



Katica Advanced Aesthetics
5353 West Dartmouth Ave Suite 401
Denver, Colo 80227
School Catalog

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Welcome & Introduction

Welcome to Katica Advanced Aesthetics, a licensed and regulated institution committed to raising the standard in advanced aesthetics education.

Katica Advanced Aesthetics is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Founded by Katrina Chavez, a seasoned medical aesthetician, laser technician, and educator with over 25 years of experience, Katica was born from a deep desire to close the gap between foundational skincare education and advanced, real-world training. Katrina's leadership is rooted in integrity, mentorship, and a passion for helping professionals thrive.

We are proud to serve estheticians, nurses, medspa professionals, and beauty entrepreneurs who are ready to take their skills and confidence to the next level. Our programs combine science-backed theory, hands-on clinical practice, and the kind of real-world mentorship that changes careers — and lives.

Ownership & Faculty

At Katica Advanced Aesthetics, our team is led by a passionate, deeply experienced educator who wears many hats to support your success—from ownership and leadership to instruction and hands-on mentorship.

Katrina Chavez

Owner | Director | In-State Agent | Lead Instructor

Licensed Esthetician | Certified Laser Technician

Katica Advanced Aesthetics, LLC

With over 25 years of expertise spanning medical spas, renowned plastic surgery centers, and educational institutions across Colorado, Katrina brings unwavering commitment and integrity to every aspect of her work. As the

school owner, instructional leader, and in-state agent, she ensures all programs meet—and exceed—the standards set by the Colorado Department of Higher Education.

Katrina is dedicated to mentoring estheticians, nurses, and beauty professionals who are stepping into—or elevating—their aesthetic careers. Her approach blends science-backed education, real-world application, and supportive mentorship geared toward empowering each student as a confident, skilled clinician.

Mission and Vision

Our Mission

To provide high-level, hands-on education in advanced aesthetics while fostering a supportive, empowering environment for professionals to grow in confidence, skill, and career success.

Our Vision

To be Colorado's trusted hub for advanced aesthetics education — where innovation, mentorship, and integrity meet, and where every student leaves ready to lead, serve, and elevate the industry.

School Approval & Disclosure

Katica Advanced Aesthetics, LLC is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools.

This approval ensures that our curriculum, student policies, and instructional practices meet the standards required for occupational training in the state of Colorado.

Students are advised to review this catalog thoroughly prior to enrollment. Katica Advanced Aesthetics does not guarantee employment upon course completion. Certification is awarded only after successful completion of all course hours, assessments, and tuition obligations.

Colorado Department of Higher Education
Division of Private Occupational Schools
1600 Broadway, Suite 2200
Denver, CO 80202
303-862-3001
www.highered.colorado.gov/dpos

School Facilities & Location

Katica Advanced Aesthetics is located in a modern, professional suite designed to support immersive, hands-on learning in advanced aesthetics.

Location:
5353 W Dartmouth Avenue, Suite 401, Denver, CO 80227

Our school space includes:

- A fully equipped clinical training room with FDA-cleared aesthetic devices
- A comfortable theory classroom for lecture and group discussion
- A dedicated break area for students
- ADA-compliant restroom
- Sanitized treatment stations and sinks for practical work
- Wi-Fi access for students completing online modules on-site

Parking:

Free student parking is located on the east side of the building. Please allow extra time on your first day to locate the lot and get oriented.

Student Records:

All student records are kept confidential and securely stored in the Director's locked office cabinet, accessible only by authorized personnel.

The environment is intentionally curated to reflect the professionalism of a medical aesthetics clinic, giving students real-world experience in a setting that feels current, clean, and inspiring.

All students will be given a brief facility orientation on their first day. If special accommodations are needed, please contact the Director prior to your start date so we can ensure a supportive and accessible learning experience.

Delegated Services & Medical Compliance

At Katica Advanced Aesthetics, we prioritize safety, integrity, and full transparency in every service we provide — especially those involving hands-on student training. In accordance with Colorado House Bill 25-1024, any medical-aesthetic treatments performed by students during their training are considered delegated services under the supervision of a licensed healthcare provider.

Medical Oversight

- Katica Advanced Aesthetics operates under the medical direction and supervision of Dr. Jill M. Sohayda, MD, located at Essex Medspa 9300 West Cross Drive #309 Denver, Colo 80123. Dr. Sohayda provides continuous clinical oversight to ensure all delegated treatments comply with state regulations and meet the highest standards of safety, ethics, and professionalism.

Delegation and Student Scope

- All hands-on procedures — including laser treatments, microneedling, chemical peels, dermaplaning, and resurfacing — are performed by students under the delegation and supervision of a licensed physician or advanced practice nurse. Students are not licensed healthcare providers and may only perform these services under clinical supervision.

Chart Review & Sign-Off

- To maintain compliance with state law and uphold quality assurance, Dr. Sohayda reviews and signs off on all student models and patient charts at least every 14 days. This review confirms treatment accuracy, documentation completeness, and adherence to delegated protocols.

Informed Consent & Compliance

- Patients and models are required to sign an informed consent form before receiving any delegated treatment. Each consent includes the supervising provider's name, license number, contact information, and a link to the Colorado Department of Regulatory Agencies (DORA) complaint board, as required by law.

Transparency & Safety

- Clear signage and disclosures are posted in the clinic and in all public-facing materials to ensure patients and models are fully informed. The Medical Director remains available for consultation, protocol review, and emergency advice during all scheduled training hours.
- Katica Advanced Aesthetics is proud to operate in full alignment with all Colorado regulations, maintaining the highest standards of patient care, ethical instruction, and clinical professionalism.

We are proud to operate in alignment with all state regulations, and we uphold the highest standards of patient care, ethical instruction, and professionalism.

Courses Offered — Descriptions, Objectives & Clock Hours

At Katica Advanced Aesthetics, our advanced certifications are designed to give students a strong clinical foundation, hands-on training, and the confidence to deliver results in a professional setting. All courses meet the hour requirements set forth by the Colorado Department of Higher Education and are led by licensed instructors with extensive real-world experience.

Laser Foundations Certification

Total Clock Hours: 40 (16 Online / 24 In-Person)

Objective:

To equip students with the theoretical knowledge and hands-on skills needed to safely and effectively operate cosmetic laser devices for hair removal and skin rejuvenation. Students will gain a strong foundation in laser physics, tissue interaction, skin typing, treatment parameters, and safety protocols.

Includes: Laser hair removal, photofacials, IPL, vascular reduction, skin typing, Fitzpatrick scale, client documentation, and ANSI safety standards.

Chemical Peel Certification

Total Clock Hours: 24 (7 Online / 17 In-Person)

Objective:

To train students in the proper selection, application, and post-care of superficial to medium-depth chemical peels. Students will develop an understanding of skin analysis, pH balance, peel ingredients, layering techniques, contraindications, and treatment customization.

Includes: Alpha and beta hydroxy acids, pigmentation correction, acne treatment protocols, and post-care regimens.

Microneedling Certification

Total Clock Hours: 8 (In-Person)

Objective:

To teach students how to safely and effectively perform microneedling for collagen induction therapy. The course covers skin structure, device operation, needle depth selection, safety standards, and treatment planning.

Includes: Treatment indications, contraindications, sanitation protocols, numbing procedures, and post-care strategies.

Dual Microderm/Dermaplane Certification

Total Clock Hours: 14 (6 Online / 8 In-Person)

Objective:

To educate students in mechanical exfoliation techniques to improve skin texture, tone, and clarity. Students will learn how to use professional tools like diamond-tip microdermabrasion and dermaplaning safely and effectively.

Includes: Diamond microdermabrasion, dermaplaning technique, safety and sanitation, skin typing, and treatment customization.

Tuition & Fees

At Katica Advanced Aesthetics, we are transparent with our tuition structure to help you plan and invest confidently in your education. Below is the tuition breakdown for each certification course:

- **Laser Foundations Certification**
Tuition: \$4,997
Registration Fee: \$100 (applied toward tuition)
Total Due: \$4,997
- **Chemical Peel Certification**
Tuition: \$647
Registration Fee: None
- **Total Due: \$647**
- **Microneedling Certification**
Tuition: \$747
Registration Fee: None
Total Due: \$747
- **Dual Microderm/Dermaplane Certification**
Tuition: \$747
Registration Fee: None
Total Due: \$747

The registration fee is only required for enrollment in the Laser Certification program and secures your place in the class. All tuition includes access to digital curriculum materials and hands-on clinical training. Please inquire about available payment plans or bundled course options during enrollment.

Katica Advanced Aesthetics maintains a fair and transparent tuition collection policy in accordance with Colorado DPOS regulations.

For all certification courses:

- 50% of the total tuition is due no more than five (5) business days prior to the start of instruction.
- The remaining 50% is due on the final day of class, prior to the issuance of certification.

This structure minimizes prepaid tuition, protects the student's investment, and allows for flexibility while ensuring financial responsibility.

Transcript and Certificate Withholding Policy-

Katica Advanced Aesthetics reserves the right to withhold a student's certificate of completion if any portion of tuition or fees remains unpaid. Students must fulfill all financial obligations to the school prior to receiving official documents.

Class Schedules

Each course at Katica Advanced Aesthetics is designed to deliver focused, hands-on education in a timeframe that fits your schedule. Below is the breakdown of course length by clock hours:

- **Laser Foundations Certification**
Total Hours: 40
 - 16 Hours Online (Scheduled theory modules with progress tracking)
 - 24 Hours In-Person (Clinical hands-on training)Completed over 1–2 weeks
- **Chemical Peel Certification**
Total Hours: 24
 - 7 Hours Online (Theory and protocols)
 - 17 Hours In-Person (Practical application)Completed over 2 days
- **Microneedling Certification**
Total Hours: 8
 - 8 Hours In-PersonCompleted in 1 full day
- **Dual Microderm/Dermaplane Certification**
Total Hours: 14
 - 6 Hours Online
 - 8 Hours In-PersonCompleted in 1–2 days

Class schedules may vary depending on instructor availability and enrollment volume. Students will receive a confirmed schedule upon acceptance into the course. Evening and weekend options may be offered for select programs.

Holidays & School Closures

Katica Advanced Aesthetics observes the following holidays and scheduled school closures. During these times, classes, hands-on training, and administrative services will be paused:

- **New Year's Day** – January 1
- **Memorial Day** – Last Monday in May

- **Independence Day** – July 4
- **Labor Day** – First Monday in September
- **Thanksgiving Break** – Thursday and Friday of Thanksgiving week
- **Winter Break** – December 24 through January 1

If a scheduled class falls on a holiday or closure date, we offer flexible rescheduling to ensure all students receive their full training experience. Students will be notified in advance of any changes to their schedule.

Additional blackout dates or scheduled training pauses may be announced at the beginning of each quarter. These will be communicated in writing and posted within the student portal and website calendar.

Leave of Absence Policy

We understand that life happens. At Katica Advanced Aesthetics, we aim to support our students through unexpected circumstances while maintaining the integrity of our programs.

A Leave of Absence (LOA) may be granted for students who encounter significant personal, medical, or professional situations that temporarily prevent them from attending class. Requests must be submitted in writing and approved by the Director in advance whenever possible.

Key Guidelines

- A Leave of Absence must be formally requested and documented. Verbal notice is not sufficient.
- The maximum duration of a leave is 60 days. Any additional time may require the student to re-enroll or retake portions of the course at an additional cost.
- Tuition will not be refunded during an approved leave; however, we will work with students on reasonable completion timelines when they return.
- If a student fails to return by the agreed-upon date, the effective date of withdrawal will be the day following the expected return date, and refunds (if applicable) will be issued in accordance with the school's Refund Policy.
- Students who do not return may be subject to withdrawal or dismissal as outlined in school policy.

Our goal is always to help you complete your education successfully. If you need to request a leave, please contact the Director directly as soon as possible to discuss your options.

Entrance Requirements

Katica Advanced Aesthetics offers advanced certification programs intended for licensed professionals and qualified students pursuing a career in medical aesthetics. To enroll, all applicants must meet the following requirements:

Minimum Requirements for All Courses:

- Must be at least 18 years of age
- Must possess a valid government-issued photo ID

Additional Requirements by Course:

- **Laser Certification:**
Must hold a current Esthetician License, Cosmetologist License, or be a medical professional (RN, PA, NP, MD) with aesthetics experience or interest. Out-of-state licenses may be accepted with review.
- **Chemical Peel, Microneedling, Manual Resurfacing, Dermaplane Certifications:**
Must hold a current esthetician or cosmetologist license. Out of state licenses may be accepted with review.

Important Notes:

- Proof of licensure is required before participating in any hands-on training.
- Katica Advanced Aesthetics reserves the right to verify credentials and assess readiness for advanced-level coursework.
- Applicants who do not meet the requirements may be referred to a foundational esthetics program prior to enrollment.

We're here to help you succeed — if you're unsure whether you qualify, please reach out for a personalized review of your experience and goals.

Enrollment Procedures

Enrolling at Katica Advanced Aesthetics is designed to be a smooth, supportive process. We welcome students from all backgrounds who meet our entrance requirements and are ready to advance their skills in the aesthetics industry.

To enroll in any certification course, please follow the steps below:

Step 1: Submit Your Application

Complete the online application form available on our website or in person. Be sure to indicate which course(s) you are applying for and your preferred start date.

Step 2: Provide Required Documentation

You will need to submit:

- A copy of your current esthetician, cosmetology, or medical license (as applicable)
- A valid photo ID

Step 3: Director Review

Your application will be reviewed by the Director to ensure you meet the course prerequisites. If additional information is needed, we'll contact you directly.

Step 4: Enrollment Confirmation

Once approved, you'll receive an enrollment agreement to review and sign. For the Laser Certification course, a \$100 registration fee is due at this time to secure your seat.

Step 5: Orientation & Access

You'll receive your course schedule, pre-study materials (if applicable), and orientation instructions. Access to online content will be provided prior to your first in-person training day.

Additional Notes:

- **Waitlists** may apply for high-demand classes. Early application is encouraged.
- **Bundled course discounts** may be available for students enrolling in multiple certifications. Ask about current offers during your application process.
- **Alumni of Katica** receive priority enrollment and special access to continuing education opportunities.

If you need help at any point during the process, our team is here to support you. We want every student to feel confident and clear before beginning their journey at Katica Advanced Aesthetics.

Postponement of Start Date

We understand that sometimes plans change. If you are unable to begin your course on the originally scheduled start date, Katica Advanced Aesthetics offers the option to postpone your enrollment under the following conditions:

Student-Initiated Postponement

- Students must notify the school in writing at least 7 days prior to the scheduled start date.
- One postponement is allowed per enrollment without penalty.
- The new start date must be within 90 days of the original date.
- Tuition and registration fees (if applicable) will be applied to the rescheduled class.

- If the student does not begin training by the rescheduled start date, tuition and fees paid will be refunded according to the school's Refund Policy.

School-Initiated Postponement

If Katica Advanced Aesthetics must postpone a course due to low enrollment, instructor availability, or unforeseen circumstances, students will be notified immediately and offered:

- A new start date, or
- A full refund of all tuition and fees paid if the student chooses not to reschedule.

All changes to enrollment must be documented and approved by the Director. Our goal is to work with you to ensure you can complete your education in a way that supports both your success and the school's schedule.

Career & Placement Assistance

At Katica Advanced Aesthetics, we are committed to supporting your success beyond the classroom. While we do not guarantee employment, we offer guidance and resources to help you confidently take the next step in your aesthetics career.

Our career support includes:

- **Professional Mentorship**
One-on-one conversations with the Director to explore your goals, ideal work environments, and strategic next steps after certification.
- **Resume & Interview Tips**
Support with refining your resume, optimizing your professional bio, and preparing for interviews in both medical spas and independent settings.
- **Local Industry Connections**
We maintain relationships with medspas, clinics, and advanced esthetics practices across Colorado. When possible, we connect qualified graduates with opportunities or referrals.
- **Model Portfolio Building**
Students have the opportunity to work on live models during training, allowing you to begin building a treatment portfolio to showcase your skills post-graduation.
- **Ongoing Education Opportunities**
Alumni receive priority access to continuing education, advanced technique trainings, and future Katica events designed to support long-term career growth.

Whether you're launching your own business, joining a team, or adding advanced services to your existing practice, we're here to guide you on the path to a fulfilling and profitable career in aesthetics.

Attendance Policy

Consistent attendance is essential for building clinical confidence, mastering advanced techniques, and meeting certification requirements at Katica Advanced Aesthetics.

We expect all students to attend their scheduled training sessions, arrive on time, and participate fully. Because our programs are short in duration and hands-on by design, attendance is mandatory for all in-person training hours.

Policy Guidelines:

- 100% attendance is required for successful course completion and certification.
- Students must notify the Director as soon as possible if they are running late or unable to attend a scheduled session.
- Missed in-person hours must be made up within 30 days at the discretion and availability of the instructor.
- Excessive tardiness or failure to complete required hours may result in course failure, withdrawal, or delay of certification.
- The fee for make-up sessions is \$50 per hour of instruction. This fee covers instructor time and facility use. If no fee is charged (for example, when a student joins a scheduled group review), this will be disclosed at the time of scheduling.

Make-Up Sessions:

Make-up hours are not guaranteed and will be scheduled based on class availability. A fee may apply for individual instruction or private makeup sessions.

We understand that emergencies happen. Communication is key. If you anticipate any challenges with attendance, we encourage you to reach out so we can support you in staying on track.

Academic Progress Policy

At Katica Advanced Aesthetics, we are committed to helping students succeed both academically and professionally. Our programs are designed to support consistent progress through a blend of theory, hands-on training, and real-world application. To successfully complete a course and receive certification, students must demonstrate competence in both theoretical knowledge and practical skills.

Measurement & Evaluation

Student progress is measured through written assessments, practical evaluations, attendance, and participation. Competency must be demonstrated in both theory and clinical practice to be eligible for certification.

Theory Requirements

- Students must earn a grade of “C” (75%) or higher on all written assessments and knowledge checks to pass.
- All course modules and required reading must be completed prior to attending the in-person training.
- Students who do not meet the minimum passing score may be offered one opportunity to retest.

Grade Legend:

A – Excellent (93–100%) – 4.0
 B – Above Average (85–92%) – 3.0
 C – Average (75–84%) – 2.0
 D – Below Average (70–74%) – 1.0
 F – Failure
 P – Pass
 NP – No Pass
 WP – Withdrew Passing
 WF – Withdrew Failing
 INC – Incomplete

Practical Requirements

- Practical skills are evaluated on a Pass/Fail basis by the lead instructor.
- Students must demonstrate safe technique, client communication, and protocol adherence during hands-on training.
- All procedures must be performed under instructor supervision to qualify for a passing evaluation.

Unsatisfactory Progress & Probation Policy

- A student is considered to be making unsatisfactory progress if their theory grade falls below 80% or if they fail a practical evaluation.
- Students not meeting minimum standards may be placed on probation and given written notice outlining the areas of concern and the timeline for improvement.
- If the conditions of probation are not met, the student may be dismissed from the program.

Progress Monitoring & Support:

- Students will receive ongoing feedback throughout their training.
- Any student struggling to meet course expectations will be offered mentorship and guidance to improve performance.
- Failure to meet minimum academic or practical standards may result in a delay in certification or dismissal from the program.

- Grades and evaluations are reported to students at the conclusion of each course and may be reviewed with the Director during training.

At Katica, our goal is not just to help you pass — but to ensure you're fully prepared, confident, and ready to thrive in the aesthetics field.

Student Conduct Policy

Katica Advanced Aesthetics is a professional learning environment built on respect, integrity, and accountability. All students are expected to uphold these values throughout their time at the academy.

By enrolling in our programs, students agree to maintain conduct that reflects positively on themselves, their peers, and the aesthetics industry.

Standards of Conduct:

- Treat fellow students, instructors, staff, and models with respect and professionalism at all times.
- Arrive on time, prepared, and dressed in clean, professional attire.
- Refrain from the use of inappropriate language, disruptive behavior, or excessive cell phone use during class.
- Follow all sanitation, safety, and treatment protocols as instructed.
- Maintain confidentiality and professionalism when working with models or clients in a clinical setting.
- Use school equipment, materials, and facilities responsibly and as directed.

Zero-Tolerance Violations:

Immediate dismissal may result from any of the following:

- Possession or use of alcohol, drugs, or illegal substances on campus
- Violence, harassment, or discrimination of any kind
- Theft or damage to school or student property
- Academic dishonesty or falsifying records

We are committed to creating a safe and empowering space for all students to grow, learn, and succeed. Any concerns about behavior or classroom dynamics should be brought to the attention of the Director immediately.

General School Policies

The following policies are in place to support a respectful, organized, and professional learning environment for all students at Katica Advanced Aesthetics. These apply to all enrolled students and guests within the facility.

Dress Code

Students must wear professional, all-black attire (scrubs preferred) and closed-toe shoes during in-person training. Long hair should be tied back during treatments. Minimal jewelry is recommended, and personal hygiene is expected to be maintained at a professional standard.

Electronic Devices

Cell phones and personal devices should be silenced during class. Use is permitted during breaks or with instructor permission when relevant to coursework. Video or photo recordings during class are not allowed without prior approval.

Food & Beverages

Food is not permitted in clinical areas. Drinks with lids may be allowed in designated classroom spaces. A break area is available for meals and snacks.

Sanitation & Cleanliness

Students are responsible for maintaining a clean workspace, disinfecting tools and surfaces, and following all sanitation protocols before and after treatments. This reflects both client safety and industry professionalism.

Model Responsibility

Students may be asked to bring their own models for hands-on sessions unless otherwise arranged. If assistance is needed, Katica will help coordinate models when possible.

Respect for Equipment & Facilities

All equipment and supplies must be used properly and returned in clean, working order. Any damage should be reported immediately. Students who misuse or damage property may be held financially responsible.

Social Media & Branding

Students are encouraged to share their learning journey on social media but must tag appropriately, avoid recording clients/models without permission, and refrain from representing Katica as their own business or brand.

Dismissal and Re-Admittance

Katica Advanced Aesthetics is committed to maintaining a professional, safe, and respectful learning environment. While we are here to support every student's growth, there are situations where dismissal from the program may be necessary.

Grounds for Immediate Dismissal:

- Violation of the Student Conduct Policy, including disruptive, disrespectful, or threatening behavior
- Harassment, discrimination, or bullying of any kind
- Use, possession, or influence of drugs or alcohol while on school premises
- Academic dishonesty, including falsification of records or misrepresentation of credentials
- Excessive unexcused absences, failure to meet attendance requirements, or refusal to participate in makeup sessions
- Damage to school property or equipment due to negligence or misuse
- Failure to adhere to safety, sanitation, or treatment protocols during hands-on practice
- Inappropriate use of social media, including slander of the school, staff, students, or clients

Students may also be dismissed for unsatisfactory progress, failure to meet attendance requirements, violation of policies, or failure to fulfill financial obligations. Dismissals related to attendance or academic progress are determined in accordance with the Attendance and Academic Progress Policies outlined in this catalog.

Probation Prior to Dismissal:

Students not meeting minimum standards may first be placed on probation and provided written notice of the areas requiring improvement and the timeline for correction. Failure to meet the conditions of probation may result in dismissal.

Re-Admittance:

A dismissed student may apply for re-admittance by submitting a written request to the Director. Re-admittance is not guaranteed and will be reviewed on a case-by-case basis. Re-admittance may require evidence of corrective action, such as meeting financial obligations, demonstrating readiness to meet attendance requirements, or addressing prior conduct issues.

All dismissals are reviewed and approved by the Director. In most cases, students will be provided with a written warning and an opportunity to correct their behavior unless the situation requires immediate action.

At Katica, we take our students' success seriously—and we also take our responsibility to uphold high standards seriously. If you have concerns or need support, we encourage open communication early and often.

Transfer of Previous Credits

Katica Advanced Aesthetics is a specialized training academy offering short-term certification programs in advanced aesthetics. Due to the hands-on nature and regulatory requirements of our curriculum, we do **not accept transfer credits** from other institutions.

All students must complete the full program hours and requirements as outlined for each course, regardless of prior education or training experience.

However, we do offer:

- **Recognition of Prior Experience** for licensed professionals: If you've been working in the industry, this may help you feel more confident moving through the material — but full participation in all hours and assessments is still required.
- **Customized Guidance:** If you're unsure whether your background qualifies you for a particular course, we're happy to review your experience and guide you toward the right path for your goals.

At Katica, we believe in giving every student the opportunity to fully engage, practice, and refine their skills — which is why completing the entire course is essential for certification.

Grievance & Complaint Procedure

At Katica Advanced Aesthetics, we are committed to creating a respectful, transparent learning environment. If a student has a concern or believes a school policy has been violated, we offer a clear process to address and resolve the issue.

A. Internal Grievance Process

1. **Informal Resolution (Encouraged):**
Students are encouraged to first address concerns directly with the individual involved or speak with the instructor or Director for informal resolution.
2. **Formal Grievance Submission:**
If the concern is not resolved informally, students may submit a written grievance to the Director within 7 days of the incident. This should include:
 - Student name and contact info
 - Description of the issue
 - Steps already taken (if any)
 - Desired outcome
3. **Response from Director:**
The Director will review the grievance and issue a written response within 10 business days.

B. Formal Complaint Process

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 training at:

Colorado Department of Higher Education
Division of Private Occupational Schools (DPOS)
1600 Broadway, Suite 2200
Denver, CO 80202
303-862-3001

All complaints must be submitted in writing and, when possible, should include documentation that a good-faith effort was made to resolve the issue with the school first.

Refund Policy

Katica Advanced Aesthetics is committed to transparency and fairness when it comes to tuition and refunds. The following refund policy applies to all courses and complies with the standards set by the Colorado Department of Higher Education, Division of Private Occupational Schools.

Cancellation & Refund Guidelines:

Refund Policy

- Students not accepted to the school are entitled to a full refund of all monies paid.
- Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition paid.
- Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition paid except a cancellation charge of no more than \$150.00 or 25% of the contract price, whichever is less.
- In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition, which is based on the percentage of contact hours attended, as described in the refund table below.
- All refunds will be made within 30 days from the date of termination.
- The official date of termination or withdrawal shall be determined by:
 - The date the school receives written notice of the student's intention to discontinue the training program, or
 - The date the student violates published school policy, which provides for termination, or
 - The day following the expected return date for a student who does not return from an approved leave of absence.
- If the school discontinues a Program/Stand-Alone Course before a student can reasonably complete it, the student will receive a full refund of tuition.
- The policy for granting credit for previous training shall not impact the refund policy.

No Refunds Will Be Given:

- After 75% or more of the course has been completed
- If the student is dismissed due to a violation of school policy
- For failure to attend without notice (“no-show”)

All refunds are issued within 30 calendar days of written cancellation or withdrawal. Written notice can be submitted via email or in person.

If Student Withdrawal Occurs	Refund
Within first 10% of course	90% less cancellation charge
After 10% but within first 25% of course	75% less cancellation charge
After 25% but within first 50% of course	50% less cancellation charge
After 50% but within first 75% of course	25% less cancellation charge
After 75% of course (if PIF, cancellation charge is not applicable)	No refund

Disclosure Statement

Katica Advanced Aesthetics, LLC is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools (DPOS).

This approval is required by law and ensures that our curriculum, policies, and operations meet the standards set by the state of Colorado for private occupational schools.

Students are advised to thoroughly review this catalog, enrollment agreement, and any program materials before committing to enrollment. Katica Advanced Aesthetics does not guarantee employment or job placement upon course completion.

All information contained in this catalog is current and accurate at the time of publication. The school reserves the right to make changes to programs, schedules, tuition, and policies. Students will be notified in writing of any updates or modifications.

Certification

Upon successful completion of a Katica Advanced Aesthetics course, students will receive a Certificate of Completion for the program(s) they’ve enrolled in.

To be eligible for certification, students must:

- Complete 100% of the required course hours

- Achieve a passing score of 80% or higher on theory assessments
- Receive a Pass on all hands-on practical evaluations
- Fulfill all tuition and fee obligations in full

Certificates are awarded at the conclusion of training and serve as documentation of your advanced education and clinical proficiency in the course subject.

Training Format

Katica's certification courses are built for immersive, real-world learning with a clear balance of theory and practical application. Each course includes structured online modules, scheduled in-person clinical training, and close instructor support.

- **Online Modules**
All online modules are delivered through Tutor LMS with assigned start and end dates. Students are given a defined start date and must complete the online theory portion within five (5) days prior to attending the in-person sessions. Attendance and progress (log-ins, module completions, quiz scores, and time spent) are automatically recorded in the LMS and reviewed by the instructor. Students also participate in at least one scheduled Zoom check-in to verify progress, ask questions, and review key concepts before attending the in-person training; attendance at these check-ins is documented.
- **In-Person Clinical Training**
Small-group, hands-on sessions with live models under close instructor guidance. Attendance is verified by sign-in sheets, and skills checklists/competency evaluations are used to document progress.
- **Instructor Demonstrations**
Real-time demonstrations of advanced treatment techniques and clinical best practices integrated into the in-person sessions.
- **Direct Feedback & Mentorship**
Personalized coaching and feedback throughout the learning process to build confidence and ensure career-readiness.

This format ensures that students not only understand the science — but leave prepared to perform confidently in clinical settings.

School Calendar

Katica Advanced Aesthetics offers open enrollment throughout the year with rolling start dates for most certification programs. Students are encouraged to enroll early, as class sizes are limited to maintain the quality of instruction and hands-on training.

Class Frequency:

- Laser Certification: Monthly sessions
- Chemical Peel, Microneedling, Manual Resurfacing: Offered 1–2 times per month or by demand
- In-Person Training Days: Typically scheduled on weekends or weekdays based on enrollment and instructor availability

Exact start dates and availability are listed on our website or can be requested by email at katicaaesthetics@gmail.com.

Break Periods:

Breaks between classes may vary based on instructor schedules or state holidays. Students will be notified of any closures or reschedules in advance.

Textbooks & Learning Materials

Katica Advanced Aesthetics utilizes a blend of curated professional resources and custom-designed instructional materials to ensure a high-quality learning experience that reflects current industry standards.

Instructional Materials Provided:

- Katica Laser Foundations Workbook (proprietary PDF)
- Slide Decks & Visuals for each certification topic (delivered online and/or in-person)
- Treatment Protocol Guides for clinical procedures
- Student Worksheets & Case Logs for hands-on tracking
- Pre-Study Packets (where applicable) sent via email prior to in-person training

Suggested Reference Texts:

(These are not required but are recommended for additional study and continuing education.)

- *Milady's Advanced Esthetics Textbook*
- *The Laser & IPL Handbook* by Dr. Dodds
- *Chemical Peels: Principles and Practice* by Mark G. Rubin
- *Microneedling: The Concise Guide to Microneedling* by Dr. Lance Setterfield

All materials are reviewed and updated regularly to maintain accuracy, compliance, and relevance in the evolving aesthetics field.

Student Resources & Educational Services

At Katica Advanced Aesthetics, we are committed to creating a supportive, empowering, and resource-rich environment for our students throughout their training journey.

Student Resources Include:

- **One-on-One Instructor Access:**
Personalized support and mentorship available during and after training sessions.
- **Small Class Sizes:**
Limited enrollment ensures hands-on attention, guided feedback, and a safe learning environment.
- **Digital Learning Platform:**
Access to online materials, workbooks, quizzes, and downloadable guides (where applicable).
- **Model Coordination Support:**
Guidance and tools to help students secure models for hands-on training, when not provided by the school.
- **Business & Career Mentorship:**
Advice on client consultations, treatment pricing, liability coverage, and launching a business or advancing within a MedSpa setting.
- **Certificate Verification:**
Graduates may request official verification letters or reprints of certificates if needed for licensure, insurance, or employment purposes.

Transcript, Diploma & Certificate Release Policy (HB22-1049)

A. Purpose

This policy ensures compliance with Colorado House Bill HB22-1049 and outlines the conditions under which Katica Advanced Aesthetics may or may not withhold transcripts, certificates, or diplomas due to outstanding student debts.

B. Scope

This policy applies to all current and former students of Katica Advanced Aesthetics, excluding foreign students as defined in C.R.S. 23-1-113.5, who request a transcript, diploma, or certificate and have outstanding financial obligations to the school.

C. Policy

Transcripts, diplomas, or certificates may be withheld if a student owes tuition or course-related fees exceeding \$250 and has not entered a repayment plan within 30 days of program completion. Debts under \$250 will not trigger holds. Debts over this threshold may be subject to collections after 60 days.

Exemptions

A hold will not apply—and requested documents will be released—if the student can demonstrate the documents are needed for any of the following purposes:

- A job application or employment verification
- Transferring to another postsecondary institution
- Applying for financial aid (state, federal, or institutional)
- Pursuing opportunities in the military or national guard
- Enrolling in another postsecondary program

Process and Procedure for Exemptions

Students requesting an exemption must submit their request in writing and include documentation supporting the purpose of the transcript or certificate. The school will review and respond within 7 business days with either approval and release of the documents or a written explanation for denial.

Registration Holds

A student may be prohibited from enrolling in additional courses if they owe more than \$250 and have not made payment arrangements within 30 days of the outstanding balance.

Payment Plan Option

Students may establish a payment plan by contacting:

Katica Advanced Aesthetics

Email: Katrina@KaticaAesthetics.com

Phone: (720) 226-4991

Student Complaint Option

Students may submit complaints related to this policy to the Colorado Student Loan Ombudsperson at:

Email: CSLSA@coag.gov

Catalog Addenda

Any changes or updates to the information contained in this catalog will be provided in the form of an official addendum. Each addendum will clearly identify the catalog volume it applies to, the date of issuance, and the specific section(s) it modifies.

Catalog addenda are considered a permanent part of this catalog and must be reviewed, signed, and acknowledged by both the student and the school. Addenda will be distributed to all currently enrolled students and will apply to all new students at the time of enrollment.

Student Acknowledgment Form

I, the undersigned, acknowledge that I have received, reviewed, and understand the contents of the Katica Advanced Aesthetics School Catalog.

By signing below, I confirm that:

- I have read and understand the school's policies, including attendance, grading, conduct, refund, and grievance procedures.
- I am aware of the course tuition, program length, certification requirements, and my financial obligations.
- I understand the training format and have been informed of the course breakdown, including theory and hands-on hours.
- I understand that Katica Advanced Aesthetics does not guarantee employment upon completion of any program.
- I understand that this institution is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Course(s) Enrolled: _____

Instructor/Director Signature: _____

Date: _____

If submitting digitally, typing your full name below serves as your legal acknowledgment of the above statements.

Student Full Name (Digital Acknowledgment):
