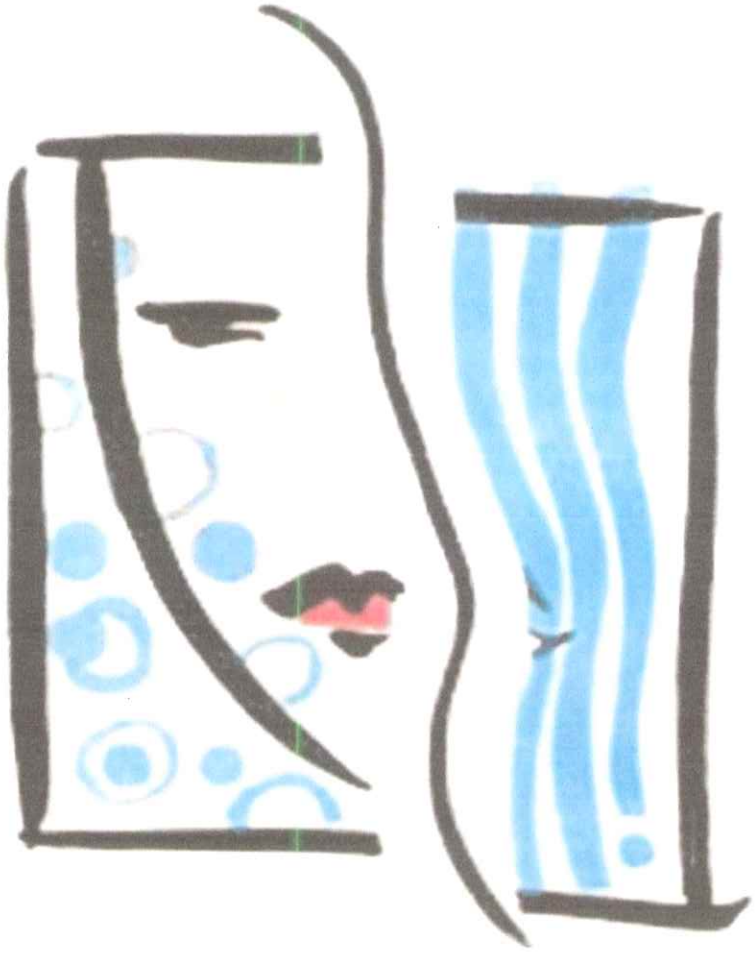
Academy of Cosmetology Arts, LLC

Providing Exceptional Beauty Education Since 2001



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Phone (303) 378-9204 voice or text
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Volume XI Number IV 2026-2029
Effective as of February 11, 2026

Mission Statement

We develop professionals that value collaboration in creating an inclusive culture that focuses on safe and clean practice with delightful artistic expression while honoring our mind, body and spirit. We encourage professional standards that implement time management, accountability, empathy and courage while developing competent future professionals now. Honoring the classic approach in developing new and improved scientific principles that are informed by the past to create innovative future methods that are yet undiscovered.

Beauty Education: Raised to an art form where you will find:

Beauty at Work

Approved and Regulated
by the
Colorado Department of Higher Education,
Division of Private Occupational School Board

Volume XI, Number IV 2026-2029
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TABLE OF CONTENTS

INTRODUCTION	4
FACULTY MEMBERS	4
LICENSURE PROGRAMS OFFERED	4-5
ADVANCED TRAINING CERTIFICATIONS	5
OFFERED PROGRAM COSTS	6
CLASSES TRAINING SCHEDULES	7
ENTRANCE REQUIREMENTS	8
POSTPONEMENT OF START DATE	8
ENROLLMENT	8
PLACEMENT ASSISTANCE	9
ATTENDANCE POLICY	9
GRADING SYSTEM	9
PROGRESS POLICY	10
CONDUCT POLICY	10
DRESS CODE	10
DISMISSAL	10
STUDENT GRIEVANCE PROCEDURE	11
FACILITIES	11
EDUCATIONAL SERVICES	11
PREVIOUS CREDITS	11
REFUND POLICY	12
TRANSCRIPT AND DIPLOMA HOLD POLICY	13
ACADEMIC CALENDARS	14-16
ADDENDUM A	17

INTRODUCTION

The Academy of Cosmetology Arts, LLC offers theoretical, hands-on and some correspondence via synchronous telecommunications training in the most professionally accepted methods within the cosmetology and barber industries.

The Academy of Cosmetology Arts, LLC, d/b/a A.CA (hereinafter referred to as "the Academy"), is a limited liability company of Colorado. The director/ owner is Peggy Sue Schmoldt.

FACULTY MEMBERS**

Peggy Sue Schmoldt	Licensed Agent, Cosmetology Instructor and Director of Education
Garison Stigall	Barber Instructor
Carlena Green	Esthetics Instructor
Heidi Stephen	Cosmetology Instructor
Morissa (Vigil) Bevel	Cosmetology and Nail Technology Instructor
Whitney Rippe	Esthetics and Comon Core Instructor, and Information Technology

**Addendum A contains an additional list of all Externship and Apprenticeship Site Instructors

LICENSURE PROGRAMS OFFERED

HAIRSTYLIST

20 Units **1500 Hours (390 Contact/ 1110 Lab)** **10 Phases/ 18 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary hair services performed in a learning environment that emulates a typical salon setting. The graduate will be prepared to take the State Licensing examination and gain an entry-level position. VA beneficiaries must attend 100% of classes in-person.

ESTHETICIAN HYBRID

20 Units **600 Hours (150 Contact/ 450 Lab)** **4 Phases/ 6 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary skin care services performed in a learning environment that emulates a typical salon setting. The program is offered as a hybrid model combining on-line and in-person with an externship option. The graduate will be prepared to take the state licensing examination and gain an entry-level position. VA beneficiaries must attend 100% of classes in-person.

NAIL TECHNOLOGY HYBRID

20 Units **600 Hours (150 Contact/ 450 Lab)** **4 Phases/ 6 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary nail services performed in a learning environment that emulates a typical salon setting. The program is offered as a hybrid model combining on-line and in-person with an externship option. The graduate will be prepared to take the state licensing examination and gain an entry-level position. VA beneficiaries must attend 100% of classes in-person.

ADVANCED TRAINING CERTIFICATE COURSES

COSMECEUTICAL (SURFACE) PEELS

3 Units (2 Theory/ 1 Lab) 24 Hours/ 3 Days $500

Occupational Objective: to educate and train the licensed cosmetologist/cosmetician in advanced chemical peel procedures and safety precautions. The student will learn the proper choice and application of a peel, contraindications to treatment, and pre- and post-treatment protocols.

MANUAL EXFOLIATION-MICRODERMABRASION/DERMAPLANING

2 Units (1 Theory/ 1 Lab) 16 Hours/ 2 Days $400

Occupational Objective: To educate and train the licensed cosmetologist/cosmetician student in all necessary elements relating to microdermabrasion and dermaplaning procedures. The student will learn the proper choice and use of microdermabrasion and dermaplaning tools, pre-care and post-care treatments and contra-indications to treatment.

ELECTRIC FILE

1 Unit 8 Hours/ 1 Day $150

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary use of the electric file equipment and will be issued a certificate of completion. This course is offered to licensed Cosmetologists and Manicurists.

WAXING FOR MANICURISTS

1 Unit 6 Hours/ 1 Day $125

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary waxing for hair removal. The student will learn the proper choice, application methods and the contraindications involved. The graduate will receive a certificate of completion. This course is offered to licensed Cosmetologists and Manicurists.

PROGRAM	APPLICATION FEE	BOOK FEE	KIT FEE	LAB & TECH FEES	TUITION	TOTAL
Esthetician Hybrid	$150.00	$400.00	$450.00*	$500 $180	$7,800.00	$9,480.00
Nail Technology Hybrid	$150.00	$400.00	$700.00	$500 $180	$7,800.00	$9,730.00
Hairstylist	$150.00	$400.00	$1,150.00	$1,400 $450	$16,500.00	$20,050.00

PROGRAM COSTS

[2] tab fee includes consumable products and technology utilized throughout instruction of the course. A portion of the total is generally assessed in quarterly payments throughout the course delivery.

[3] Books Fee includes the textbooks appropriate to each course.

[4] Equipment Kit includes all of the tools necessary in the professional practice of the course and the career.

Application, Equipment and Book fees are due no later than 15 days prior to course start.
Tuition is paid in equal monthly installments and to be satisfied prior to course completion.

* [2] Lab fee, Tech fee, [3] Book fee and [4] Equipment Kit Costs are subject to change.

Technology fee is a monthly assessment of $30.00

CLASS /TRAINING SCHEDULE

The class schedule varies depending on the course and phase of instruction. The Academy holds classes Monday through Thursday 8:30 am through 4:30 pm and on Friday from 9:30 am through 12:30 pm. On occasion, there are additional classes scheduled on weekends. We conduct classes for 48 weeks of the year.

For the Hybrid programs for Esthetician and Nail Technology the student will participate in their hybrid training for their theory classes via distance learning with an e-book, learning platform and a monthly learning check-in session. The practical (hands-on) training is an in-person classroom. The student may participate in an externship in a registered salon setting as a limited optional educational experience. A phase is based upon 150 hours of class time.

For the program of Hairstylist the student attends classes as scheduled. Each phase is a calendar quarter in time.

In order to meet the requirements for hybrid/theoretical distance learning the student must have access to Internet Explorer or similar browser, possess an active email address, have the ability to play Mpeg-4 video, a camera and a microphone with a headset speaker to support web-conferencing.

When evening classes are offered for any program, the class schedule is typically Monday through Thursday from 5:30-9:30.

When unexpected closures occur due to extraordinary conditions, such as inclement weather, students will be notified as soon as is possible by phone/web and through television stations that provide closure information as a public service. If the Cherry Creek Schools close due to weather we will not conduct classes on site. If the student's public school district closes due to weather conditions then the student is excused from attending class sessions. Every effort will be made to conduct class via telecommunication methods when class on site is not possible.

Classes/Training will not be held on the following holidays:

New Year's Day
Presidents' Day
Independence Day
Thanksgiving Day
Christmas Day
Martin Luther King Day
Memorial Day
Labor Day
Christmas Eve Day
New Year Eve Day

ENTRANCE REQUIREMENTS

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students are preferred to have a high school diploma or general equivalency diploma to be accepted for enrollment. Students at the age of 17 years may enroll in the programs if they have completed at a secondary institution pending graduation or have a GED. They must have written parental permission and maintain satisfactory enrollment in their secondary institution and have permission from their secondary institution. If the applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an Ability to Benefit test approved by The Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

The student must have a high school diploma or equivalency diploma in order to be issued a certificate of completion for licensure programs.

In order for a diploma/certificate to be issued for a post-graduate advanced training certificate program, proof of a current Colorado license appropriate to the certification course must be provided.

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, And;
b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty
(30) days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ENROLLMENT/PROCEDURES

Prospective students may enroll at any time. Late enrollments will generally be accepted only one week into the program, depending on the length of the course. However, sessions generally start the first month of each calendar quarter.

Enrollment commences with the receipt of a completed Application for Enrollment and the supporting documents and fee. A letter of acceptance will be emailed to the student prior to the class start date. Any fees required prior to the start of the program are to be received by the Academy no less than 2 days before the class start date.

PLACEMENT ASSISTANCE

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. We make no guarantees, express or implied, of future employment. It is our goal, upon completion of the program, that a student should be able to test for and acquire proper licensing to begin or continue employment in a professional career environment of their choice.

ATTENDANCE POLICY

Students are expected to arrive on time for all scheduled instruction with the proper materials and tools, and ready to work and abide by the school's rules and regulations.

An overall attendance of 75% is required in all areas of instruction. If the student is absent more than 25% of a phase without an excused absence they will be informed of unsatisfactory progress. (See "Satisfactory Progress" and "Dismissal" next page) If tardiness exceeds 70% the student will be withdrawn. Tardy is defined as more than 7 minutes late for a class session. It is up to the discretion of the instructor to excuse a tardy due to extenuating circumstances. If a student is tardy three times it will qualify as one un-excused absence.

Students who are unable to continue the program for medical reasons or severe personal reasons may be required to take a leave of absence from the program until they are able to return to the program or withdraw. A student may take up to three months leave of absence for personal reasons. For medical purposes a student may take up to six months leave of absence. Proper documentation will be required to substantiate a student's withdrawal from the program.

Excused absences are defined as medical, legal and others at the discretion of the Director. Excused absences extend the completion date of the student's enrollment agreement only with proper documentation. If a student is absent, they must make arrangements with the appropriate instructor to make up lost theory, clinical or laboratory hours. Theory hours may only be earned in theory instruction and testing. Clinical and practical hours may only be earned in clinical, extern or practical instruction.

GRADING SYSTEM

95 - 100 = A	Excellent
85 - 94 = B	Above
75 - 84 = C	Average
66 - 74 = D	Unsatisfactory
Under 66	Unacceptable

PROGRESS POLICY

Students must maintain a 75% grade point average on all theory and laboratory examinations. Those who do not will be placed on probation for one phase (150 hours). During the probation period students must raise their grade average to passing or higher or be dismissed. Please see "Dismissal" below.

Our programs are all reported in clock hours.

The student does have the ability to schedule an examination to attempt a satisfactory grade. A progress report with grades will be available to students via their page within our academy system throughout the program. Students enrolled in short-term courses will be issued grades at the end of the course.

The student will receive a record of completion and a diploma certificate upon meeting the requirements of the course and the state's standards for the license examination. These courses meet the requirements of the Office of Barber and Cosmetology Licensing (O.B.C.L.) and The Colorado Department of Higher Education, Division of Private Occupational Schools (D.P.O.S.) The Academy of Cosmetology Arts is staffed with experienced and qualified instructors.

CONDUCT POLICY

All students are expected to act maturely and are required to demonstrate respect for other students, faculty members and any person they encounter throughout their course of study. Possession of weapons and illegal drugs of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. This also applies to the e-learning platform.

DRESS CODE

All students are expected to dress appropriately and professionally for classes. Body cleavage, both front and back are not allowed. Academy picture ID's are to be worn in the classroom, clinic, laboratory, and in the extern salon location (where applicable).

DISMISSAL

Any student may be dismissed for violation of rules and regulations of the school, as set forth in the school publication. A student also may be withdrawn from classes if he/she does not prepare sufficiently, neglects assignments or makes unsatisfactory progress. Violations must be reported to both the Licensed Agent and Director of Education. The School Director, after consultation with all parties involved, makes the final decision.

The School Director, or its designee, may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume training. The School Director or its designee will review each case and decide upon re-admittance.

STUDENT GRIEVANCE PROCEDURE

Student grievances are encouraged to be brought to the attention of the school's Director of Education or The Licensed Agent or Director for action in order to be resolved. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last day of attendance or at any time prior to the commencement of training by going to the DPOS website at *http://highered.colorado.gov/dpos*, *303-862-3001*, Under 23-64-118(C.R.S.) A person claiming pecuniary loss as a result of deceptive trade or sales practice, pursuant to section 23-64-117, by a school or agent shall first exhaust all complaint and appeals processes available at the school If the person's complaint is not resolved to the person's satisfaction, the person may file with the board a written complaint against the school or agent.

FACILITIES

The Academy is located at 4201 East Yale Avenue, Suite B135, Denver, Colorado 80222. The Academy occupies six suites totaling approximately 2000 square feet in a facility located in Denver with close proximity to restaurants, retail, and grocery stores. Our classrooms are furnished with modern equipment, tools, supplies and products. Charts, diagrams, videos, DVDs, 5 computers for student use, CD-ROMs and a library enhance the classroom activities. We additionally subscribe to an on-line testing program for preparation for the state license exam and have testing available on our website for our students. The library is located at the main campus and additional educational and resource materials are available to all students. The school equipment for both theoretical training and laboratory purposes is comparable to that found in a professional salon atmosphere.

EDUCATIONAL SERVICES

Additional costs to student for make-up hours required in completion of a program may apply, if applicable. Students who do not complete the program requirements in the contracted number of hours will be required to pay an additional fee of $25.00 per hour for the amount of hours needed to complete the course beyond their scheduled completion date.

Professionals or students who wish to enhance their theoretical or technical skills, or prepare for the license examination will be billed at $50.00 per hour for contracted instruction already provided for within an approved program or course.

PREVIOUS CREDITS

Credits from another institution will be evaluated on a case-by-case basis. Generally when a student presents an official transcript for a course similar to our offerings we make every effort to grant credit when possible. We also look for other areas of study or life skills that we can also grant credits. We do not guarantee transferability of our credits to another institution without a written agreement between that institution and ourselves.

Apprentice councils do not accept training from trade schools for advanced placement if the program is in the apprentice area of instruction.

REFUND POLICY

1. Students not accepted by the school are entitled to a full refund of all monies paid.
2. Students who cancel this contract by notifying the school within three (3) days are entitled to a full refund of all monies paid except when the student has started training.
3. The school may assess a $50.00 fee after 3-day cancellation right has passed and before student has started training.
4. The student is entitled to a full refund if educational services are discontinued by the school, except if the school ceases operation.
5. The refund is based on the last date of attendance.
6. The refund formula as it applies to monies paid in advance of education received is as follows in the graph.

REFUND TABLE

Within first 10% of program	Lessons 1-6	90% less cancellation fee
After 10% but within first 25% of program	Lessons 7-16	75% less cancellation fee
After 25% but within first 50% of program	Lessons 17-32	50% less cancellation fee
After 50% but within first 75% of program	Lessons 33-48	25% less cancellation fee
After 75%	Lesson 49	No Refund
(If paid in full, cancellation charge is not applicable)		

7. The refund will be made within 30 days of termination.
8. The policy of granting for previous credit shall not impact the refund policy.
9. The refund for training shall be based upon percentage of contract reached upon termination.
10. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of classes by going to the DPOS website at: at http://highered.colorado.gov/dpos.
11. The student will not receive a refund for kit/book(s) after they have been received.
12. Refund is time-based for residential instruction and lesson-based for distance education.
13. VA refund chart is available for qualifying students and supersedes this refund policy.
14. Postponement of the starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
    A. whether the postponement is for the convenience of the school or student, and;
    B. a deadline for the new start date, beyond which the start date will not be postponed.
15. If the course is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
16. If a student's enrollment is terminated by either party the school will assess a $150.00 cancellation fee.

Celebrating 23 years of exceptional beauty education

Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 07/29/2024
Date Revised: 07/15/2024

A. Purpose

This policy is in response to Colorado HB22-1049.

a.Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. Individuals may be subject to a transcript, diploma. or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when the student is more than 2 weeks late on their fees due to the Academy, we will put them on notice that in 15 more days they will be dropped from their program and given an opportunity to make payments over a6 {six) month period on the unpaid balance. Once the balance is satisfied, they are welcome to return to their classes.

   We will not assign any account to a third-party debt collection agency.
   At this date we do not offer student loans or Pell grants, so we do not have a loan ombudsman assigned.

   If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
   a. Job application
   b. Transferring to another postsecondaiy institution
   c. Applying for state, federal, or institutional financial aid
   d. Pursuit of opportunities in the militaiy or national guard
   e. Pursuit of other postsecondaiy opportunities

3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.

4. Registration Holds: Individuals will no longer be able to register or enroll for courses/classes if they are more than 2 weeks (15 days) past the due date on their fees owed to the Academy

5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: Academy of Cosmetology Arts, 4201East Yale Ave., Suite BV135, Denver, CO 80222, Attn: Peggy Sue Schmoldt.

6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

ACA Academic 2026 Calendar

JANUARY

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FEBRUARY

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RED=CLOSED BLUE=ESTHETICIAN AND NAIL TECHNOLOGY START DATES

ACA Academic 2027 Calendar

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AUGUST

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26	27	28	29	30	31	

RED=CLOSED BLUE=ESTHETICIAN AND NAIL TECHNOLOGY START DATES

ACA Academic 2028 Calendar

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

RED=CLOSED BLUE=ESTHETICIAN AND NAIL TECHNOLOGY START DATES

ADDENDUM A
INSTRUCTOR LISTING
ACADEMY OF COSMETOLOGY ARTS 12/01/2025

1. CARLENA GREEN	COSMETOLOGY AND ESTHETICS INSTRUCTOR
2. HEIDI STEPHEN	COSMETOLOGY INSTRUCTOR
3. LIZBETH OCHOA NORIEGA	NAIL TECHNOLOGY EXTERN INSTRUCTOR
4. MORISSA (VIGIL) BEVEL	COSMETOLOGY AND NAIL TECHNOLOGY INSTRUCTOR
5. PEGGY SUE SCHMOLDT	COSMETOLOGY INSTRUCTOR
6. GARION STIGALL	BARBER INSTRUCTOR
7. WHITNEY RIPPE	ESTHETICIAN AND COMMON CORE INSTRUCTOR
8. TIFFANY PRESCOTT MADSEN	COSMETOLOGY AND ESTHETICS EXTERN INSTRUCTOR