

SOCIETY OF PERMANENT COSMETIC PROFESSIONALS TRAINING GUIDELINES AND MODEL CURRICULUM

I. BUSINESS SET-UP

1. Business shall comply with all state educational statutes, 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 being 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. Each trainer shall have a high school diploma, GED, or equivalent.
4. Each trainer must attend a *Train the Trainer* program (offered at least once a year.)
5. Each trainer must maintain Certified Permanent Cosmetic Professional (CPCP) certification.

Program Levels of Training:

The following programs must be submitted as separate programs and the trainer may apply to teach any or all of them:

- A. Fundamental Programs (*eyeliner, eyebrows, lip liner, shaded lip liner is optional, 100 hours, 65 hours must be classroom*)
 1. If microblading or any other single procedure class is taught at a fundamental level, it still must meet the 100-hour requirement.
- B. Intermediate Programs (*full lip procedures, breast work*)
- C. Advanced Programs (*camouflage/repigmentation, three years' experience required*)
3D Nipple/Areola
- D. Continuing Education Programs have no predetermined guidelines other than the student must have completed a permanent cosmetic fundamental program.

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 have 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 for student instruction and use, unless a pre-sterilized, disposable system is being taught exclusively.
4. Pigments shall be purchased from reputable suppliers and must be in accordance with SPCP Pigment Guidelines*.
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 classroom presentations and overseeing hands-on procedures must be CPCP certified and have three (3) years of experience in permanent cosmetics.
8. There will be hot and cold running water on site with separate bathroom 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. Client 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 (or comparable) as applicable to permanent cosmetics and OSHA guidelines (or comparable) 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 not less than sixty-five (65) hours of practicum and theory (classroom hours). The classroom portion must be at least seven (7) days unless 8 hours is devoted to Video Conferencing – See requirements.¹
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 contracted hours of 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
 - B. Medical 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 (or comparable) 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/Device 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
 - 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 for each student. The student must document one-hundred (100) brow and liner procedures and have completed an acceptable fundamental training program to take continuing/intermediate education classes.

- I.** Full Lips
 - Overview of lip colors
 - Lip structure, anatomy
 - Diseases of the mouth
 - Review basic issues, procedures
 - Observe procedures
 - Hands-on work
 - Follow-up
- II.** Simple Areola Work (with nipple already in place)

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 and intermediate procedures before proceeding to advanced work.

- II.** Camouflage, scar correction, breast work
 - A. Skin tones
 - B. Overview of skin-toning 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

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

SPECIAL CONSIDERATIONS

Trainers who want 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.

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 and eyebrows (or as appropriate for the procedure type) procedures”, etc. In this way, the insurance company will only insure them for what is taught and the student must return for more training if they wish to conduct intermediate or advanced procedures.

Guidelines for Pigment Manufacturers

Note: SPCP Trainer Members must train with (or sell to students) pigments that meet these guidelines.

1. Formulation of Pigments:

- Because laws are subject to change, it is the responsibility of all SPCP member pigment manufacturers, supplier members, and trainer members to understand and abide by the laws specific to tattoo pigments in the regions where these products are sold and/or used for training purposes.

2. Safety Data Sheets:

- Safety Data Sheets must be made available.

3. Pigment Bacteria, Mold, Yeast, and Fungus Retardant Ingredient:

- Pigment ingredients shall include a process or an ingredient that is known to retard the growth of bacteria, mold, yeast, and fungus.

4. Pigment Container Labeling:

- Pigment container labeling shall, as a minimum, state: “For Professional Use Only,” and include the lot number, expiration date, and contact information.

5. Patch/Spot/Pigment Test/Scratch Test:

- If a manufacturer requires, suggests, or recommends a patch/spot pigment test/scratch test be performed, the manufacturer or distributor of that pigment shall, upon request, provide detailed instructions in written format as to how to properly perform the testing procedure and how to determine the outcome.

6. Pigment Ingredient Full Disclosure:

- Full disclosure of all pigment ingredients shall be provided on at least one of the following documents:
 - The Safety Data Sheet
 - The Pigment Label
 - A Pigment “Full Disclosure List” provided upon request
 - Additionally, regardless of where the full disclosure of ingredients is provided, they should be listed in descending order.

Modified 9-10-16

¹Fundamental Class Eight-Hour Video Conference Option

The following explores the proposal of introducing an eight-hour live video conference class option into the SPCP Trainer Member 65 hour in-person, in- class curriculum (the maximum of 35 pre-class hours remains when providing a 100-hour curriculum).

Three of potentially many benefits:

- Cost savings on hotel and other associated travel expenditures to students who may be traveling.

- This option will appeal to those in tune to the trends of on-line classroom programs.
- This option also provides more easily attainable hours for an SPCP Trainer Member's 100-hour curriculum, specifically the 65 hour in-person, in-class requirement.

Proposal:

Fundamental classes are required to be credited at a maximum of 35 home study for a 100-hour curriculum, and 65 in-person, in-class hours. It is proposed that a maximum of 8 hours of the 65 hours may be afforded to a live, trainer-conducted video conference format, and the remaining 57 hours be in-person, in-class training.

Note: Current SPCP Trainer Member Guidelines require the 65 hour in-person, in-class fundamental training be given in no fewer than 7 days. Incorporating the video conference option for 8 hours would allow the Trainer to offer a 6 day in-person, in-class training course with a minimum of a 9.5 hour training per day to meet the minimum 65 hour requirement. (8 hour video conference option, plus 9.5 hours for 6 days to equal 57 hours.)

The subject(s) taught shall not be subjects that would require a trainer to supervise the subject with student participation activities in a classroom. Video conference class subjects are ones that are generally taught in a non-technical, non-supervised format and involve presentation of information.

Webinar Requirements:

- The instructor is required to present the video conference in a classroom setting to fulfill the requirements of the SPCP Code of Ethics.
- The video conference presentation must be live and the students shall have the ability to either voice in or type in questions live and answered at a time the instructor chooses during the video conference.

Suggested Webinar Topics:

Trainer members may elect to offer fundamental curriculum information on subjects that would not require student supervision such as:

- OSHA and CDC Guidelines regarding Bloodborne Pathogens
- Client Consultation Guidelines
- Client Information and Consent Forms
- Office Set-up
- Disinfection and sterilization
- Needle theory – The needles the students will be using in class and an overview of the theory of those needles (size, configuration grouping, liners, shaders, etc.)
- Client Management

Trainer members who elects this option shall modify their current on-file class curriculum to include the video conference service that will be used, and the subjects taught during the 8 credited hours.

The modification of the class curriculum shall also include the reassignment of the video conference subjects taught for the 8 hours credit from the in-person, in-class portion of the current curriculum, and indicate how that reassigned time will be spent.

The modified class curriculum shall be submitted to the SPCP office for their records prior to advertising or implementing the change of fundamental class format.

Fundamental 8-hr Video Conferencing Option 1-2017

Trainer Guidelines 2017-A