

# **SOCIETY OF PERMANENT COSMETIC PROFESSIONALS**

## **TRAINING GUIDELINES AND MODEL CURRICULUM**

### **I. BUSINESS SET-UP**

1. Business shall be in compliance with all state educational statues, zoning regulations and health ordinances.

### **II. PROFESSIONAL BACKGROUND**

1. Each trainer will have a minimum of five (5) years experience in the application of permanent cosmetic procedures and have completed a minimum of three hundred (300) procedures for each procedure type that is taught and must be verifiable.
2. Trainers will complete not less than sixteen (16) hours of continuing education over a two (2) year period. This may include attendance at conventions and other classes pertinent to the permanent cosmetics field.
3. The following programs must be submitted as separate programs and the trainer may apply to teach any or all of them:

Fundamental Program <i>(100 hours, 65 hours must be classroom)</i>	eyeliner, eyebrows <i>(Lip liner, shaded lip liner is optional)</i>
Intermediate Program	full lip procedures
Advanced Programs	camouflage/repigmentation, breastwork <i>(Three years experience required)</i>

Continuing Education Programs have no predetermined guidelines other than the student must have completed a permanent cosmetic fundamental program.

4. Each trainer shall have a high school diploma, GED, or equivalent.
5. Each trainer must attend a “Train the Trainer” program (offered twice a year by the SPCP.)
6. Each trainer must maintain Certified Permanent Cosmetic Professional (CPCP) certification.

### **III. STUDENT GUIDELINES**

1. The student must be a minimum of eighteen (18) years of age and have a high school diploma, GED, or equivalent for the fundamental program.
2. The student must document one hundred (100) brow and liner procedures and has completed an acceptable fundamental training program to take the above intermediate or advanced education classes.
3. All rules regarding private post secondary education must apply for each locality.

#### **IV. FUNDAMENTAL CLASSROOM GUIDELINES**

1. Each location will be maintained in a physically clean manner in accordance with a strict asepsis program.
2. Fundamental program facilities must be licensed to conduct permanent cosmetic procedures.
3. Each training facility must have on site, an autoclave and/or FDA registered dry heat sterilizer for student instruction and use, unless a pre-sterilized, disposable system is being taught exclusively.
4. Pigments shall be purchased from reputable suppliers in the United States and must be in accordance with SPCP Pigment Guidelines if offered for sale.
5. The instructor may determine basic theory class size.
6. Trainers will not oversee multiple procedures simultaneously. The student to trainer ratio for all hands-on training shall be one to one.
7. Assistant (or guest) trainers for the purpose of overseeing hands on procedures must be CPCP certified and have three (3) years of experience in permanent cosmetics. Assistant trainers may not conduct classroom presentations.
8. There will be hot and cold running water on site with separate toilet and sink facilities.

#### **V. TRAINING GUIDELINES**

1. Only new, sterile needles will be used for each procedure.
2. Trainers will not teach the use of any tattooing device that cannot be sterilized in a satisfactory manner; i.e., any part that comes in contact with pigments or body fluids must be sterile prior to use and disposable and/or able to be sterilized after use.
3. Medical history/client information forms will be kept for five (5) years (or longer as required by state or local statutes) on each model. Trainers must insure proper follow-up for each model.
4. Each procedure taught at the fundamental or intermediate levels will consist of: A) a complete procedure demonstrated by the instructor and B) two procedures completed by each student.
5. A complete procedure shall include: client assessment, completion of client history and informed consent forms, set-up of the work area, start-to-finish procedure, clean-up of the work area, and after-care instructions to the client.
6. A follow-up appointment should be scheduled after each procedure, with the recommended time for touch-up being at least four weeks (many choose six weeks).

7. Centers for Disease Control (CDC) standards as applicable to permanent cosmetics and OSHA guidelines will be mandatory in the handling of all materials relative to the procedures.
8. Pigments poured will be disposed of after each client.
9. New gloves will be worn for each client and changed when needed and for clean up procedures.
10. Each Fundamental Course of instruction shall consist of a minimum of one hundred (100) hours of instruction including no more than thirty-five (35) hours of outside the classroom or home study and not less than sixty-five (65) hours of practicum and theory (classroom hours.)
11. Lip liner (or shaded lip liner) is optional at the fundamental level but if included must be in accordance with V.4.
12. A file must be kept for each student and will include student information, an assessment of each procedure performed, model releases, photos, test copies (if one is given) and the trainer's final student evaluation.
13. The trainer will be available for post-graduate support by email and/or telephone for one (1) full year. Each trainer should be prepared to offer additional hours of contracted training as required based upon the needs of the student as a separate class.

## **FUNDAMENTAL CURRICULUM FOR BEGINNER TECHNICIANS**

- I.** Introduction to Permanent Cosmetics
  - A. History of tattooing as it applies to permanent cosmetics (optional)
  - B. Overview of the different types of machines and devices available
- II.** Consultation
  - A. Client profile
    1. Analyze character of client and client selection
    2. Client expectations
    3. Discuss overall aspects of permanent cosmetics
      2. Client history/client information form
        1. Identify potential problems for permanent cosmetics
        2. Determine when physician review is advised
  - C. Consent forms
    1. Discuss informed consent
    2. Liability issues
- III.** Office set-up
  - A. Physical setting
    1. General Equipment
      - a. table, chair, work surface, lighting
  - B. Building codes

- IV. Disinfection and Sterilization**
  - A. Equipment
    - 1. Discuss acceptable forms of sterilization
    - 2. Disinfectants and antiseptics
  - B. OSHA and CDC guidelines regarding bloodborne pathogens
  - C. Technician safety
    - 1. Hand washing
    - 2. Hepatitis B vaccination
    - 3. Gloves
  - D. Proper handling of devices, needles, and pigments
  - E. Sanitary measures during procedure set-up
  - F. Sanitary measures during procedure clean-up
  
- V. Client preparation**
  - A. Pre-procedure care
    - 1. Preparing the client's skin
    - 2. Ways of marking the skin
  - B. Anesthetics and physician relationships
  
- VI. Color and pigment theory**
  - A. Knowledge and use
  - B. Pigments
    - 1. Preparation, mixing
    - 2. Storage
  
- VII. Skin anatomy**
  - A. Composition/layers
  - B. Healing process of skin and its care
  - C. Diseases, disorders and conditions
    - 1. Infection
    - 2. Herpes
    - 3. Moles, warts, freckles
    - 4. Psoriasis, eczema
    - 5. Reactions
  
- VIII. Machine theory**
  - A. Review machine (device) for technical aspects
    - 1. Operation and maintenance
    - 2. Use: speed, pressure, angle
    - 3. Trouble-shooting
  - B. Evaluate capabilities of devices
  - C. Only one type of device will be taught at the fundamental level once a preferred method is established
  
- IX. Needles**
  - A. Appropriate needle selection and applications
    - 1. Groups, numbers and configurations
  - B. How mechanically used in the skin
  - C. Maintenance
    - 1. Check for damage
    - 2. Storage and disposal
    - 3. Preparation for sterilization if not pre-sterile when purchased

- X.** Photography
  - A. Rationale
  - B. Equipment and methods
    - 1. Clarity
    - 2. Presentation
  
- XI.** After Care
  - A. Client follow-up
  - B. Forms and instructions to provide
  
- XII.** Procedure experience: two (2) of each complete procedures: eyebrows, eyeliner, (optional at fundamental level – lip liner, shaded lip liner, beauty marks)
  - A. Review issues, discuss
    - 1. Facial morphology
    - 2. Variations
  - B. Work on pigskin or similar practice medium
  - A. Observe procedures
  - C. Hands-on live model work
  
- XIII.** Business set-up
  - A. Basic business and marketing guidelines (optional)
  - B. Legal requirements
  - C. Insurance/liability

## **INTERMEDIATE LEVEL**

At least two beginning to end complete procedures must be provided each student. The student must document one hundred (100) brow and liner procedures and has completed an acceptable fundamental training program to take continuing/intermediate education classes.

- I. Full Lips**
  - A. Overview of lip colors
  - B. Lip structure, anatomy
  - C. Diseases of the mouth
  - D. Review basic issues, procedures
  - E. Observe procedures
  - F. Hands-on work
  - G. Follow-up

Note: The trainer is at liberty to teach each topic in any order or combination as long as each area of study is presented.

## ADVANCED EDUCATION CLASSES

Advanced Education classes may be taught to students only if the student has completed a minimum of a one hundred (100) hour fundamental class. The SPCP recommends a technician complete 100 basic procedures before proceeding to advanced work.

### I. Camouflage, Scar Correction, Breastwork

- A. Skin tones
- B. Overview of skin-toning/breastwork pigments
- C. Review anatomy of normal skin
- D. Abnormal skin: disease, discolorations, growths
- E. Scars
- F. Review basic issues, procedures
- G. Observe procedures
- H. Hands-on work
- I. Follow-up

### II. Thick Eyeliners, Blush, Eye Shadow

Thick eyeliners should be considered advanced procedures. While blush and eye shadow are still taught on occasion and their practice is not forbidden, the SPCP does not consider these to be mainstream procedures as there are more contraindications than appropriate indications for them to be performed.

Note: The trainer is at liberty to teach each topic in any order or combination as long as each area of study is presented.

## SPECIAL CONSIDERATIONS

Trainers who wish to exclusively teach classes such as needle workshops, color theory, etc., must meet the guidelines required to teach at the Fundamental level as outlined in II. Professional Background.

## CERTIFICATES

Trainers cannot “certify” their students unless allowed to do so as a formal part of a state’s educational system. Trainers who do not have state sanctioned certifying educational programs may only provide *certificates of completion* of a core curriculum. The following is an example of this requirement:

The certificates should be specific to the education and should make statements such as, “*STUDENT NAME* has successfully completed one hundred (100) hours of instruction in permanent cosmetics”; or more specifically “completed a XXX-hour program for permanent eyeliner (or as appropriate for the procedure type) procedures”, etc.