\_\_\_\_ **Down Payment:** \$ \_\_\_\_\_ **Balance Due:**\$ \_\_\_\_\_ **Installment?** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

### STUDENT HIGH SCHOOL/GED/EQUIVELANCY EDUCATION

**Years Attended:** \_\_\_\_\_ **School ID#:** \_\_\_\_\_

**YEAR**

**GED/DIPLOMA:**

**ACHIEVED:**

**School Name:**

**Address:**

**City & State:**

**County:**

**School District:**

**NCES Code:**

### EMERGENCY CONTACT INFORMATION

**Emergency Contact:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**(OFFICE NOTES):**

I Hereby sign this Application for Enrollment & have had an appointment for an Interview with the Director of Carole's Cosmetic Tattoo, LLC:

\_\_\_\_\_  
Signature

8

\_\_\_\_\_  
Date

# *Carole's Cosmetic Tattoo*

## ENROLLMENT AGREEMENT

STUDENTS NAME: \_\_\_\_\_  
 STUDENTS SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ MESSAGE PHONE: \_\_\_\_\_

NAME OF PROGRAM: **PERMANENT COLOR/TATTOO ARTIST**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

*If a "PROMOTIONAL DISCOUNT" is offered, this means a specified amount of money to be deducted at the time of enrollment from the costs associated with an instructional program, according to a specified set of criteria. The criteria and details of any discounts offered by a school will be given to all persons eligible to receive the discount and documented and maintained as part of a school's approved advertising. A discount that is granted must be listed as a discount on the enrollment agreement and is not revocable. Discounts are subject to be offered when the school is promoting enrollment and has a need for new students.*

### **TERMS OF CONTRACT – Student Loan (ORS 345.113)**

#### **Terms of Installment Payment Plan (if used):**

Registration Fee: **\$150**  
 Tuition Cost: **\$9000 - (The Basics)**  
 Theory Materials: **\$6750**  
     Supplies: **\$150 Practical Hours**  
 Eyebrow Workbook: **\$350**  
 Areola Workbook: **\$350**  
 Theory Videos: **\$750**  
 Other: \_\_\_\_\_

**PAID IN FULL** (Check if applies or follow below)

Total Tuition Due \$ \_\_\_\_\_ Deposit of \$ \_\_\_\_\_  
 leaves the remaining Balance \$ \_\_\_\_\_. May be split  
 into three equal payments of \$ \_\_\_\_\_ as follows;  
**1<sup>st</sup> payment is due on or before** \_\_\_/\_\_\_/\_\_\_ **of \$** \_\_\_\_\_  
**2<sup>nd</sup> payment is due by** \_\_\_/\_\_\_/\_\_\_ **of \$** \_\_\_\_\_  
**3<sup>rd</sup> payment is due by** \_\_\_/\_\_\_/\_\_\_ **of \$** \_\_\_\_\_

PROMO Discount if any: \$ \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL PROGRAM COST:** \$ \_\_\_\_\_

*With each payment, the student receives a portion of the Theory Homework. If the balance is paid off in full or installments paid early, sections of the required Homework will be sent within 24 hours.*

*\* See Payment Receipt below specific of installments for payments if applicable.*

### **PROGRAM LENGTH: 360 HOURS**

1. The course shall include 210 hours of theory & 150 hours of practical work. Maximum of 12 months to complete program
2. Theory means all forms of relevant study, that do not involve the application of permanent makeup or tattoos on human skin. Theory may include but is not limited to review of videos or written materials/textbooks, attendance at lecture, or application of tattoos or permanent make up material other than human skin. *(Theory hour lessons include Lessons 1-13).*
3. The practical work must include a minimum of 50 completed procedures. Completed procedures mean a tattoo which has been finished, including any touch-ups, or additional work following initial healing, and the client is released from service as follows:
  - Figurative tattooing includes outlining and shading, use of different size/configuration of needles, a new design on a client or a different client.
  - Cosmetic Tattooing includes eyeliner, eyebrows, lip liner, full lip color, re-pigmentation of camouflage but does not include beauty marks.

As part of the approved course of study ***all hours of theory must be completed prior to practical work being performed*** on the public. This program is designed to accommodate the delivery of the program with consideration being given to the complexity of meeting mandated "completed procedures" requirement.

### **SCHOOL CALENDAR:**

Due to our open entry enrollment practice and the individualized program schedule, the program's start and end dates may vary with each student. The Registration/Enrollment starting date and ending date for the program are published as part of the student enrollment agreement.

### **HOLIDAYS AND OTHER DATES OF IMPORTANCE:**

School will be closed on New Year's Eve & New Year's Day, Martin Luther King Day, President's Day, Easter, the day after Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Black Friday, Christmas Eve, and Christmas Day *(See page 35 for more details.)*

## TERMS OF CONTRACT – Student Loan (ORS 345.113) *continued*

The 210 Hours of Theory Classes will:

The 150 hours of Practical Training that is to include 50 completed procedures will:

Begin: \_\_\_\_\_

Begin: \_\_\_\_\_

And

And

End: \_\_\_\_\_

End: \_\_\_\_\_

★ *Class Date time(s) & Days will be assigned once students Homework is completed, Tuition paid in full, & class time availability.*

The student will attend as follows:

	Monday	AM to	PM
	Tuesday	AM to	PM
	Wednesday	AM to	PM
	Thursday	AM to	PM
	Friday	AM to	PM

The student will attend as follows:

	Monday	AM to	PM
	Tuesday	AM to	PM
	Wednesday	AM to	PM
	Thursday	AM to	PM
	Friday	AM to	PM

Due to the limited number of clientele willing to have a student perform a tattoo or permanent color procedure, meeting the procedures requirement within a defined ending date cannot be assured by the school. Completion of the 50 procedures requirement may extend beyond the end date of the course contract. Extension of the program end date is not guaranteed and will be based on student meeting academic and attendance progress standards. Students meeting academic and attendance standards are assured of program extension without additional tuition cost if this does occur. Failure to maintain progress standard may result in termination of contract. Failure to maintain progress standard may result in termination of contract. If the program exceeds 12 months ***due to non-compliance of attendance and academic requirements***, a daily fee of \$200, weekly rate of \$360 or a monthly rate of \$1400 will apply, whichever is less from the time student requires additional class time to graduation.

### CANCELLATION & REFUND POLICIES RESIDENT INSTRUCTION OAR 715-045-0036

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction. The student is financially obligated to the school according to the following:

- (a) If cancellation occurs within five (5) business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
- (b) If cancellation occurs after five (5) business days of the date of enrollment, and before the commencement of classes the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less.
- (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
- (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, (*this includes, but is not limited to receiving Theory Instructions 1-10*), the student shall be obligated to the tuition charged for the entire program and shall not be entitled to any refund;
- (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in (a) & (b), the “date of enrollment” will be the date that the enrollment agreement is signed by both the student and the school official whichever is later.
- (f) Since the Tattoo program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance. OAR 715-045-0036(4).

Sample of Refund is as follows;

COMPLETE up to 50% of Program = \$4000 (If Tuition installments are being paid)

COMPLETE 51% or more = NO REFUND [*includes “Rider” (d)*]

*Any inquiry a student may have regarding this contract may be made in writing to the name and address of the school or to the state of Oregon Private Career Schools Higher Education Coordinating Commission (HECC) 3225 25<sup>th</sup> Street SE, Salem, Oregon OR 97302 by calling (503) 947-5716.*

I have read and received a copy of this enrollment agreement and the student completion and placement data as required in OAR 715-045-0036. I have also read and received a copy of the following, additionally, I understand the following:

- (1) That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance.
- (2) That any refund calculation is based on my last date of physical attendance.
- (3) Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit more than twenty (20) percent of the total tuition and fees.
  - (a) Schools that offer short term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins;
  - (b) For those programs designed to be four (4) months or longer, a school cannot require more than (1) one term or (4) four months of advanced payment of tuition at a time. When fifty percent (50%) of the program has been offered, the school can require payment of all tuition.
  - (c) This limitation shall not apply to federal, and state financial aid payments received by the school  
And
  - (d) At the student's option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for commencement of classes is specifically disclosed on the enrollment agreement.

(4) As part of the training program, I will be expected to perform day-to-day business receptionist duties; and perform safety and sanitation procedures in accordance with state regulations. The term "tuition cost" means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees. The term "Pro rata refund" means a refund of tuition paid for that portion of the program not completed by the student. The school shall not charge a withdrawal fee of more than \$25. Cancellation and Refund Policy: Self-Directed Instruction (Clock Hour Program/Lesson Based) OAR 715-045-0038(7).

(5) "Withdrawal fee" means any fee, however named, covering those expenses incurred by a school in processing student paperwork relating to program changes (i.e., course additions/drops or transfers) or withdrawal from school and so identified on the student enrollment agreement.

**NOTICE TO STUDENT/BUYER:**

1. Do not sign this agreement before you have read it or if it contains any blank spaces. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. ***Read all pages before signing.***
2. This agreement and the school catalog constitute the entire agreement between the student and the school.
3. Although the school may provide placement assistance, the ***school does not and cannot guarantee job employment in accordance with OAR 715-045-0019 (22) (a) (E) – , nor job placement*** to graduates upon program completion, or upon graduation.
4. The school reserves the right to reschedule the program start date when the number of students scheduled is too small or too large.
5. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
6. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

*Carole's Cosmetic Tattoo, LLC prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Carole's Cosmetic Tattoo.*

**MY SIGNATURE INDICATES THAT I HAVE PROVIDED COPIES OF THE NECESSARY DOCUMENTATIONS OF IDENTIFICATION, DIPLOMA/GED, AND RECEIVED THESE DOCUMENTS AND AGREE TO ANY STIPULATIONS LISTED IN THEM..**

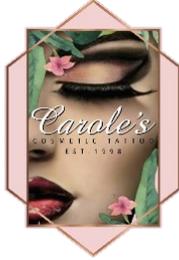
\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of School Official*

11

\_\_\_\_\_  
*Date*



# Carole's Cosmetic Tattoo

4588 SW 103<sup>rd</sup> Ave. Beaverton, OR 97005 (503) 646-5478 Message (503) 810-2220 Text/Call  
[www.carolescosmetictattoo.com](http://www.carolescosmetictattoo.com) IG: [@carolescosmetictattoos](https://www.instagram.com/carolescosmetictattoos)

**SAMPLE**

Date: \_\_\_\_\_

This Receipt is for the payment agreement towards School Tuition at Carole's Cosmetic Tattoo, LLC School #2178. **Program Chosen:** The Basics Tuition Price is \$9000. Is a *Discount PROMO* available  YES  NO If yes, **PROMO** discount \$ \_\_\_\_\_. The minimum deposit of **\$1500** is due upon Enrollment. **Deposit Paid \$** \_\_\_\_\_ **Balance Remaining \$** \_\_\_\_\_ Three to Nine (3-9) equal installments of \$ \_\_\_\_\_ are due as stated below.

**Installments chosen** 3  4  5  6  7  8  9

*The payment Arrangements are as follows:*

To be **paid in full** on or before \_\_\_\_/\_\_\_\_/\_\_\_\_ and/or **before commencement of ANY practical lessons/classes**. *All Theory Homework must be completed before commencement of any practical lesson/classes.*

The 1<sup>st</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 2<sup>nd</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 3<sup>rd</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 4<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 5<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 6<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 7<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 8<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The 9<sup>th</sup> Installment is due \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_

**A \$50 late fee will be assessed if payment installment is later than 5 days of the agreed payment dates. Please contact Heather asap at 503-810-2220 via text/calling to avoid a \$50 late fee penalty** Any deviation from these payment amounts and/or dates must be discussed and approved by Heather Parish and put into writing. **Lessons will be emailed per installment, after the 5-day Cancellation Policy has passed.**

*Office Notes:* \_\_\_\_\_

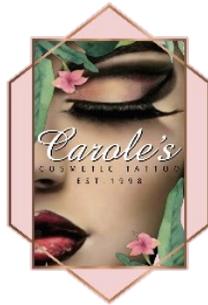
**(Per 3 payment arrangement agreement).** All payments must be received before the student begins any Practical Lesson Hours and/or takes all final tests and prior to being released upon graduating to take Oregon State Board Tests. All Homework must be completed before the student begins any Practical Lesson Hours and/or takes all final tests and prior to being released upon graduating to take Oregon State Board Tests. The education process begins upon enrollment, and student is given up to Twelve months to complete the course. If the course is extended beyond 12 months, tuition price is subject to additional fees, either daily, weekly, or monthly (whichever is the least). If installments towards tuition default, a HOLD will be put on the student's instruction until payment + late fees are up to date. A diploma of graduation will not occur until all fees and late fees are paid in full and the required 360 hours curriculum is completed. However, a transcript of the hours that have been completed is available if the student withdraws. If tuition installments default, the course will be placed on HOLD until all fees and late fees are paid in full. Financing is offered with a financial agreement made between the student and the school + 10% interest. (If a student decides to withdraw from school, the Hours completed will be provided with a transcript to apply at another school to complete the remainder of the course hours at their cost, but a refund may not be awarded.) {See Refund policy page 11 & 33}  
}

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Print Name of School Official



# Carole's Cosmetic Tattoo

**SAMPLE**

Date: \_\_\_\_\_

This Receipt is for **PAYMENT IN FULL** towards Tuition to Carole's Cosmetic Tattoo, LLC, School # 2178 in the amount of \$\_\_\_\_\_.

This tuition applies towards 210 Theory Hours, 150 Practical Hours, Totaling 360 Permanent Color Tattoo Education/Hours in Oregon.

*All payments must be received, and Homework completed before the student begins any Practical Lesson Hours and/or takes all final tests and prior to being released upon graduating to take Oregon State Board Tests. The education process begins upon enrollment, and student is given up to Twelve months to complete the course. If the course is extended beyond 12 months, tuition price is subject to additional fees, either daily, weekly, or monthly (whichever is the least).*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Print Name of Student*

\_\_\_\_\_  
*Signature of School Official*

\_\_\_\_\_  
*Print Name of School Official*

# *Carole's Cosmetic Tattoo*

4588 SW 103<sup>rd</sup> Ave, Beaverton, OR 97005 (503)-646-5478 School (503)-810-2220 TEXT/CALL Heather  
EMAIL: [carolescosmetictattoo@yahoo.com](mailto:carolescosmetictattoo@yahoo.com) Website: [www.carolescosmetictattoo.com](http://www.carolescosmetictattoo.com) IG: [@carolescosmetictattoos](https://www.instagram.com/carolescosmetictattoos)

## CANCELLATION POLICY

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

1. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded. (*Cancellation must be in writing via email or letter format.*)
2. If cancellation occurs after five (5) business days after the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such a fee shall not exceed 15% percent of the tuition cost, or \$150, whichever is less. (*Please refer to sections 3(a) through 3(d) in the Enrollment Agreement.*)
3. Schools shall not charge a withdraw fee of more than \$25. *Cancellation and Refund Policy: Self-Directed Instruction (Clock Hour Program/Lesson Based) OAR 715-045-0038(7).*
4. *"Withdrawal fee"* means any fee, however named, covering those expenses incurred by a school in processing student paperwork relating to program changes (i.e., course additions/drops or transfers) or withdrawal from school and so identified on the student enrollment agreement.

My Signature below means:

5. I have read and understand the school's cancellation policy; and
6. I understand that the Enrollment Agreement constitutes a binding contract, and that the original copy of this document will be retained by the school, and I will receive a copy.

---

*Student Signature*

---

*Date*

**(FERPA) FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

To: **Carole's Cosmetic Tattoo, LLC**

From: \_\_\_\_\_  
          **Student's First Name                      Middle Initial                      Last Name**

\_\_\_\_\_ **Permanent Street Address                      City                      State                      Zip Code**

Under the Family Educational Rights and Privacy Act (FERPA), the [Postsecondary Institution] is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

- 1.  Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that [Postsecondary Institution] may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by **Carole's Cosmetic Tattoo, LLC** as appropriate. This authorization will remain in effect for the [2024-2025] school year. \*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If parents live at the same address, please list both in # 1.

1. Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

2. Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

\*Students cannot be denied any educational services from the [Institution] if they refuse to provide consent

### Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest.

Other schools to which a student is transferring.

Specified officials for audit or evaluation purposes.

Appropriate parties in connection with financial aid to a student.

Organizations conducting certain studies for or on behalf of the school.

Accrediting organizations.

To comply with a judicial order or lawfully issued subpoena.

Appropriate officials in cases of health and safety emergencies; and

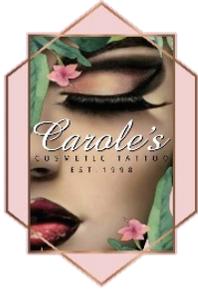
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520



# Carole's

## THEORY CURRICULUM CHECK LIST

FINISHED	DATE ASSIGNED	TURNED IN
<p>___ 1. OREGON RULES &amp; LAWS 2017/2018 🌸</p> <p>___ 2. MEDICAL ISSUES</p> <p>___ 3. DERMATOLOGY PART</p> <p>___ 4. BACTERIOLOGY &amp; STERILIZATION</p> <p>___ 5. HISTORY OF TATTOOING &amp; WHAT IS A TATTOO</p> <p>___ 6. OSHA (Occupational Safety &amp; Health Administration) 🌸</p> <p>___ 7. TATTOOING THE RIGHT WAY</p> <p>___ 8. HUCK SPAULDING PART I – MACHINES &amp; PARTS</p> <p>___ 9. STERILIZATION 🌸</p> <p>___ 10. AIDS</p> <p>___ 11. E-Z ANATOMY 🌸</p> <p>___ 12. SKIN DEEP 🌸</p> <p>___ 13. MACHINE SET-UP &amp; TUNING 🌸</p> <p>___ 14. BLUEPRINT FOR SUCCESS</p>		
<p><b><u>OPEN BOOK TESTS</u></b></p>	<p><b><u>CLOSED BOOK TESTS</u></b></p>	
<p>___ 1. Rules &amp; Laws</p> <p>___ 2. OSHA</p> <p>___ 3. Bacteriology</p> <p>___ 4. Dermatology</p> <p>___ 5. Skin Deep</p> <p>___ 6. EZ Anatomy</p> <p>___ 7. Machines</p> <p>___ 9. Sterilization</p> <p>___ 11. EZ Anatomy ___</p> <p>___ 12. Skin Deep</p> <p>___ 13. Machines</p>	<p>___ 1. DERMATOLOGY</p> <p>___ 2. BACTERIOLOGY</p> <p>___ 3. TATTOO TEST FINAL</p>	



# THEORY INSTRUCTIONAL VIDEOS



*Videos are NOT allowed to be checked out nor rented off the premises.*

*(Please keep proper records regarding each Video that is viewed by checking it off the list with date & initials)*

## **WAITING ROOM VIDEOS**

**DATE(S) WATCHED:**

- ✓  Permanent Cosmetics “Personal Freedom”
- ✓  American Institute “Changing the Face of America”
- ✓  Looking Great Feeling Great with Permanent Cosmetics

## **CLIENT INTERACTION/PROCEDURE VIDEOS**

- ✓  Client Consult Video by Sue Church
- ✓  Elegant Eyebrows in 20 minutes by Sue Church
- ✓  Exquisite Eyeliner by Sue Church
- ✓  Luscious Lips by Sue Church
- ✓  Areola Re-pigmentation by Sue Church
- ✓  Scar Re-pigmentation/Relaxation by Sue Church
- ✓  Acne & Stretchmarks Camouflage by Jodi Stosky
- ✓  Inkless Stretchmarks Revision by Jodi Stosky
- ✓  Gender Reassignment Areola Restoration by Jodi Stosky
- ✓  Areola 3D Tattooing by Lina Lu of Studio Meraki
- ✓  Dimensional Eyebrows by Pat Connell
- ✓  The Shape of Permanent Beauty by Jeffrey Segal
- ✓  One Touch Eyeliner by Dr. Dixon
- ✓  Bootcamp Brows by Dr. Dixon
- ✓  Permanent CosMakeup by Joanne
- ✓  Permanent CosMakeup by Kathy Barbara & Linda
- ✓  Advance Eyeliner by Rose Beauchemin
- ✓  Advance Techniques in Hair Simulation by Rose Beauchemin
- ✓  Lips, Lips & More Lips by Rose Beauchemin
- ✓  Lipliner, Lip-blend with Full Lip by Val Glover-Hovan
- ✓  Eyeliner Demonstration by Val Glover-Hovan
- ✓  Eyebrow Color Correction Demonstration by Val Glover-Hovan

## **CAROLE VARSANDAR VIDEOS**

- ✓  Supplies
- ✓  Pre-Procedure
- ✓  Day of Procedure
- ✓  Aftercare Instructions
- ✓  Rules & Laws
- ✓  Questions & Answers

## **ADDITIONAL THEORY VIDEOS**

- ✓  Color Theory Made Simple
- ✓  Infection Control – Back to the Future Comedic Video
- ✓  The Art of Tattooing by Huck Spaulding (Artistic)
- ✓  Step by Step – Beginning to End
- ✓  Fine Line Tattoos by Shay Dannielle
- ✓  Machines & Types by Teryn Darling of Girlz Ink
- ✓  The Needle & the Prick – Styles, Purposes, & Uses by Teryn Darling of Girlz Ink
- ✓  Microblade to Machine - Machines & Movements by Teryn Darling

## **THEORY HOURS & DESCRIPTION**

Business Operations	20 hours
Oregon Laws & Rules	20 hours
Safety & Infection Control	40 hours
Client Services	20 hours
Skin – Disorders of the Skin	20 hours
Tattoo Machine's	20 hours
Needles and Needle Bars	20 hours
Equipment & Supplies	20 hours
Color Theory and Pigments	10 hours
Design, Art, and Placement	10 hours
Discretionary Hours	10 hours

The Tattoo Course of Study includes a Total of 360 hours; 210 theory hours, 150 practical hours and 50 completed procedures. Discretionary Hours – This section allows for additional instruction in areas which may not be covered specifically, within the previous sections or for any additional study material that may enhance the instructional program. In addition, a ***student is required on their own time and schedule to obtain a CPR 1<sup>st</sup> Aid & Blood Borne Pathogens Certificate prior to being released for the state board exam.*** The approved providers are found on the HLO website, and a copy is listed in the staff office at Carole's Cosmetic Tattoo, LLC and available upon request.

*\*Students must complete all theory hours prior to practical work/procedures being performed on the general public. All procedures being performed must be completed under the supervision of the licensed teacher. In the course of study, the student will receive theory instruction, classroom teacher demonstrations, and guided practical experience under supervision. The hour requirements listed above are the minimum requirements, however additional time can be required by the school to ensure the student is competent in the subject areas above.*

## **TATTOO COURSE OF STUDY**

### **1.0 Business Operations –**

*Understand all aspects of business practices & operations, including city, state and federal regulations.*

#### **1.1 Legalities**

- 1.1.1 Ethics
- 1.1.2 Emergencies
- 1.1.3 Service Refusal
- 1.1.4 Insurance Options
- 1.1.5 Legal Costs

#### **1.2 Taxes**

- 1.2.1 Record Keeping
- 1.2.2 Forms
  - 1.2.2.1 10-99
  - 1.2.2.2 W-2
- 1.2.3 Write-off's
- 1.2.4 Reporting

#### **1.3 City, State, Federal and Other Regulations**

- 1.3.1 Oregon Occupational Safety and Health Administration (OSHA)
  - 1.3.1.1 Exposure Control Plan
  - 1.3.1.2 Material Safety Data Sheets (MSDS)
- 1.3.2 Centers for Disease Control (CDC) /National Institute for Occupation Safety & Health (NIOSH)
- 1.3.3 Business Registration
  - 1.3.3.1 Corporations Division (assumed business name)
- 1.3.4 Licensing Requirements
  - 1.3.4.1 City, County, State and Federal regulations.

(continued Tattoo Course of Study pt. 1.4 of 11.0)

**1.4 Book keeping**

- 1.4.1 Program Options
- 1.4.2 Supplies
- 1.4.3 Client Records –
  - 1.4.3.1 Record keeping
- 1.4.4 Financials
  - 1.4.4.1 Payables/Receivables
  - 1.4.4.2 Checking Accts
- 1.4.5 Recording Keeping
  - 1.4.5.1 Forms/logs/Spreadsheets
- 1.4.6 Creating Filing and Tracking Systems
- 1.4.7 Business Costs

**1.5 Marketing and Advertising**

- 1.5.1 Portfolio
- 1.5.2 Social Media
- 1.5.3 Traditional

**1.6 Inventory and Stock**

- 1.6.1 Ordering/Purchasing Supplies
- 1.6.2 Inventory control
- 1.7 Business Structure
  - 1.7.1 Roles and Responsibilities
  - 1.7.2 Policies
  - 1.7.3 Procedures

**1.8 Fees**

- 1.8.1 Service Fees
- 1.8.2 Associated Fees

**1.9 Planning and Scheduling**

- 1.9.1 Consults
- 1.9.2 Appointments
- 1.9.3 Appointment Scheduling
- 1.9.4 Proper Note-taking / Relaying Information

**1.10 Client Contact**

- 1.10.1 Greeting
- 1.10.2 Phone Services
- 1.10.3 Etiquette
- 1.10.4 Personal Boundaries

**2.0 Oregon Laws and Rules**

*Understand the Oregon Revised Statutes and Oregon Administrative Rules governing the practice of tattooing.*

**2.1 The Health Licensing Office**

- 2.1.1 Powers
- 2.1.2 Duties

**2.2 The Board of Electrologists and Body Art Practitioners**

- 2.2.1 Members
- 2.2.2 Terms

**2.3 Definitions**

- 2.3.1 Terms

**2.4 Approved Course of Study**

- 2.4.1 Instructional Program
  - 2.4.1.1 Theory
  - 2.4.1.2 Practical

*(continued Tattoo Course of Study pt. 2.5 of 11.0)*

**2.5 Tattoo Licensure**

- 2.5.1 Tattoo Licensure
  - 2.5.1.1 Application Requirements
- 2.5.2 Temporary Tattoo Licensure
  - 2.5.2.1 Application Requirements
- 2.5.3 Tattoo Examination
  - 2.5.3.1 Examination Requirements
  - 2.5.3.2 Examination Retake Requirements
- 2.5.4 Tattoo License Renewal
  - 2.5.4.1 Renewal Requirements
  - 2.5.4.2 Inactive License Renewal
  - 2.5.4.3 Expired Licensure
- 2.5.5 Continuing Education
  - 2.5.5.1 Requirements
  - 2.5.5.2 Audit, Documentation and Sanctions

**2.6 Facility Licensure**

- 2.6.1 Facility Licensure
- 2.6.2 Application Requirements
- 2.6.3 Temporary Facility Licensure
  - 2.6.3.1 Application Requirements
- 2.6.4 Mobile Facility Licensure
  - 2.6.4.1 Application Requirements
- 2.6.5 Event Facility Licensure
  - 2.6.5.1 Application Requirements
- 2.6.6 Facility or Mobile Facility License Renewal
  - 2.6.6.1 Renewal Requirements
  - 2.6.6.2 Inactive License Renewal
  - 2.6.6.3 Expired Licensure

**2.7 Posting Requirements**

- 2.7.1 Tattoo License
- 2.7.2 Facility License
- 2.7.3 Inspection Certificate

**2.8 Client Services**

- 2.8.1 Standards
- 2.8.2 Client Records
  - 2.8.2.1 Client Information
  - 2.8.2.2 Age Verification and Documentation
  - 2.8.2.3 Aftercare
    - 2.8.2.3.1 Written
    - 2.8.2.3.2 Verbal

**2.9 Standards and Prohibitions**

- 2.9.1 Practice
  - 2.9.1.1 Inks, dyes and pigments
  - 2.9.1.2 Stenciling
  - 2.9.1.3 Procedure
  - 2.9.1.4 Prohibited Services
  - 2.9.1.5 Prohibited Supplies and Equipment

**2.9.2 General**

- 2.9.2.1 Cleanliness, services and requirements.

**2.9.3 Facility**

- 2.9.3.1 Requirements
- 2.9.3.2 Residential facility standards

**2.9.4 Sterilization**

- 2.9.4.1 Approved methods

(continued Tattoo Course of Study Pt. 2.10 of 11.0)

**2.10 Fees**

2.10.1 Fee Schedule

**2.11 Penalties and Violations**

2.11.1 Licensure

2.11.2 Standards and Prohibitions

**3.0 Safety and Infection Control –**

*Understand and demonstrate knowledge of regulations relating to safety, infection control and standards.*

**3.1 Standard (Universal) Precautions**

3.1.1 Centers for Disease Control (CDC) /National Institute for Occupation Safety and Health (NIOSH)

3.1.1.1 Prevention

3.1.1.2 Protection

3.1.2 Gloving

3.1.2.1 Types

3.1.2.2 Techniques

3.1.2.3 Frequency

3.1.2.4 Disposal

3.1.3 Hand washing

3.1.3.1 Methods

3.1.3.2 Frequency

3.1.4 Eyewear

3.1.4.1 Requirements

3.1.5 Eyewash

3.1.5.1 Types

**3.2 Facility Cleaning Standards**

3.2.1 Cleaning - Non-Procedural Area

3.2.1.1 Lobby

3.2.1.2 Common Areas

3.2.1.3 Restrooms

3.2.1.4 Waste Disposal methods

3.2.2 Cleaning - Procedural Area

1.7.1.1 Operatory

1.7.1.2 Clean Room / Control Areas

1.7.1.3 Waste Disposal methods

1.7.1.4 Soiled tools

1.7.1.4.1 Protein Enzyme

1.7.1.4.2 Ultrasonic

1.7.1.4.3 Techniques

**3.3 Sanitation**

3.3.1 High Level Disinfectant (Demonstrating Tuberculocidal Activity)

3.3.1.1 Equipment

3.3.1.2 Surfaces

3.3.1.3 Supplies

**3.4 Sterilization**

3.4.1 Exempt – Single-Use

3.4.1.1 Supplies

3.4.1.2 Needles

3.4.1.3 Tubes, Tips and grips

3.4.2 Non-exempt; types, methods, use, labeling and storage

- 3.4.2.1 Supplies
- 3.4.2.2 Needles
- 3.4.2.3 Tubes, tips and grips
- 3.4.2.4 Autoclave Pouches/bags
- 3.4.2.5 Indicator strips
- 3.4.2.6 Integrator strips
- 3.4.2.7 Spore tests
- 3.4.2.8 Log book
- 3.4.3 Autoclave Sterilizers
- 3.4.3.1 Chemical
- 3.4.3.2 Steam

**3.5 Sharps**

- 3.5.4 Oregon Occupational Safety and Health Administration
  - 3.5.4.1 Storage
  - 3.5.4.2 Transport
  - 3.5.4.3 Disposal (biohazard) methods

**3.6 Storage**

- 3.6.1 Oregon Occupational Safety and Health Administration (OSHA)
  - 3.6.1.1 Material Safety Data Sheets (MSDS)
  - 3.6.1.2 Labeling
  - 3.6.1.3 Biohazard
  - 3.6.1.4 Segregation
- 3.6.2 Centers for Disease Control (CDC) /National Institute for Occupation Safety and Health (NIOSH)
  - 3.6.2.1 Prevention
  - 3.6.2.2 Protection
- 3.6.3 Implements and Tools
  - 3.6.3.1 Prepackaged
  - 3.6.3.2 Autoclaved

**3.7 Client Protection**

- 3.7.1 Station Preparation
- 3.7.2 Skin preparation
  - 3.7.2.1 Cleaning Skin
  - 3.7.2.2 Shaving Skin
- 3.7.3 Design Application (Single Use)
- 3.7.4 Procedure
- 3.7.5 Skin Clean-Up
  - 3.7.5.1 Proper Bandaging
    - 3.7.5.1.1 Clean Covering with an absorbent Layer over tattoo (Or Impermeable Commercial Bandage)
- 3.7.6 Station Tear-Down
  - 3.7.6.1 Disposal
  - 3.7.6.2 Sanitation

**3.8 First Aid**

- 3.8.1 Excessive Bleeding
- 3.8.2 Lightheadedness
- 3.8.3 Client Distress
- 3.8.4 Loss of Consciousness

(Continued Tattoo Course of Study 3.80 of 11.0)

#### **4.0 Client Services –**

*Demonstrate the ability to interact, consult and perform appropriately when providing client services, and demonstrate proper client record keeping.*

##### **4.1 Client Interaction**

- 4.1.1 Etiquette
- 4.1.2 Ethics

##### **4.2 Client Consultation**

- 4.2.1 Counseling (Questions and Concerns)
- 4.2.2 Design process
- 4.2.3 Pricing
- 4.2.4 Scheduling

##### **4.3 Client Records**

- 4.3.1 Release Forms
  - 4.3.1.1 Proper Identification Photocopied
  - 4.3.1.2 Minor contingencies
- 4.3.2 Client History Forms
  - 4.3.2.1 Medical History / Concerns

##### **4.4 Procedure**

- 4.4.1 Skin preparation
  - 4.4.1.1 Cleaning Skin
  - 4.4.1.2 Shaving Skin
- 4.4.2 Stencil / Design Application
  - 4.4.2.1 Client Approval
  - 4.4.2.2 Proofing
- 4.4.3 Client/Artist Positioning
- 4.4.4 Tattoo Application
  - 4.4.4.1 Line-work
  - 4.4.4.2 Black and Grey Shading
  - 4.4.4.3 Color Blending
- 4.4.6 Proper Bandaging
  - 4.5.1 Skin Cleansing
  - 4.5.7 Clean Covering with an absorbent Layer over tattoo (Or Impermeable Commercial Bandage)
- 4.4.9 Aftercare
  - 4.5.8.1 Proper Aftercare Instructions
- 4.5.9 Touch-Up Procedures (If applicable)
  - 4.5.10 Standard Touch-up's
  - 4.5.11 Minor Alterations
  - 4.5.12 Correction Issues

#### **5.0 Skin/Dermatology –**

*Understand the integumentary system, skin diseases and disorders and their applicability to skin and healing methods.*

##### **5.1 Anatomy and Physiology**

- 5.1.1 Integumentary System
  - 5.1.1.1 Functions of the Skin
  - 5.1.1.2 Structure
  - 5.1.1.3 Derivatives
  - 5.1.1.4 Glands
  - 5.1.1.5 Nerves
  - 5.1.1.6 Skin Pigmentation

(continued Tattoo Course of Study 5.2 of 11.0)

**5.2 Diseases and Disorders**

- 5.2.1 Primary /Secondary
- 5.2.2 Inflammatory
- 5.2.3 Bacterial
- 5.2.4 Fungal
- 5.2.5 Viral
- 5.2.6 Parasitic
- 5.2.7 Tumors
- 5.2.8 Identifying prohibited skin conditions
- 5.2.9 Identifying conditions which physician approval is necessary

**5.3 Tattoo Application**

- 5.3.1 Stretching Skin
- 5.3.2 Avoid Keloid Scarring
- 5.3.3 Various Skin types
- 5.3.4 Tattooing Over Scarring/Stretch marks
- 5.3.5 Skin Pigmentation
  - 5.3.5.1 Ink/tone Reactions

**5.4 Healing**

- 5.4.1 Topical Medications
  - 5.4.1.1 Ointments
  - 5.4.1.2 Creams / Lotions
- 5.4.2 General Conditions
  - 5.4.2.1 Lifestyle
  - 5.4.2.2 Environment

**6.0 Tattoo Machines –**

*Identify and understand the types, functions and operations of tattoo machines, and demonstrate the ability to operate tattoo machines safely and effectively.*

**6.1 Styles and Types**

- 6.1.1 Historic Tattoo Methods
- 6.1.2 Modern Machines
  - 6.1.2.1 Coil
  - 6.1.2.2 Rotary
  - 6.1.2.3 Modern Linear Rotary
- 6.1.3 Function / Operation
- 6.1.4 Components / Parts
- 6.1.5 Set-Up / Teardown
- 6.1.6 Cleaning
- 6.1.7 Tuning
- 6.1.8 Maintenance

**7.0 Needles and Needle Bars –**

*Identify and understand selecting various needle types and groupings for desired effects and application, ensure needle integrity and demonstrate the ability to use the various needle types and groupings to achieve the desired effects, safely and effectively.*

**7.2 Needles**

- 7.2.1 Construction
- 7.2.2 Storage
- 7.2.3 Disposal

(continued Tattoo Course of Study pt. 7.3 of 11.0)

**7.3 Groupings / Configurations**

- 7.3.1 Liners
- 7.3.2 Round Shaders
- 7.3.3 Magnums
- 7.3.4 Curved Magnums

**7.4 Types**

- 7.4.1 Tapers
- 7.4.2 Sizes / Numbers
- 7.4.3 Cartridges
- 7.4.4 Alternatives
  - 7.4.4.1 Textured
  - 7.4.4.2 Hollow

**7.5 Inspection / Observation**

- 7.5.1 Damaged Needles

**7.6 Selection**

- 7.6.1 Determination for Desired Tattoo / Effect

**7.7 Application**

- 7.7.1 Depth
- 7.7.2 Techniques

**8.0 Equipment and Supplies –**

*Understand and identify equipment and supplies necessary for tattooing and demonstrate the ability to use the equipment and supplies safely and effectively.*

**8.1 Skin Marking**

- 8.1.1 Markers / Scribes (Single Use)
- 8.1.2 Stencils
  - 8.1.2.1 Acetate
  - 8.1.2.2 Thermofax

**8.2 Operatory Equipment (not limited to)**

- 8.2.1 Artist station/work-top
- 8.2.2 Client Tattoo Chair/Table
- 8.2.3 Lighting

**8.3 Gloves**

- 8.3.1 Nitrile
- 8.3.2 Latex
- 8.3.3 Vinyl

**8.4 Shields/Barriers**

- 8.4.1 Plastic Covering / Membrane
- 8.4.2 Barrier Films

**8.5 Paper Products**

- 8.5.1 Usage
  - 8.5.1.1 Cleaning
  - 8.5.1.2 Application

**8.6 Prohibited Equipment and Supplies**

- 8.6.1 Linens and Towels
- 8.6.2 Inks / Dyes
- 8.6.3 Sterilization
- 8.6.4 Other Products

**8.7 Ointments**

- 8.7.1 Procedural
- 8.7.2 Healing

**8.8 Soaps**

- 8.8.1 Hand Washing
- 8.8.2 Procedural

*(continued Tattoo Course of Study pt. 8.9 of 11.0)*

**8.9 Antiseptics**

- 8.9.1 Types
- 8.9.2 Application

**8.10 Disinfectants**

- 8.10.1 High Level – Tuberculocidal
- 8.10.2 Low Level

**8.11 Containers**

- 8.11.1 Holding / Storage

**8.12 Tubes / Tips / Grips**

- 8.12.1 Single Use
- 8.12.2 Re-usable
- 8.12.3 Cartridge Systems

**8.13 Power Units**

- 8.13.1 Clip Cord
- 8.13.2 Foot Switch
- 8.13.3 Covered Waste Receptacle

**8.14 Ultrasonic Units**

- 8.14.1 Enzymatic Solutions / Tabs

**8.15 Sterilizers**

- 8.15.1 Types
- 8.15.2 Associated Products

**8.16 Maintenance of Equipment**

- 8.16.1 Tools
- 8.16.2 Replacement parts

**9.0 Color Theory and Pigments –**

*Understand basic color theory for achieving desired effects, pigment properties and quality, inherent risks, and demonstrate safe handling and storage.*

**9.1 Color Theory**

- 9.1.1 Color Wheel Fundamentals
  - 9.1.1.1 Primary
  - 9.1.1.2 Secondary
  - 9.1.1.3 Tertiary
  - 9.1.1.4 Contrasting
  - 9.1.1.5 Complimentary
  - 9.1.1.6 Split Complimentary
  - 9.1.1.7 Triad
  - 9.1.1.8 Warm / Cool
  - 9.1.1.9 Hue / Value / Saturation
  - 9.1.1.10 Grey Scale

**9.1.2 Achieving Desired Effect on Human Skin**

- 9.1.2.1 Techniques
- 9.1.2.2 Skin Type / Pigmentation

**9.2 Safe Handling / Cross Contamination Avoidance**

- 9.2.1 Ink Bottles
  - 9.2.1.1 Initial Disbursement
  - 9.2.1.2 Addition Ink Retrieval
    - 9.2.1.2.1 New Ink Caps (No Refills)
  - 9.2.1.3 Cleaning / Maintaining
  - 9.2.1.4 Storage / Placement
    - 9.2.1.4.1 Work Area Proximity

**9.3 Potential Reactions**

- 9.3.1 Specific Colors
- 9.3.2 Hyper Sensitive Skin

(continued Tattoo Course of Study pt. 9.4 of 11.0)

#### **9.4 Commercial Ink Suppliers**

- 9.4.1 Options
  - 9.4.1.1 Size
  - 9.4.1.2 Colors
  - 9.4.1.3 Quality
  - 9.4.1.4 Ink-sets

#### **10.0 Design, Art and Placement** –

*Demonstrate and understand the different types of tattoos, tattoo styles, art, symmetry, flow and placement.*

##### **10.1 Art Familiarity**

- 10.1.1 Styles
  - 10.1.1.1 Genres / Types
  - 10.1.1.2 Regional / Cultural
  - 10.1.1.3 Lettering / Designs

##### **10.1.2 Design Development**

- 10.1.2.1 Concept to Final Image

##### **10.2 Design Composition (aesthetics)**

- 10.2.1 Symmetry
  - 10.2.1.1 Mirror Imaging / Proper Alignment

##### **10.2.2 Flow**

- 10.2.2.1 Proportional / Relational to body flow or musculature

##### **10.2.3 Size**

- 10.2.3.1 Appropriate size vs. location

##### **10.2.4 Placement**

- 10.2.4.1 Level / Plum
- 10.2.4.2 Relative Direction
- 10.2.4.3 Distortion(s)

##### **10.2.5 Color Theory**

- 10.2.5.1 Relative to design and final piece
- 10.2.5.2 Effects

##### **10.2.6 Stenciling**

- 10.2.6.1 Making
- 10.2.6.2 Application

##### **10.2.7 Free-handing**

- 10.2.7.1 Advantages / disadvantages
- 10.2.7.2 Markers, Surgical / Skin Scribes

#### **11.0 Discretionary Hours** –

*This section allows for additional instruction in areas which may not be covered specifically within the previous sections or for any additional study material that may enhance the instructional program.*

- Testing with a 75% minimum must be completed at the end of each subject matter.
- The final exam may be taken three times to maintain at least the 75% average.
- At the completion of the course, the student must now take the State Board Exam and receive a minimum score of 75% to receive a license from the Oregon Health Division.



**State BOARDS EXAM TEST is created from these following Books:** *(We provide all pages or Student may purchase separately)*

**RULES & LAWS:** <http://www.oregon.gov/oha/hlo/Pages/Board-Electrologists-Body-Art-Practitioners-Laws-Rules.aspx>

**Barron's E-Z Anatomy and Physiology;** 2010: [www.barronseduc.com](http://www.barronseduc.com)

**Skin Deep, 3rd Edition, 2007:** <http://www.encyclopediacenter.com/skin-deep-third-edition.html>

**Tattoo Machine Set-up, Tuning & Maintenance;**2005: [www.infiniteirons.com](http://www.infiniteirons.com)

**Occupational Safety & Health Administration (OSHA), Bloodborne Pathogens:** [www.osha.org/subjects/bloodborne\\_pathogens.html](http://www.osha.org/subjects/bloodborne_pathogens.html)

## Institute Policies and Regulations

### COURSE OBJECTIVE:

To teach cosmetic tattooing, a course comprised of 360 hours total, in order for a graduate to become eligible to take testing through the State Board of Body Art Practitioners and to become licensed by the State of Oregon as a Licensed Tattoo Artist to become financially independent. The field is open to both men and women of all ages and is an expanding field that requires expertly trained technicians.

### CAROLE'S COSMETIC TATTOO SCHOOL MISSION STATEMENT:

At Carole's, our goal is to educate students to the highest standards by providing them with a focused cosmetic tattooing education program preparing them to become Licensed Professional Tattoo Artists in the State of Oregon.

### ADMISSION REQUIREMENTS:

- The minimum age for enrollment is 18 years of age. Proof of age is required in the form of a valid and current state issued driver's license or state issued ID card.
- A High School Diploma or High School Equivalent or General Education Diploma (GED) as specified within Oregon Administrative Rule 331-915-0015.
- A \$150.00 registration fee must be paid & a student enrollment form must be completed & returned to the institute.

### TUITION FEE AND LENGTH OF COURSE:

- A minimum of 360 hours must be completed to take the State Board Exam with the Health Division Licensing Program to include 210 hours of Theory, 150 hours of Practical & 50 Procedures to be completed within 12 months.
- The course cost is \$9000.00-\$12,000 (*see pg. 4 for details*) for 360 hours, which **includes** a \$150.00 registration fee & \$150.00 in supplies. Carole's Cosmetic Tattoo, LLC does not offer any financial assistance and/or loans or student loans. Nor does the school offer waived fees, or any policies or procedures regarding fees waived. The Books recommended in the Course Study Outline are provided with **only the chapter and pages required**. However, the student may order and purchase the Books for their own study purposes if desired. We also have the books on site to be used while in class. . If installments towards tuition defaults, training will be put on HOLD until all fees and late fees are paid in full. If the student withdraws, a transcript of hours completed is available upon request to transfer to another school in order to complete training. **\*Theory curriculum is required & MUST be completed PRIOR to learning any hands-on Practical training.**

### TARDINESS AND ABSENCES:

- Leaves of absences will be granted in extreme emergencies such as prolonged illness, accident, or death in family. (*Refer to page 34 for more detailed information*)
- Tardiness will be made up the same day
- A time sheet and student progress record will be available to keep accurate hours.

### GRADE AVERAGE REQUIREMENT:

An average of not less than 75% is required to pass.

### DRESS AND CONDUCT CODES:

A neat and clean lab coat is necessary

Clean slacks/pants or dress/skirt below knees is required (jeans are acceptable as long as there's no holes in them)

Clean, well-kept hair and nails

Oral hygiene is especially important

Good/proper conduct will be enforced

Eating or smoking will not be allowed in the presence of a client

No smoking is allowed anywhere on the premises

### PLACEMENT COUNSELING:

Staff will work very closely with everyone through counseling; however, we do not guarantee nor cannot guarantee employment OAR 715-045-0019.

### LOCATION OF CAROLE'S COSMETIC TATTOO:

Carole's Cosmetic Tattoo, LLC is centrally located within walking distance of restaurants, hotels, apartments (for out-of-town students and a wide variety of retail stores). Target, KFC, Chick Filet, Subway, Bi-Mart, Michaels are across the street and within a block distance from the school.

**DISCIPLINARY POLICY:** Students shall maintain positive conduct and favorably represent themselves and the school. All school rules must be followed. The school official maintains the right to dismiss students for violation of school rules or conduct which reflects unfavorably on the reputation or operation of the school.

*(Please refer to page 33 & 34 for more detailed policies and regulations).*

**REINSTATEMENT AFTER TERMINATION:** If a student is terminated for any reason, re-admittance will be evaluated on an individual basis according to the evaluation of the school officials. *(See page 35 for specific details).*

**STUDENT INTERNAL GRIEVANCE POLICY:** If a student has an internal grievance, the student shall follow these steps with the intent to reconcile their concerns in partnership with the school:

**STEP 1:** Students aggrieved by the action of the school should attempt to resolve any problem with appropriate school instructor(s). Should this step fail, the student shall proceed to step number 2.

**STEP 2:** Student shall contact school Director, OREGON, Heather Parish add the following phone number (503) 810-2220. If this step should fail, the student shall proceed to step 3.

**STEP 3:** The student shall submit a written internal grievance to the following email: [carolescosmetictattoo@yahoo.com](mailto:carolescosmetictattoo@yahoo.com). The email shall be labeled, "Student Grievance". This adds a time stamp to the internal grievance for the school and student. Other options to file an internal grievance are to write a letter and send it *certified US mail* to the school director labeled "Student Grievance", Attn: Heather Parish 4588 SW 103<sup>rd</sup> Ave Beaverton, OR 97005.

**STEP 4:** Once the school receives the time stamped student grievance from the student, the school will have 15 days to do an investigation and provide the student their time stamped written determination.

**STEP 5:** The school's determination is final. Should this procedure fail, and the student has exhausted the school's internal grievance policy, the student may contact: ***The Oregon Higher Education Coordinating Commission Private Career Schools Higher Education Coordinating Commission 3225 25th Street SE, Salem, Oregon 97302 Phone: 503-947-5716.*** After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

**GOVERNING AUTHORITY:** The Following is the name & accrediting institutions for the Governing Authority over Carole's Cosmetic Tattoo LLC: *(In accordance with OAR 715-045-0019, 715-045-0019 School Catalogs. 715-045-0022 Facilities. 715-045-0023 Complaints against Private Career Schools. 715-045-0029 Tuition Protection Fund. 715-045-0032 Standards for Financial Reporting. 715-045-0033 Standards for Advertising. 715-045-0034 False, Deceptive, Inaccurate or Misleading Representations)* Higher Education Coordinating Commission (HECC), 3225 25<sup>th</sup> Street SE, Salem, Oregon OR 97302, or by phone at (503) 947-5716, or visit their website at [www.oregon.gov/highered](http://www.oregon.gov/highered) or email inquiries/complaints at [Info.HECC@state.or.us](mailto:Info.HECC@state.or.us). HECC Public Service Contact Information: Office of Private Postsecondary: [Info.PPS@state.or.us](mailto:Info.PPS@state.or.us) 503-947-5716 The Health Licensing Office (HLO) The Health Licensing Office (HLO) protects the health, safety and rights of Oregon consumers by ensuring only qualified applicants are authorized to practice. HLO establishes, communicates and ensures compliance of regulatory standards for multiple health and related professions. Address: 1430 Tandem Avenue NE, Suite 180 Salem, OR 97301 Licensing and General Information: 503-378-8667 or email [hlo.info@state.or.us](mailto:hlo.info@state.or.us).

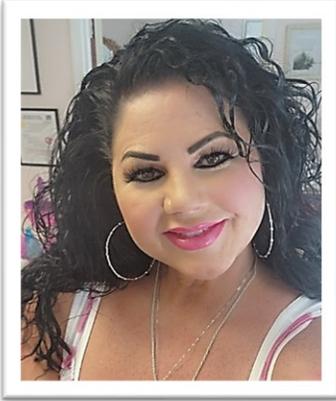
**CERTIFICATE DIPLOMA:** A Certificate of Completion shall be awarded to each student who completes all the course requirements.

**REFUND POLICY:**

- ✦ Refund Schedule for Private Career Schools (OAR 715-045-0036) (ORS 345.115) (see from page 33)
- ✦ You may cancel enrollment prior to entering classes by giving written notice to the school.
- ✦ If cancellation occurs within five business days, you will receive a 100% refund.
- ✦ If cancellation occurs after 5 business days from the date of enrollment and prior to the commencement of classes, a \$150.00 registration fee will be charged. (This is not to exceed \$150.00 or 15%, whichever is less).
- ✦ If you terminate enrollment after entering classes:
- ✦ If a student withdraws prior to completion of 50% of the instructional program contract, the student shall be entitled to a pro-rated refund of the total tuition charged for such instructional program.
- ✦ Upon completion of 50% of the instruction, no refunds will be issued.

## *Heather Parish*

### OWNER INSTRUCTOR BIO



Heather has been a Licensed Esthetician since 2000. She worked previously as an Office Manager for Dacascos Academy of Kung-Fu for Al Dacascos from 1987-1998. She also worked as a Leasing Consultant/Assistant Manager from 2003-2005 for Pinnacle. She graduated from Carole's Cosmetic Tattoo School in 2000. She has been Licensed as a Permanent Cosmetic Tattoo Technician since 2001. She has 24 years of experience with client services performing all duties required for a cosmetic tattoo procedure. Heather has over 15 years of assisting Carole Varsandar as a **volunteer**, instructing techniques, procedures, & Tattoo theory while complying with all Oregon Rules/Laws & OSHA relating to obtaining an Oregon Tattoo License for Cosmetic Tattooing. She is great with Leadership, Communicating, and Conflict Resolution. She is able to teach from her experience while complying with HLO & HECC Student Enrollment, annual PPS data & annual Private Career School Renewal Application for HECC. In addition, she managed student Graduation & distribution of Diploma's, and Transcripts. Heather's use of Graphic Designs for Carole's Cosmetic Tattoo, Event Planning and organizing Student's scheduling of classes, bookwork, tests, and clients, Marketing, Managing of Internet &

Social Media Accounts. Her use of time management, creativity, & teamwork also helps her to be Proficient with client retention. She has knowledge of Excel, Microsoft Word, PowerPoint, Pics Art, Canva, and Print Shop. She has taken many in person and online courses with Phibrow, Scalpa, and Beauty Angels Academy for Microblading/shading to continue education, along with in person training with Lina Anderson of Daela Academy & Jodi Stoski for Areola Restoration, and Girlz Ink for a variety of CEU services including Li-FT. Heather stays relevant within the competitive growing industry of permanent makeup (PMU) industry and Paramedical Tattooing. Due to Carole's unexpected passing, the torch of Carole's legacy was passed to Heather in July 2020. Heather strives to use her experience as Owner and Licensed Tattoo Teacher/Instructor to honor the memory and legacy of Mrs. Varsandar at Carole's Cosmetic Tattoo. With the superior training you receive at Carole's Cosmetic Tattoo, LLC, you will have the ability to approach your new career with great confidence. Additional training, CEU's (continued education) is also available beyond graduation and licensure. *If you need further information, feel free to call or write to Carole's Cosmetic Tattoo at 4588 SW 103<sup>rd</sup>, Beaverton, Oregon 97005, (503) 646-5478.*



## *The Legacy of Carole Varsandar*

Carole Varsandar was the previous owner and head instructor at Carole's Cosmetic Tattoo. Carole had a teaching degree from Whitworth College in Washington and taught PE, Art, Dance at Beaverton High and overseas. She was a successful electrologist beginning in 1981 and owned and operated Sherdonna Institute of Electrolysis & Thermolysis, Inc. from 1986 to 1997. Carole also taught Electrolysis prior to learning cosmetic tattooing. Carole had been a cosmetic tattoo artist since 1986 and enjoyed teaching the exciting career because of its financial and emotional rewards. In 1998, she added dba Carole's Cosmetic Tattoo to her business name. In addition to cosmetic tattooing, Carole also taught students to do small artistic tattoos if a student wished to learn. Carole has hundreds of successful graduates to her name. Carole's graduates have gone on to pursue lucrative careers far beyond their own expectations. Many of her graduates operate successful studios and schools in Oregon and throughout the states; Daela Studio (formerly Studio Meraki), Nai Beauty Academy, Spades Beauty Salon, Haley's Ink, 4Ever Beauty by Jordan, Bellissima, Jein King, Permanent Cosmetics Northwest, Empress Brow and Beauty, Spades Beauty Bar, Permanent Make-up by Lucia, Luxe Beauty Ink & Esthetics, Skin City, Captain Jacks, Grizzly Tattoo, Forbidden Body Art, Esthetics NW Services LLC, Ink and Ashberry (formerly SMP Portland), Addictions Body Piercing and Tattoo and Miss Alter Ego Salon are all alumni, among many more.

# Carole's Cosmetic Tattoo

4588 SW 103rd Ave, Beaverton, OR 97005

(503) 646-5478

[www.carolecosmetictattoo.com](http://www.carolecosmetictattoo.com)

## **Financial Information for the Licensed Cosmetic Tattoo Artist/PMUA**

Following are examples of what students can charge for cosmetic tattoo procedures once they have completed the school program at Carole's Cosmetic Tattoo and have successfully met all the State of Oregon testing and licensing requirements to obtain their official license to practice in the State of Oregon.

Upon licensing, Cosmetic Tattoo artists can charge anywhere from \$250-\$950 per procedure to clients for each of the following cosmetic tattoo procedures: (*Ranges from Maintenance/Color Boost-New Procedure*)

1. Eyeliner (Upper or Lower, Upper & Lower, Eyelash Enhancement, Thick, Dramatic)
2. Eyebrows (Ombre, Powder, Smudged, Microblade, 3D Eyebrow, Microblade & Shade)
3. Lips (Ombre Lip, Lip Blend, Lipliner, Lip Blush)
4. Areola/Nipple Restoration (3D Treatment creating a natural areola due to surgical removal and or post-secondary breast cancer reconstruction, or adding color and symmetry to faded areolas)

Cosmetic tattoo procedures are great for the following individuals:

1. Motor impaired or shaky hands from Parkinson's Disease, Neuropathy, etc.
2. Vision challenged or impaired
3. Busy Professionals
4. Athletic Individuals
5. Clients with allergies (hay fever) or allergies to traditional cosmetics
6. Clients who have reconstructive surgery on the face or body or due to cancer of the breast(s)
7. Clients with scar tissue
8. Clients with Vitiligo or skin pigmentation issues
9. Clients with hair loss in the eyebrows, lash line and/or hairline

Many licensed tattoo artists work at permanent cosmetic facilities, while others work at doctors' offices, day spas, and other facilities. A whopping 87% are self-employed and commission percentages ranged from 10-80%. The industry of permanent cosmetics seems to be thriving, as it is a fast-growing business industry. According to ZIPRECRUITER, as of August 2019, the average annual pay for a Permanent Make-up Artist in the United States is \$57,375 a year (\$4781 per month, \$1103 per week, or averages \$28 per hour), with yearly salaries majorly ranging between \$29,000-\$60,000 across the country.

As of 2020, Permanent Cosmetics is to the Beauty and Medical industries like no other single or add-on service currently available. Based on statistics maintained by the Society of Permanent Cosmetic Professionals, (SPCP), the number of trained technicians has increased tenfold within the past three years alone and it continues to grow at an unprecedented rate. With permanent make-up, they can continue to wear makeup without having to worry whether it has been applied accurately. Across the globe, artists are helping clients to achieve natural, fuller, and enhanced features. From microblading eyebrows to lip contouring and eyeliner tattoos – the benefits do not stop there. Another form of micropigmentation where hair-like follicles are created on the scalp helping those with thinning or no hair to gain back their sense of confidence. Men and women with varied hair problems can utilize this treatment. Another name for this is scalp tattooing. It can be used for men who are completely bald, and even for those who are recovering from cancer – if you just have not grown back your hair the way you had hoped to – this can be a terrific alternative. It can customize the hairline to achieve a new look. It is a minimal maintenance process after all sessions have been completed. It is more affordable than hair transplants and requires no down time.

**DETAILED SCHOOL REGULATIONS & POLICIES ON STUDENT CONDUCT:**

Students are always expected to conduct themselves in a professional manner. Students and staff are expected to demonstrate respect, courtesy, and consideration throughout the educational program. Appropriate behavior includes regular and punctual attendance. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, intimidating, or dangerous to themselves or others. Students are not allowed to post *negative* information regarding the school, students, employees, or anything regarding their education while enrolled via emails, social media, or personal social media accounts. Cellphones are not permitted during class time and must be silent. The only time a cellphone is permitted for use is when taking before and after photos of client procedures. Students are expected to maintain classrooms, equipment, and practical operatory at a level equivalent to professional industry standards and in compliance with the Oregon Health Licensing Agency laws governing Permanent Color and Tattoo artists. Deviation from these standards may result in disciplinary action. If a student’s attendance and/or grades prevent them from fulfilling their Enrollment Agreement within the 12 months, they will be issued an additional charge of \$800 per month, \$500 per week or \$150 per day (whichever is less for the time extended). A verbal warning will be given within three (3) months of expected graduation date, a written notice will be given two (2) months within expected graduation date, and charges will be issued if the student exceeds one day past their expected 12-month graduation period. Students will not graduate until the said payment is paid in full if they extend their enrollment past the allowed 12 months. *A diploma of graduation will not occur until all fees and late fees are paid in full and the required 360 hours curriculum is completed. However, a transcript of the hours that have been completed is available if the student withdraws. If tuition installments default, the course will be placed on HOLD until all fees and late fees are paid in full. Financing is offered with a financial agreement made between the student and the school + 10% interest. (If a student decides to withdraw from school, the Hours completed will be provided with a transcript to apply at another school to complete the remainder of the course hours at their cost, but a refund may not be awarded.) {See Refund policy}*

**DISCIPLINARY PROCESS:** Warning notices are issued for failure to maintain the following:

1. **Academic** (The student will receive a warning when the cumulative GPA is below the minimum 75%).
2. **Attendance** (The student will receive a warning when attendance is below 90%).
3. **Conduct** (The student will receive a warning for not complying with the school policies and rules).

This school will first notify a student *verbally* when the student is close to not meeting the school’s satisfactory progress standards. If the student’s Academic, Attendance, or Conduct **does not improve**, a *written warning* notifying them of the disciplinary action will be given. Disciplinary actions include but are not limited to:

**Probation** – Student is given written notice identifying the length of probation, specific areas of deficiency, and is scheduled to meet with the school director Heather Parish. The student is informed of the date/time/place of the meeting. It is the student’s responsibility to meet with the school director to discuss the reasons for, and terms of probation.

**Suspension** – Student has failed to comply with previous warning and is suspended from attending school for a specified period. Return to school is contingent upon student meeting the school’s identified standards.

**Termination** – Student is permanently withdrawn from school from not complying.

**CLASS SCHEDULE:** Classes are held according to the schedule published in the student enrollment agreement. Classes are held in the studio’s designated classroom area.

**WHAT TO BRING:**

Pen, Paper, Magnifying glasses with approximately 12” vision, a Clean Lab Coat (per client). Week six until 50 Procedures, bring your own LIVE MODELS. They are your walking advertisement. Your machines are NOT included in the cost of the course. You can use one of the school’s machines while you’re in school. However, it is advisable that you purchase your own, so you can practice with your machine at home, and on the public in class and become a pro with your own machine before you begin your own practice/business. Laptops are permitted for Theory only; audio recorder is ok.

**GRADING SYSTEM:**

Written exams will be graded on the following scale. Practical Training Procedures will be graded on a Pass/Fail basis. Students failing any exam must retake the exam. Retakes will be scheduled by the instructor.

**WRITTEN GRADING SCALE**

A – Excellent,	95% - 100%
B+	90% - 94%
B - Good,	85% - 89%
C+ Average	80% - 84%
C – Fair	77% - 79%
D – Poor	75% - 76%
F – Failure	0% - 74%

**PRACTICAL GRADING SCALE**

A – EXCELLENT
B - GOOD
C – FAIR
D – POOR
F – FAILED

Students must maintain satisfactory academic and attendance progress while enrolled in training. Student will be advised weekly of their progress. Each student is evaluated and is given a written progress report (monthly/every 60 days). If a student's course grade drops below 75% or attendance drops below 90 percent, he/she will be put on probation for thirty days. If at the end of the probationary period, the student's attendance or grades do not meet the satisfactory process standard, he/she will be terminated (except for extenuating circumstances). Progress records are kept by the school until final grades are entered on the official transcript. Academic transcripts are maintained in the student file. However, both the original Transcripts and Student Files are kept separately in a fire rated cabinet and in a computer program. The Student Files will be kept in the cabinet for only three years from the last date of attendance, while the Original Transcripts will be kept in the fire rated cabinet for 25 years.

**CERTIFICATE/DIPLOMA:** A Certificate of Completion is awarded upon graduation to each student who completes all the program requirements as specified above.

**PLACEMENT:** *We provide the following assistance to our students;*

1. Help with development of the student's individual artist portfolio
2. Practice job interview & techniques. We post information from employers seeking employee's
3. When appropriate, write letters of reference for job contacts/interviews

**STUDENT HOUSING OR COUNSELING:** The school does not provide student housing or counseling services.

**ATTENDANCE POLICY:**

Students are required to attend in accordance with the scheduled/contracted hours as identified on their student enrollment agreement. Attendance will be taken daily, and a record of the clock hours maintained. Students are expected to attend from the date of enrollment to graduation in accordance with the program requirements and enrollment contract. Students must maintain satisfactory academic and attendance progress while enrolled in training. The students will be advised every two weeks of their progress. Each student is evaluated and is given a written progress report (monthly/every 30 days). If a student's course grade drops below 75% or attendance drops below 85%, he/she will be put on probation for thirty days. If at the end of the probationary period, the student's attendance or grades do not meet the satisfactory process standard, he/she will be terminated (except for extenuating circumstances).

**ABSENCE/TARDIES:** Tardiness is discourteous and unprofessional behavior. Students must call/text the school instructor prior to the start of class if they will be arriving more than 15 minutes late. When possible, any planned absence or late arrival must be pre-approved by the school director. If the student is ill/sick, please call/text 24 hours if possible to inform the school of the expected absence. We do not want students to attend class if they are sick with runny/stuffy nose, coughing, fever etc. Any time missed due to absences and tardiness will be used in the calculation that determines a student's satisfactory progress. Failure to maintain satisfactory progress may result in disciplinary action and the hours must be made up prior to graduation.

**LEAVE OF ABSENCE (LOA) POLICY:** A request for a leave of absence must be submitted in writing via email or by letter. The request will state the reason for the leave and length of time requested (30 days-120 days is approved. But, no longer than 6 months is allowed, unless extreme circumstances such as death, illness etc.). The letter will also contain the students' plan for make-up work. The school may grant approval at its discretion when circumstances for the leave are not related to illness, accident, or a death in the family. *A student on leave is still considered by the school as enrolled.* No charges or fees are assessed during an authorized LOA. Upon return from a leave of absence, the student will also sign a new enrollment agreement or a rider with the updated terms, which will clearly state the new time limit for completion of the course to include make-up work. Students not returning to school at the end of their LOA will be withdrawn/dropped from the school and this will be notated in the student file and signed by the student.

**MAKEUP WORK:** Students are required to make up missing assignments. The time limit for completion of the missing assignments will be determined by the instructor.

**STUDENTS RIGHT TO CANCEL:** Students have the right to cancel enrollment **within 5 days of signing the initial Enrollment Agreement** (to be submitted in writing via email or by letter) and receive a full refund. After 5 days, and before the commencement of classes, the school may retain only the registration fee. *(Please refer to the Cancellation and Refund Policy published on the student Enrollment Agreement for cancellations after the commencement of classes. The supply fee is non-refundable if any received).*

Due to our open entry enrollment practice and the individualized program schedule, the program's start and end dates may vary with each student. The Registration/Enrollment starting date and ending date for the program are published as part of the student enrollment agreement. *(If the majority of students are gone during the Holiday season, we may decide to stay closed from Christmas Eve through New Year's Day). In the event we have snow and ice, we observe school closures for the Beaverton & Hillsboro school districts. If they are closed, we will be closed.*

**HOLIDAYS AND OTHER DATES OF IMPORTANCE:**

School will be closed on New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter, the day after Easter, Memorial Day, Independence Day & the day after Independence Day (if it's a week day), Labor Day, Veteran's Day, Thanksgiving, Black Friday, Christmas Eve, and Christmas Day.

**RELIGIOUS OBSERVANCES:**

Students are expected to notify their instructor in advance if they intend to miss class to observe a holy day of their religious faith.

**STUDENT GRIEVANCE POLICY & PROCEDURES:**

These policies and procedures are listed on page 30.

**RE-ADMISSION/REINSTATEMENT POLICY:**

Readmission is at the sole discretion of the school director. A student who withdraws or is terminated from the program may apply for readmission by contacting the school director. The student may be readmitted by the school director, provided he/she meets the admissions criteria, and has successfully completed any and all probationary or other agreements with the school.

A student requesting readmission after withdrawal or termination will be subject to a satisfactory progress analysis and determination applicable to their previous period of enrollment. Students failing to meet academic, or attendance standards may be enrolled in a probationary status upon re-entry. A student may be denied readmission for, but not limited to, demonstrated lack of commitment to complete the program as shown during the previous enrollment by poor attendance and/or academic performance, dismissal due to inappropriate conduct, failure to meet financial obligations, or the lack of available space at the time of requested re-admission.

**EMPLOYEES:**

The school policies governing employees where instructional staff or other school personnel have been found to have engaged in discriminatory behavior is not applicable at Carole's Cosmetic Tattoo. There are no staff employees currently. Jordan Dawson, a former graduate of Carole's volunteers and assists instructing so that she may be approved as an instructor when she is qualified. However, when Staff is employed, and is found to have engaged in discriminatory behavior, the situation and circumstances will be terminated. If Heather, Director/Owner/Instructor has demonstrated any behavior that is deemed to be offensive or discriminatory, please make an appointment to discuss the situation and/or file a written complaint in letter or email format *(as listed on page 30 under grievance procedures)*.

**SCHOOL PREMISE & DESCRIPTION:**

The school is 750 square ft. with three (3) procedure/classrooms, one (1) procedure/treatment room is used for clients. A client reception area and a staff office, with an additional 450 square foot classroom for larger classes when needed for advanced education, or a study hall is adjacent to the premises. There are two (2) parking lots available to provide ample off-street parking for both students and clients. There is a library of videos and books available for the students to watch or read while on campus. These resources must be checked out and returned the same day and are not to be removed from school premises.

**ENROLLMENT:**

Students who apply for enrollment will be informed by the Director at the time of interview whether they have been accepted for enrollment. A student who does not meet enrollment requirements and is ineligible for enrollment may reapply upon completion of necessary requirements. A student who ***does not finish their course*** within the 12-month allotted time will be subject to a monthly rate of \$750, weekly rate of \$200 or a daily rate of \$150 (depending upon the circumstances for the additional time needed to graduate).

**TRANSFER HOURS/CREDITS:**

Carole's does not accept any transfer hours or credits from other schools attended.

**REFUND POLICY:**

Carole's complete Refund Policy is outlined on pages 10-11, 14, 30, 33, 34 and 36. The \$150 registration fee is non-refundable, and the \$150 supply fee is only refunded if the supplies have not been used and if cancellation occurs within 5 days of registration.

**STUDENT FILES:**

Students have access to their student files when a request is made in writing. Access will be granted within 7 days of written request.

**ENROLLMENT DATES AND AVAILABILITY:**

Enrollment dates are based on availability. Start dates usually occur every other month and are based on availability. Carole's Cosmetic Tattoo School has a capacity of three to five ( 3-5) students at any given time. Currently, we are allowing only three to four students per class per day due to the classroom accommodation.

**SCHOOL CALENDAR/SCHEDULE:**

The school schedule is customized for the individual student. Most students attend 1-3 days per week until all school requirements are met, and the state mandated 360 hours have been completed. Students must be finished with all requirements within one (1) calendar year from the date of enrollment. Should a student require more than 12 months to complete the program, the contract will be extended, and an extra tuition fee will be assessed (*see page 33*) based on the remaining hours and requirements necessary to complete the program. There is ample time to complete the entire program within this time frame, even if attendance is only one day per week.

**DISCRIMINATION POLICY:**

Carole's Cosmetic Tattoo School does not exclude or discriminate for admission against any person based on sex, race, color, national origin, disability, age, religion, or sexual orientation, marital status, national origin. As used in this section, "discrimination" means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which has before mentioned. "Discrimination" does not include enforcement of an otherwise valid dress code or policy, as long as the code or policy provides, on a case-by-case basis, for reasonable accommodation of an individual based on the health and safety needs of the individual. (2) A person may not be subjected to discrimination in any public elementary, secondary or community college education program or service, school or interschool activity or in any higher education program or service, school or interschool activity where the program, service, school or activity is financed in whole or in part by moneys appropriated by the Legislative Assembly. (3) The State Board of Education and the Higher Education Coordinating Commission shall establish rules necessary to ensure compliance with subsection (2) of this section in the manner required by ORS chapter 183. [Formerly 659.150; 2007 c.100 §29; 2013 c.747 §182; 2013 c.768 §146] Any person who believes they have been unlawfully discriminated against as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. *Staff or Employees that are found to have engaged in discriminatory behavior will be terminated.*

# *Carole's Cosmetic Tattoo*

## **STUDENT FILE CHECKLIST**

### *Statement of Acknowledgement & Certification of Delivery*

Students are to place their initials & date beside each item that they have received. Any item not received must be left BLANK until that item is in their possession. Upon delivery of the item, the student will sign and date an acknowledgement of receipt.

ITEM(s)	DATE STUDENT RECEIVED	STUDENT INITIAL	DATE SCHOOL RECEIVED	STAFF INITIAL	<input checked="" type="checkbox"/>
<b>Copy of Signed Enrollment Agreement With the School Official Signature</b> <i>(Original in the School's Student File)</i>					
<b>Copy of signed Cancellation Policy</b> <i>(Original is maintained by the school &amp; Placed in the Student File).</i>					
<b>Copy of the school's most recent catalog</b> <i>(That complies with OAR 715-045-0019 &amp; when applicable any supplements or Correction sheets).</i>					
<b>Copy of document signed by the student Acknowledging receipt of book, supplies, Kits, &amp; other substantial materials required to participate in the instructional program.</b>					
<b>Student Signature acknowledging Attendance Orientation Session/Day.</b>					
<b>Copy of Student's signed payment plan</b> <i>(if separate from the Enrollment Agreement).</i>					
<b>Payment Schedule &amp; Record of Payments Received</b>					
<b>Copy of all documents related to third party training</b> <i>(contracts, e.g. NAFTA, Vocational Rehabilitation, etc.)</i>					
<b>Progress Reports</b>					
<b>Copies of any documentation required for school admission</b> <i>(i.e. age verification, school Diploma, GED/ Equivalent)</i>					
<b>Transcripts, physical exam, criminal History.</b> <i>(If any evaluation/exam is conducted, copy of results must be in file)</i>					

## *Carole's Cosmetic Tattoo*

### **BRIEF HISTORY of TATTOOING**

Many different peoples and cultures in all parts of the world have been painting skin, both temporarily and permanently as far back as history allows. With techniques and designs unique to each culture, tattooing developed and spread throughout the world.

The first direct archeological records found in Egyptian mummies dated 2000B.C. Female mummies from the XI Dynasty had rows of dark blue dots on their arms, legs & lower abdomen. Some of the earliest writings about tattooing are found in the Bible. Leviticus 19:28 Moses says, "You shall not gash yourselves in mourning for the dead you shall not tattoo yourselves." Religious tattooing among the Christians described in the New Testament were made to mark the followers of Jesus, Galatians 6:17 states "In the future, let no one make trouble for me, for I bear the marks of Jesus branded on my body."

The custom of tattooing women among the Brits, Picts, and Scots was noted by Tertullian, a second century AD Roman. Later Constantine banned tattooing on the face. Pope Hadrian the First of 787 AD banned all tattooing of Christians. Yet tattooing was continued by the monks and medieval craftsmen of Europe. This Christian tradition continued through the centuries. In 1862, the Prince of Wales had the "cross of Jerusalem" tattooed on his forearm. Nestorian monks brought tattooing from Europe as they moved eastward. Catholic women in Bosnia had forearm designs as a mark of their piety.

Perhaps Captain Cook did the most to introduce Europeans to tattooing, after his eighteenth-century explorations of the South Pacific. In Polynesia, he found that men and women painted their bodies. "tattoo", was the word in their language. Then the Europeans had a name for the process, tattoo. It was derived from the Polynesian word "TA" it is the word for knocking or striking as in the action used to apply a tattoo.

In Japan, tattooing developed to a fine art. It was prominent there as early as the third century AD. Initially, the size and position of the tattoo indicated a man's rank. But later the upper classes shunned the practice and tattooing became the mark of criminals. During the Genroku period (1688-1704) the lower classes received tattooing as a substitute for clothing.

Across the Atlantic in the US, tattooing began to appear in the nineteenth century. In the 1930's, it was popular for ladies to tattoo permanent blush, eyebrows and lipstick. By the turn of the century, cosmetic tattooing was the rage on both sides of the Atlantic and local tattoo artists were reaping the benefits. Tattooist George Burchett of the 1940's said, "I could have made my whole living and possible fortune from this beauty culture, but the leopard does not change his spots and tattooing proper designs always interested me far more." This comment is shared by many tattooists and probably explains why most cosmetic tattooing is performed by people outside the tattoo mainstream.

Credit to: Tattoo Archive, "The History of Cosmetic Tattooing" file #10

## *Carole's Cosmetic Tattoo* (Office Copy)

**OAR 715-045-0018** \*If SSN is collected, a disclosure statement must be provided to the student prior to collection of this information. The HECC allows Carole's Cosmetic Tattoo Private Career School to obtain SSN for the use in audits and annual Private Post-Secondary Data Input. The information will be protected from disclosure, theft, and misuse by others in their student files. Section 7 of the **Privacy Act** (found at 5 U.S.C. § 552a note (**Disclosure of Social Security Number**)) provides that: "It shall be unlawful for any Federal, State or local government agency to deny to any individual any right, benefit, or privilege provided by law because of such individual's refusal to **disclose his social security account number.**" If a social security number isn't provided, the school may create a School ID as an alternative. *Schools shall maintain students' personally identifiable information in accordance with applicable laws, including but not limited to the Oregon Consumer Identity Theft Prevention Act, ORS 646A.600 to 646A.628, and any rules adopted pursuant to ORS 646A.600 to 646A.628.*

### STUDENT FILE CHECKLIST

#### STATEMENT OF ACKNOWLEDGEMENT AND CERTIFICATION OF DELIVERY

*Students are to place their initials and date beside each item that they have received. Any item not received must be left blank until that item is in their possession. Upon delivery of the item the student will sign and date an acknowledgement of receipt.*

ITEM	STUDENT received DATE	STUDENT INITIAL	SCHOOL received DATE	STAFF
Copy of Enrollment Agreement with signature of school official <i>(Original is maintained by the school and placed in student file)</i>				
Copy of signed Cancellation Policy: <i>(Original is maintained by the school and placed in student file)</i>				
Copy of the school's most recent CATALOG that complies with OAR 715-045-0019				
Copy of Curriculum Outline:				
Copy of document signed by the student acknowledging receipt of Theory, supplies, & materials.				
Student signature acknowledging Orientation session/day.				
Copy of student's signed PAYMENT PLAN: <i>(if separate from the enrollment agreement)</i>				
Payment schedule arrangements/received: <b>PROGRAM</b> TUITION \$ _____ DEPOSIT \$ _____ BALANCE \$ _____ # of Installments _____ Due on the _____ of each month 1 <sup>ST</sup> PAYMENT: \$ _____ Date: ___/___/___ FINAL PAYMENT: \$ _____ Date: ___/___/___ <i>*OR if Balance is paid in full, initial as such</i>				
Document COPIES of third-party training contracts: (NAFTA, Vocational Rehabilitation, Scholarship)				
Progress Reports:				
<b>Admission Documentation:</b> ID / Age verification, GED, DIPLOMA, HS Transcripts				
Weekly Attendance Documentation:				
Evaluation of Practical Work:				

# *Carole's Cosmetic Tattoo, LLC*

*(After completion of all Closed Book Tests, this is a reference for preparation of the state boards exam.)*

The Health Licensing Office (HLO), Board of Electrologists and Body Art Practitioners (EBAP) started administering a NEW Tattoo Written Examination as of May 15, 2018. The Tattoo Written Examination will be administered on a touch screen computerized testing system and offered on a **scheduled** basis Monday through Friday from 9am until 2:00pm; Due to Covid-19, the office is closed. When you sit for the exam, a mask or face covering is required upon entry into the building. Passing the Tattoo Written Examination requires a score of at least 75%. To schedule your appointment or if you have any questions, please call or email;

## **Oregon Health Licensing Office**

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301- 2192

Phone: (503)378-8667 Email: [hlo.info@dhsosha.state.or.us](mailto:hlo.info@dhsosha.state.or.us) Fax: (503)370-9004 [www.healthoregon.org/hlo](http://www.healthoregon.org/hlo)

## **TATTOO CURRICULUM & WRITTEN EXAM REFERENCES:**

- LESSON 1:** **2018 OR TATTOO RULES & LAWS pg. 75-114 Oregon Revised Statutes,**  
Chapter 676.575-625, 676.990 and 676.992, 690.350-415 and 690.992 **Oregon Administrative**  
**Rules, Chapter 331,** Divisions 001-030 and 900-950  
<http://www.oregon.gov/oha/PH/HLO/Rules/EBAP-Rules-01-01-18Pages/Board-Electrologists-Body-Art-.pdf>
- LESSON 2:** **MEDICAL ISSUES**
- LESSON 3:** **DERMATOLOGY**
- LESSON 4:** **BACTERIOLOGY & STERILIZATION**
- LESSON 5:** **HISTORY OF TATTOOING & WHAT IS A TATTOO SPAULDING & ROGERS**
- LESSON 6:** **(OSHA), Bloodborne Pathogens: [www.orosha.org/subjects/bloodborne\\_pathogens.html](http://www.orosha.org/subjects/bloodborne_pathogens.html)**
- LESSON 7:** **TATTOOING THE RIGHT WAY**
- LESSON 8:** **MACHINES - Huck Spaulding Part 1**
- LESSON 9:** **STERILIZATION**
- LESSON 10:** **AIDS**
- LESSON 11:** **Barron's E-Z Anatomy and Physiology; 2010: [www.barronseduc.com](http://www.barronseduc.com)**
- LESSON 12:** **Skin Deep, 3rd Edition, 2007: <http://www.encyclopediacenter.com/skin-deep-third-edition.html>**
- LESSON 13:** **Tattoo Machine Set-up, Tuning & Maintenance 2005: [www.infiniteirons.com](http://www.infiniteirons.com)**
- LESSON 14:** **BLUEPRINTS FOR SUCCESS: Beauty Angels Academy Advertising & Marketing**

***CPR/1<sup>st</sup> AID & Blood Borne Pathogens Certification is not provided at Carole's. This certification is obtained from an HLO approved program prior to the state board testing.***

The Health Licensing Office (HLO), Board of Electrologists and Body Art Practitioners (EBAP) is providing all licensed tattoo schools with information relating to the application requirement for individuals applying for licensure to practice tattooing, which includes submission of a High School Diploma or equivalent as specified within Oregon Administrative Rule 331-915-0015.

An equivalent High School Diploma must include content determined by the United States (U.S.) Department of Education as being equivalent to a high school degree to include a minimum of 24 credits in English, Language Arts, Mathematics, Science, Social Sciences, Health Education, Physical education, and career and technical education, the arts or second language.

***The following documentation will be accepted by the HLO as equivalent to a High School Degree: General Education Degree issued within the U.S.; or Verification from an approved credential evaluation service certifying education completed in another country is equivalent to a U.S. high school degree. You must also have a current CPR/1<sup>st</sup> Aid & Blood Borne Pathogens Certification to test. Two pieces of ID are required, including a photo ID. More specifications can be found on the HLO website.***

Individuals applying for licensure to practice tattooing, who have not had an official evaluation of their education from another country, verifying it is equivalent to a U.S. high school degree, which has been submitted directly from the international high school diploma evaluation service to the HLO, will not be allowed to sit for the qualifying examinations. International high school diploma evaluation services can be located through the National Association of Credential Evaluation Services (NACES) at <http://www.naces.org/>. If you have any questions, or need additional information please contact an HLO licensing representative at 503-378-8667.



**HEALTH LICENSING OFFICE**  
**Board of Electrologists and Body Art Practitioners**

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301-2192  
 Phone: 503-378-8667 | Fax: 503-370-9004  
[www.healthoregon.org/hlo](http://www.healthoregon.org/hlo) | Email: [hlo.info@state.or.us](mailto:hlo.info@state.or.us)

**TATTOO**  
**EXAMINATION INFORMATION BULLETIN**  
 Revised: July 25, 2023  
 100 Questions; 1 Hour and 40 Minute Time Limit

Domains:	Number of Questions on Examination:
Oregon Laws and Rules	25
Safety and Infection Control	23
Client Services	2
Skin	16
Tattoo Machines	10
Equipment and Supplies	19
Color Theory and Pigments	5
	<b>Total = 100</b>

***Passing the written examination requires a score of at least 75%***

EXAMINATION REFERENCE SOURCES
Oregon Revised Statutes: <ul style="list-style-type: none"> <li>• <a href="#">Chapter 690, Division 350-410 and 992</a></li> <li>• <a href="#">Chapter 676, Division 560-625 and 992</a></li> </ul>
Oregon Administrative Rules: <ul style="list-style-type: none"> <li>• <a href="#">Chapter 331, Division 900-950</a></li> <li>• <a href="#">Chapter 331, Division 001-030</a></li> </ul>
<a href="#">Barron's E-Z Anatomy and Physiology</a> ; Published 2010: Chapter- page number; 4-74&81, 5-98,99,100,101&105, 12-281 and 14-320; <a href="http://www.barronseduc.com">www.barronseduc.com</a>
The Encyclopedia of Skin and Skin Disorders - 2007; Carol Turkington and Jeffrey S. Dover M.D. <a href="#">The Encyclopedia of Skin and Skin Disorders - 2007</a>
Tattoo Machine Set-up, Tuning & Maintenance; Published 2005; <a href="http://www.infiniteirons.com">www.infiniteirons.com</a>
Oregon Occupational Safety & Health (OSHA), Bloodborne Pathogens (three publications; link to each publication listed below): <a href="http://osha.oregon.gov/OSHARules/div2/div2Z-1030-bloodborne.pdf">http://osha.oregon.gov/OSHARules/div2/div2Z-1030-bloodborne.pdf</a> <a href="http://osha.oregon.gov/edu/Documents/workshop-materials/1-290w.pdf">http://osha.oregon.gov/edu/Documents/workshop-materials/1-290w.pdf</a> <a href="http://osha.oregon.gov/OSHAPubs/2261.pdf">http://osha.oregon.gov/OSHAPubs/2261.pdf</a>

➤ Attached is the Candidate Information Bulletin that includes specific content covered within each domain.

## TATTOO Examination Information Bulletin

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### Oregon Laws and Rules

- Definitions
- Tattoo Licensure
- Facility Licensure
- Posting Requirements
- Notification Requirements
- Client Services
- Standards and Prohibitions

### Safety and Infection Control

- Standard (Universal) Precautions
- Facility Cleaning Standards
- Sanitation
- Sterilization
- Sharps
- Storage
- Client Protection

### Client Services

- Client Records

### Skin

- Anatomy and Physiology
- Diseases and Disorders

### Tattoo Machines

- Styles and Types

### Equipment and Supplies

- Operatory Equipment
- Gloves
- Shields / Barriers
- Paper Products
- Prohibited Equipment and Supplies

### Equipment and Supplies, Continued

- Soaps
- Antiseptics
- Disinfectants
- Tubes / Tips / Grips
- Ultrasonic Units
- Sterilizers

### Color Theory and Pigments

- Safe Handling / Cross Contamination Avoidance
- Commercial Ink Suppliers

### TATTOO EXAMINATION TEST = 1 HOUR 40 MINUTE TIME LIMIT

**APPLICATION FEE \$50      TEST FEE \$50**

Bring two (2) pieces of Identification, Driver's License/State ID, Social Security Card, Diploma/GED, Current CPR License & Blood Borne Pathogens Certificate. Any Further Questions and/or information needed, please call the HLO office noted below.

Health Licensing Office: Board of Electrologists and Body Art Practitioners

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301-2192

Phone: 503-378-8667/FAX: 503-370-9004

[www.healthoregon.org/hlo](http://www.healthoregon.org/hlo) EMAIL: [hlo.info@state.or.us](mailto:hlo.info@state.or.us)

Examination originally implemented on: May 15, 2018;  
Revised September 26, 2018;  
Revised September 19, 2019;  
Revised October 25, 2019;  
Revised July 25, 2023.

# TRANSCRIPT FOR TATTOO ARTIST

<b>NAME OF STUDENT:</b> Last	First	Middle Initial	Date of Birth
<b>ADDRESS:</b> Number and Street			Enrollment Date
City	State	Zip	Last Attendance Date
<b>PROGRAM:</b>			Graduation <input type="checkbox"/> Withdrawal <input type="checkbox"/>
<b>NAME OF SCHOOL:</b>			School License No.
<b>ADDRESS:</b> Street	City	State	Zip Phone No.

School Written and Practical Exam		
Written Final Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, score:
Practical Final Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, score:

Summary of Procedures Performed	
Number Required	Total Procedures Performed
<b>50</b>	

Summary of Clock Hours & Procedures	
Clock Hours Current Enrollment	
Clock Hours Prior Enrollment	
Clock Hours Transferred (Attach copy of transcript)	
<b>Total Clock Hours</b>	

Overall Program Grade	
	<b>Example:</b> Pass/fail, letter grade, or percentage

Theory	State Minimum Requirement	School Minimum Requirement	Total Actual Hours
Business Operations	20		
Oregon Laws and Rules	20		
Safety and Infection Control	40		
Client Services	20		
Skin	20		
Tattoo Machines	20		
Needles and Needle Bars	20		
Equipment/Supplies	20		
Color Theory/Pigments	10		
Design, Art and Placement	10		
Discretionary Hours	10		
<b>Total Theory Hours</b>	<b>210</b>		
<b>Total Practical Hours</b>	<b>150</b>		
<b>Total Combined Hours Practical and Theory</b>	<b>360 Practical &amp; Theory</b>		

This is to certify that \_\_\_\_\_ has completed \_\_\_\_\_ hours of study in **Tattooing**.

Certified by \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of authorized school official)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

Place Official Seal  
Here if Not Notarized

State of Oregon \_\_\_\_\_

County of \_\_\_\_\_

**The School is Required to Maintain Transcript for 25 Years**



# Carole's Cosmetic Tattoo

4588 SW 103<sup>rd</sup> Ave. Beaverton, OR 97005  
 (503)-646-5478 Studi/school (503)-810-2220 Text/Call Heather

## ADMISSIONS WORKSHEET

**ADMISSIONS REQUIREMENTS:** All applicants must have a high school diploma or acceptable equivalent by the time of the course start date. There is no minimum GPA required, however students must speak English, and express an earnest desire to explore the craft. All applicants must possess the drive and commitment necessary to complete a rigorous, total immersion program. They must be able to communicate well and work collaboratively with others in an artistic environment. Applicants will be interviewed by an Admissions Committee member of Carole's Cosmetic Tattoo by phone or in person. Individuals applying to study tattooing, who **have not** had an official evaluation of their education from **another country**, verifying it is equivalent to a U.S. high school degree, which has been submitted directly from the international high school diploma evaluation service to the HLO, will not be allowed to be educated at our facility nor sit for the qualifying examinations. International high school diploma evaluation services can be located through the National Association of Credential Evaluation Services (NACES) at <http://www.naces.org/>. If you have any questions, or need additional information please contact an HLO licensing representative at 503-378-8667.

Applicants must:

1. Apply;
2. Submit high school transcripts, GED, or recognized High School equivalency;
3. Schedule an interview and/or a tour of the school facility;
4. Submit a non-refundable application fee of \$150.00;
5. Submit completed and signed enrollment documents (after acceptance notification).

Admissions decisions are based on adequate forms submitted and the paid application fee. Applicants will be notified of the school's decision by letter or phone call. After notification of acceptance, applicants will have 10 days to complete the registration/enrollment process, as described in the acceptance letter. Once the Applicant is approved, they must have the ability to pay the minimum deposit of \$1500 to Enroll. Upon Enrollment, the balance of the tuition is due in full or to be paid within a minimum of three payment installments. These installments are to proceed the following month of signing the Enrollment Application. We do not offer additional financial services, nor is financial aid available. Applicant must also complete the program within the allowed 12 months term), is written in the Enrollment Agreement and pass at a 75% grading score (students will be given 3 chances to achieve passing score. Score is determined by Final Test Exam and Practical Application.

*Carole's Cosmetic Tattoo, LLC prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Carole's Cosmetic Tattoo.*

### Program: Permanent Color Tattoo Artist

**1. Applicants must have (identify all that apply):**

- |  |  |
|--|--|
| a. <input type="checkbox"/> High School Diploma<br><input type="checkbox"/> GED<br><input type="checkbox"/> Other _____ (please specify) | b. Minimum age of 18 at time of enrollment: _____<br>c. Application Fee of \$150: _____<br>d. Finances comply w/ Tuition \$ _____ & Terms: _____ |
|--|--|

<b>Proof of Age:</b> (A Copy of Driver's License, birth certificate or government issued ID provided.)	<b>Copy of required GED, High School Diploma, or Equivalency:</b>	<b>Approval = Required documentation, Application payment, information providing the ability to pay for the Deposit/Tuition &amp; financial Terms:</b>

**ADMISSION DENIAL:** Readmission is at the sole discretion of the school director. A student who withdraws or is terminated from the program may apply for readmission by contacting the school director. The student may be readmitted by the school director, provided he/she meets the admissions criteria, and has successfully completed all probationary or other agreements with the school.

**REPRESENTATIVE’S CERTIFICATION:**

I hereby certify that \_\_\_\_\_ (student’s name) has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the Permanent Color Tattoo Artist Program at Carole’s Cosmetic Tattoo, as described in the school Catalog.

I further certify that there have been no verbal or written agreements or promises other than those appearing in this agreement.

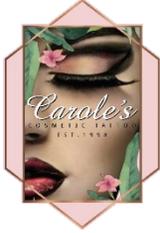
\_\_\_\_\_  
*Signature of School Official*

\_\_\_\_\_  
*Date*

**STUDENT ACKNOWLEDGMENTS:**

1. I hereby acknowledge receipt of the school’s catalog dated \_\_\_\_\_, which contains information describing programs offered. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog. \_\_\_\_\_ Student initials
  
2. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. \_\_\_\_\_ Student initials
  
3. I understand that the school does not and cannot guarantee job placement or employment to graduates upon program completion or upon graduation, nor can it guarantee employment in accordance with OAR 715-045-0019 \_\_\_\_\_ Student initials
  
4. \_\_\_\_\_ Student initials
  
5. I hereby acknowledge receipt that I use the school’s equipment & supplies while on the premises and all equipment will be provided for me in class. The equipment is not checked out. Supplies provided and a list of the equipment and merchant suppliers I will need to purchase separately to practice at home and upon graduating. \_\_\_\_\_ Student initials
  
6. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy and are in direct violation of an Oregon Revised Statute (ORS) or an Oregon Administrative Rule (OAR) may be filed with the Higher Education Coordinating Commission, Private Career Schools Unit, 255 Capitol Street NE, Salem, OR 97310. All student complaints must be submitted in writing. \_\_\_\_\_ Student initials

Any inquiry a student may have regarding this contract may be made in writing to (*Carole’s Cosmetic Tattoo, 4588 SW 103<sup>rd</sup> Ave. Beaverton, OR 97005 or email us at [carolescosmetictattoo@yahoo.com](mailto:carolescosmetictattoo@yahoo.com)*) or to the Higher Education Coordinating Commission, Private Career Schools Licensing Unit 3225 25<sup>th</sup> Street SE, Salem, OR 97302, or by calling (503) 947-5751



# *Carole's Cosmetic Tattoo LLC*

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## **PROGRAM OUTLINE**

School Name: Carole's Cosmetic Tattoo Program Title: Permanent Color Tattoo Artist  
210 hours of Theory

*All hours of theory must be completed prior to practical hours.*

♥ **Needles and needle bars: 20 hours**

Discuss the different needle configurations and what each type is used for and why. Identify and understand how to apply ensure needle integrity and demonstrate the ability to use the several types to achieve the desired effects, safely & effectively. Construction of Needles and proper disposal.

♥ **Tattoo Machines and equivalent equipment: 20 hours**

Identify and understand the types, functions, and operations of tattoo machines, and demonstrate the ability to operate tattoo machines safely and effectively. Including care and upkeep and diverse types. This will also include learning the name and function of each part of the tattoo machine and what makes shaders different from outliners. Microblading and shading tools. Rotary, Coil, Set-up & Tear down. Maintenance.

♥ **Equipment & Supplies: 20 hours**

Discussing and understanding all equipment necessary to perform tattoos & demonstrate the ability to use the equipment & supplies safely & effectively. Uses of Tubes, clip cord, foot switch, power unit, as well as care & upkeep of equipment such as lighting, Tattoo Chair/Table, Artist workstation, Inks, Ointments.

♥ **Safety, Infection control and Sterilization: 40 hours**

Discussing safety, infection control, and sterilization. Universal precautions, cross contamination prevention, blood borne pathogens, hand washing, sanitizing, cleaning facility, sterilization, clients protection, storage, Sharps OSHA standards.

♥ **Basic color theory and pigments: 10 hours**

Understand basic color theory for achieving desired effects, pigment properties and quality, inherent risks, and demonstrate safe handling and storage. Color Properties, Skin pigmentation, Suppliers, Skin reactions.

♥ **Design, art and placement: 10 hours**

Demonstrate and understand several types of tattoos, their styles, art symmetry, flow, and placement. Learn techniques and theories on ideal designs, strokes, for brow styles, eyeliner, lips, lip blush and techniques with variety of needles and placement, symmetry, brow mapping, free-handing, color theory, use of markers, pencils and other tools for design and placement..

♥ **Skin: 20 hours**

Understanding the Integumentary system, disease and disorders, healing methods and their applicability during tattoo process and aftercare. regarding skin.

♥ **Client services: 20 hours**

Demonstrate the ability to interact, consult and perform appropriately and professionally when providing client services and proper client record keeping

♥ **Business operations, including exposure control plan and federal regulations: 40 hours**

Discussion of business operations, marketing, bookkeeping, OSHA, CDC, Exposure Plan, ethics, Client Contact, Scheduling, inventory, insurance, legal costs, taxes, exposure control plan & federal regulations.

♥ **Oregon Laws and Rules: 10 hours**

Covering Tattoo Oregon laws and rules, licensing, theory, Sterilization, Penalties.

## **150 hours of Practical Training**

A minimum of 50 procedures will be completed under direct supervision of an approved instructor with an Oregon tattoo license.

*I acknowledge that I have received a copy of the above program outline for the program in which I intend to enroll:*

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature of prospective student**

\_\_\_\_\_ **Date**