



1825 Mulberry Lane Wenatchee, WA 98801

(509) 670-1042

Volume 31 2024

## **DermaTech Permanent Cosmetics Fundamental Class Catalog**

Founded in 1988 by Mary Tanneberg-Hisel, CPCP-Nationally Certified Permanent Cosmetics Professional, Washington State licensed Permanent Cosmetics Artist and Instructor. In addition to training, coaching and mentoring students with a desire to learn, Mary has a large Permanent Cosmetics practice. For more information on Mary, please visit [www.DermaTechPermanentCosmetics.com](http://www.DermaTechPermanentCosmetics.com)

### **Calendar and class schedule**

The following holidays are observed, and no classes will be held: New Year's Day, Easter, Independence Day, Thanksgiving and Christmas.

Class size is limited to 2 students for optimal learning. Home study is required to prepare for the class time. Preferably, class is scheduled a month or more after registration so you have time to complete necessary assignments prior to your first day.

### **Class dates are flexible and are generally held monthly. Call for open dates.**

Depending on the student, days may begin as early as 8am and end as late as 8pm. This is determined by the student's experience in beauty, body art or medical professions, previous training and knowledge of each section. Be flexible.

### **Entrance/Admissions Requirements.**

DTPC (DermaTech Permanent Cosmetics) encourages diversity and accepts applications from all minorities. DTPC does not discriminate based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. English must be understood and spoken. DTPC acknowledges that information pertaining an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, the instructor will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the instructor upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the program and must be able to perform the essential functions of the program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

Please do not plan other activities during your class time. You will need all your attention, energy and focus on your training here. Rest is important.



Part 1- The beginning of your journey. You will receive Fundamentals of Permanent Cosmetics 2<sup>nd</sup> edition plus workbook. There is a PowerPoint program that you will be able to access that follows each chapter. You will also receive study materials to prepare you for the course.

Part 2-Theory is Monday and Tuesday. You will learn and practice microblade technique and machine shading. This is where the long days happen. This is also when you can receive a procedure of your choice with the instructor.

Part 3- The hands-on experience with live practical practice on models. This is where the real work begins. Most students prefer to complete both parts of the program concurrently but arrangements for the models can be made to accommodate the student's schedule. The models also have busy lives and schedules and are excited to have their procedures performed. There is much planning and logistics involved ensuring your live models are available when the time arrives to work on them. This is an exciting experience for both you and your models.

### **Class Curriculum**

#### HomeStudy

Read textbook: The Fundamentals of Permanent Cosmetics –Complete Fundamentals of Permanent Cosmetics Workbook. Review power point program. Read Downloaded Bloodborne Pathogens Manual. Do home assignments to prepare yourself for the physical portion of class. Bring study materials to class.

PART 2 Days 1-2 9am-7pm (be flexible)

Introduction

Review homework assignments

Test on Sterilization, Sanitation, Safety, Bloodborne Pathogens

State law and OSHA regulations regarding tattooists

Benefits and limitations

Introduction to different types of equipment-

Digital Rotary Machine Needle sizes and groupings

Microblade hand tool- needle groupings

Practice machine techniques with various mediums

Practice microblading design, artistry, 2 patterns

Draw on paper, practice on various mediums

Instructor demonstrates permanent cosmetics application on model and/or student

Brief anatomy of the eye and skin



Skin diseases, disorders, and medical conditions to be aware of and avoid

Review health history, client's informed consent forms

Facial Morphology as it pertains to permanent makeup procedures

Learn how to develop your eye for symmetry and balance

Design brows using bone structure, client personality, brow stencils, guides and various measuring tools

Migration and danger zone areas of the eye

Practice eye stretches

Instructor demonstrates brow design on model and/or student

Lip design and shaping

Student Practice on Instructor, mock procedure using machine

Color Theory

Primary, secondary and tertiary colors

Learn to mix and change colors

Different pigment manufacturers, ingredients

Determine client's undertone

Various ways to select the right colors to harmonize with the skin tone

Blue lip factor

Fade out, understanding residual changes over time

Color correction

Color theory test

Interactive Preparation

Procedures test Business Objectives-Starting your business

Clients forms, after care

Charting

Photography

Risk management, insurance options

Marketing strategies

Manufacturers and distributors



Regulations, licenses, health regulations and taxes

Techniques and applications

Patch testing and allergies

OTC topical anesthetics usage

Correct technician/artist positioning and posture to ensure your comfort and proper application

Pigment acceptance and retention troubleshooting

Blending pigments

Rules never to be broken

PART 3 - Days 3-5 8am-6pm (approximately )

Sharpen your skills with hands-on practice on live client/models provided by school. Your models are vetted and scheduled by the instructor. If you want to bring 1 or more of your own models, let instructor know prior to class to accommodate them.

PART 3 Days 3-5

Students perform each procedure under the DIRECT supervision of instructor. 1 student-1 model-1 one instructor. Only one procedure allowed at a time. One student may watch, assist, practice technique on pads etc while one student is doing procedure on model with instructor. 5 models are included per student.

Models:

Student #1: 2 or 3 brows, 1 or 2 natural lash enhancement or eyeliner clients, 0 or 1 blended lip liner client

Student #2: 2 or 3 brows, 1 or 2 natural lash enhancement or eyeliner clients, 0 or 1 blended lip liner client

**Professional student take home equipment includes:**

1. Large Aluminum Carrying Case with strap and keys
2. Gel pen or marker
3. Cosmetic marking pencil
4. Eyebrow guide-measuring tool
5. 1 black pigment
6. Large and small caps
7. 10 micro brushes
8. 10 disposable Micro blades
9. disposable -#1 needle cartridges
10. disposable-#3 needle cartridges
11. disposable -#5 needle cartridges
12. Sharps container
13. 10 dental bibs
14. 10 sets of nitrile gloves
15. 5 masks
16. sample of OTC topical anesthetic
17. Color Wheel
18. Tissue
19. Petroleum Jelly
20. Baby wipes
21. Q-Tips
22. Rotary tattoo machine and power source

**Facility-** DermaTech Permanent Cosmetics is in the heart of the Wenatchee Valley with a sweeping view of the valley and surrounding mountains and situated on the upper right corner of a popular family favorite, Rotary Park. The park offers to the public, walking and jogging paths, a covered playground, in the summer months, a water splash pad park for children, frisbee golf, basketball court, gazebo for gatherings, covered picnic tables and all within 5 minutes to hotels, shopping and dining. The facility features a reception area, and classroom area to accommodate two students in a comfortable, relaxed and friendly atmosphere.

**Parking:** Plenty of free parking, Full RV hookups, handicapped parking with easy wheelchair access. Easy drive around entry and exit.



<b>Tuition Cost: 5500.00 everything included</b>	
Registration deposit and administrative fee of 150.00 applies towards tuition. Non-refundable once books and home study materials have been opened-----	\$1000.00
TOTAL: Tuition, books and study materials for home study, practice materials, take home complete starter kit, 5 models, course supplies, certificate-----	\$5500.00
Discount if paid in full <b>if accompanied with completed, and signed enrollment agreement</b> -----	-\$100.00

\*Washington State requires licensing, please obtain prior to class.

To purchase professional license, go to [www.dol.wa.gov](http://www.dol.wa.gov) professional division. Contact instructor for clarification or questions.

Certificate is awarded upon successful completion of course and paid in full.

**Training Requirements:**

Students MUST be 18 or over. Tattooing in Washington State is prohibited on any person under 18.

Students must be able to see up close (glasses or visual aids are ok) and able to see true colors. Physical impairment affecting steadiness of hands is not recommended.

High School Diploma or GED Equivalent is required. Please disclose if there are any criminal offences that may prevent student from obtaining state licensure if applicable.

**Attendance Requirements:**

DermaTech Permanent Cosmetics instruction requires the student to physically be present for designated time for theory and models. If the student does not show up for theory or is more than 2 hours late and cannot pass testing for that particular missed segment, additional private time may be required at student’s expense. If the student notifies instructor of an excusable absence, reasonable effort to accommodate lost training time will be made.

If student doesn’t show up for a model’s scheduled appointment time, and the student cannot trade with another student’s scheduled models, the procedure will be rescheduled at additional cost for adjustments in the program.

Developing good work ethics is an important part of training at DermaTech Permanent Cosmetics.

Every case of absenteeism will be assessed by the instructor.

Code of Conduct and Conditions for Dismissal: This course is limited to only 2 students at a time to maximize your education. Respect and understanding of each other and instructor significantly improves learning.

1. Any illegal activity on premises or during class time, including but not limited to theft, damage to premises or property of another person during course week.
2. Unexcused absence more than 1 day.
3. Physical or verbal acts or threats of violence or verbally abusive language.
4. Behavior that prevents and/or disrupts any student’s ability to learn in a safe environment or prevents or disrupts the instructor’s ability to teach.
5. Not meeting financial responsibilities to DermaTech Permanent Cosmetics.



Re-entry Policy: Request in writing to the instructor for re-entry. To appeal, student must include concerns and reason for requesting re-entry in writing. The case will be evaluated, and the student will be notified within 5 days either by phone, writing or in person. The decision of the instructor is final.

Testing and Grading System- Testing is a measure of competence and knowledge. Here at DermaTech Permanent Cosmetics, testing is not used to fail a student, but rather, used as a tool to ensure the student is provided with the knowledge and understanding necessary to be successful.

Three tests are given.

1. Proficiency of technique
2. Proper Procedures for Permanent Cosmetic Application
3. Color Theory

Missing 6 or more questions will require re-learning and re-testing until 80% is achieved. Re-testing usually includes retaking the test, or orally quizzing and hands on evaluation after re-teaching, or reviewing material.

Financial Aid Assistance: It is not the school's position to offer or assist in your search for funding. However, once you have obtained funding, the school will work with the third party on payment agreement.

For information or help with financial aid: Begin with understanding your financial qualifications. Only you can determine this:

Start with your local Work Source or DSHS office or any local agency that that may assist with financial aid.

There are many avenues and you must determine if you qualify. If you find assistance, the school will be more than happy to work with them.

This program is eligible for public financial assistance. There are many agencies that assist and it can be tedious and time consuming to take the necessary steps if you qualify. But worthwhile to receive funding.

Here are examples of a few that have assisted DTPC students:

DSHS

Vocational Rehabilitation

Displaced workers

Work source

AIES

L&I

\*FAFSA is a federally funded program for college. This 100 hr course does **not** qualify for federal funds.

Cancellation: Much time and logistics are dedicated to setting up a successful program for every student. The time blocked out for the class is a large amount of professional time by the instructor that otherwise would take another student or schedule clients during regular business hours. Models that otherwise would be available for another student must also be cancelled, therefore, serious commitment by the student must be made before submitting the application and enrollment forms with registration fees. DermaTech Permanent Cosmetics reserves the right to cancel a class due to illness or any unforeseen event or emergency. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid. Undamaged unused books may be returned for full refund. Due to the nature of this training, live models provided by the school must be screened, scheduled, and secured to ensure hands on practice for the student. Consideration of the time and arrangements necessary by DermaTech Permanent Cosmetic's



involvement of outside parties is a consideration when a cancellation occurs. Cancellation and Refund Policy for DermaTech Permanent Cosmetics Training Program: Due to the nature of this limited class size of 1-2 students and 1:1 coaching and mentoring with live models, if you have any reservations about the ability to be present don't enroll until you are ready.

Resident Program for specialty training:

- 1 The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
- 2 The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
- 3 The school may retain deposit for books received /registration fee equal to ten percent of the total tuition cost, or \$150.00. A registration fee is charged by a school to process student applications and establish a student record system.
- 4 If training is terminated after the student enters classes, the school may retain the deposit registration fee established under 3 of this section, plus a percentage of the total tuition as described in the following table below:

<b>If the student completes this amount of training:</b>	<b>School may keep this percentage of tuition:</b>
One week or up to 10%, whichever is less	10%
More than one week (or 10%), whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

- 5 When calculating refunds, the official date of a student's termination is the last day of recorded attendance: When the school receives notice of the student's intention to discontinue the training program; or, when the student is terminated for a violation of a published school policy which provides for termination.
- 6 All refunds must be paid within thirty calendar days of the student's official termination day.

Job placement assistance is not generally offered but instructor will help with business planning and assist in recommendations if requested by student.





As required by law: Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student.
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Please ensure proper explanation and documentation of these rules, regulations, polices, and codes of conduct to student during enrollment.





**Dermatech Permanent Cosmetics llc 1825 Mulberry Lane Wenatchee, WA 98801 (509) 670-1042**

Effective July 28<sup>th</sup>, 2019: Washington's Legislature passed SB5166, an Act relating to providing religious accommodations for students attending postsecondary educational institutions and schools during exams or other program requirements.

**Religious Accommodation:** DermaTech Permanent Cosmetics will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to me with as much advance notice as possible. Because the class time is only a week, there is much flexibility in scheduling your course to accommodate religious holidays. Being absent from class or other educational responsibilities does not excuse student from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Beginning in January 2017, Washington law requires private vocational schools to inform students how to file a complaint. How to file a complaint: Discussion about complaint policy required. First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file. Acknowledgement of complaint process by student:

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the enrollment agreement.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp).
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at: [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp)

Licensure: This school is licensed under Chapter 28C.10 RCW  
Complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board  
128-10<sup>th</sup> ave Southwest  
Olympia, WA. 98501  
360-709-4600  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)