

Policy and Procedures for Online Instruction

Celebrity School of Beauty (“Celebrity”) offers Distance Education (DE) as a method of delivery in programs that are identified as “hybrid” in their title. These programs combine portions of on-campus training with distance education activities, where the instructor and student are separated by physical distance and the instructor-student interaction occurs through multiple modalities of digital media. To ensure all approaches to hybrid instruction meet the same high-quality standards that exist for traditional on-campus education, the following provides the standards for the delivery and assessment of distance education.

- 1) **Online Platform:** Milady CIMA Digital Learning Platform. To access the course, visit www.miladycima.com. To login, use the credentials provided by the school.
- 2) **Hybrid Distance Education Format:** Our “hybrid” programs are a combination of on-campus and on-line education. Students participate in both modalities on a weekly basis, as specified in the program outline. For the online portion of the program, the school utilizes a blend of synchronous and asynchronous learning environment between students and instructors. This means students participate in live class via video conferencing during specified days and times and self-paced activities and assessments, similarly to what would occur if the student were on-campus. Active class participation, in both video conferencing and self-paced learning activities, is required to earn credit for the class. The digital platform tracks all the time the student spends inside the course and students earn credit for the time they were logged on.

⚠ Important Notice for VA Beneficiaries: Students enrolling in programs delivered in a hybrid (distance education) format are not eligible to receive Veterans’ educational benefits. Only programs offered fully in person may be certified for VA funding.

The school reserves the right to determine the number of hours that can be completed online, up to 50% of the program. However, distance education will not be utilized for clinical experience in which a student performs practical applications on a live model and/or client.

- 3) **Virtual Classroom Etiquette:** Students are expected to always follow the school’s code of conduct, including during virtual classes. This includes being on time, dressing appropriately, muting their microphones when not speaking, using respectful language and gestures, refraining from disruptive behavior, and avoiding plagiarism.
- 4) **Attendance and Participation:** Attendance is required and will be taken during online classes, and students are expected to actively participate in discussions and learning activities. Instructors will use various engagement methods, like question and answer, group discussions, to ensure students are attentive and learning. When not in a “live” video conference with the instructor, the platform tracks the time the student spends inside the course completing class activities. If the student is idle for more than 15 minutes, time tracking is stopped.
- 5) **Assignments and Assessments:** Instructors will provide instructions and feedback for assignments, projects, and assessments through the online platform. Students should submit their work according to the given deadlines. Assessments, such as quizzes and tests are completed at the end of each unit of instruction. In addition, at least once a month, an assessment will be conducted on-campus by the instructor to measure the student’s

understanding of the curriculum content delivered via distance education in the preceding month(s). The following is a non-exhaustive list of methods by which such assessments may be conducted: question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities.

Upon completion of all curriculum requirements, the student must pass a final comprehensive academic exam and practical assessment, which are administered on-campus, to demonstrate mastery of all the competencies required by the State of Florida and Celebrity.

- 6) **Communication:** Students and instructors will communicate through the CIMA Digital Learning Platform via email, discussion forums, or messaging systems (i.e., chat), to ask questions or seek clarification. The instructor will be available during the scheduled class times and will respond to communications received outside of scheduled class times within 48 hours.
- 7) **Technology Requirements:** Students are expected to have, at a minimum, the following skills to succeed in taking distance education courses: basic keyboarding competence, knowledge of their computer's operating system, Word processor, sending and receiving emails with attachments, using an internet browser and search engine, ability to download and use apps.
 - a) **Hardware:** Tablet, laptop, or desktop computer (version: macOS 10 .9 or later, Windows 10 or later), internet access with a high-speed broadband connection: 2 Mbps up and 6 Mbps download minimum, web camera and microphone (could be built into the device or separate), and access to an appropriate environment for distance education. Note: Students receive an approved portable device (i.e., tablet) as part of their student kit. The cost of the device is \$500. If the student does not need the device, the student must refuse the tablet and no charge will be incurred. However, the tablet is non-refundable once it is issued by the school.
 - b) **Software:** Students need access to the following digital resources:
 - i) Milady CIMA Digital Learning Platform (web and/or app version) for theory instruction, activities, quizzes, exams and communication.
 - ii) MacOS or Windows browser: Safari 7+, Firefox 27+, or Chrome 30+ versions, Edge 12+, Firefox 27+, or Chrome 30+.
 - iii) Video Conferencing Tool: Zoom (latest version).
 - iv) Note Taking Software or app (Microsoft Word, Pages, Notability app).
- 8) **Support and Assistance:** Celebrity offers technical support and resources to help students and instructors navigate online learning effectively. Anyone needing assistance should call the school at 305-267-7277.
- 9) **Special Accommodations:** Students with special needs or accommodation should inform the school in advance to receive appropriate support during online instruction.

- 10) **Internet Safety and Responsible Use:** Celebrity encourages students and instructors be educated about internet safety and responsible online behavior, including avoiding sharing personal information and reporting any inappropriate content.
- i) **Class Access:** To access the online class, the student must use the school-provided unique username and temporary password. During the first log-in, the student must reset their password. Celebrity encourages the use of a strong password that cannot be easily predicted.
 - ii) **Waiting Room:** There is a “waiting room” feature on the video conferencing platform, which allows the host instructor to vet participants before granting them access to the class. This prevents unauthorized users from joining.
 - iii) **Class Link Management:** Class links are distributed only to registered students to the email address on file. Class links should not be shared publicly or on social media platforms.
 - iv) **Secure Communication:** Students and instructors are encouraged to strictly communicate using CIMA Digital Learning Platform. This is to ensure that communication is secure. Also, under no circumstances should personally identifiable information like social security number, driver’s license, etc. be sent via the CIMA Digital Learning Platform. The school will never request login credentials or other sensitive information from anyone via email. Report any suspicious communications that may be trying to steal this type of information to the school immediately.
- 11) **Recordings and Privacy:** The school may record online activities for quality purposes and or to share such activities with students who miss the session. Students and faculty consent to such recording(s) as a condition of enrolling in or teaching an online course. However, Celebrity takes student and faculty privacy seriously. Students and instructors should refrain from taking photographs or video recording of the live instruction or virtual learning. If the student needs to record a screen or take pictures of a screen, they must seek prior permission. In any case, the distribution or sharing (even among family) of such recording is strictly prohibited as it compromises the privacy of all involved and is a violation of school rules. Any such violation may result in suspension or termination of enrollment / employment.
- 12) **Records and Transcripts:** At the end of each week, instructors submit to the registrar a report of attendance and grades. That information is recorded in the school’s student information system and becomes part of the official academic record of the student. Transcripts (official or unofficial) are available from the registrar and will identify all portions of the program that were earned via distance education.
- 13) **Transferability of Credit:** The school cannot guarantee that academic achievement earned via the distance education method of delivery will be accepted for reciprocity or eligible for licensure in other states. The programs at Celebrity School of Beauty are designed to meet Florida’s pre-licensure or registration requirements and no determination has been made if our programs meet the requirements of other states. Students wishing to obtain licensure in other states must confirm with the other state the transfer of credit or reciprocity standards.