

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. 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*)
 - B. Intermediate Programs (*full lip procedures, breast work*)
 - C. Advanced Programs (*camouflage/repigmentation, three years experience required*)
 - D. 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 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 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 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 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 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 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 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 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 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
 - 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

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

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

1. Origin of Color Additives to Be Used In the Formulation of Pigments:

- It is recommended by the SPCP that inorganic or organic colorants should come from the FDA FD&C and D&C listings 21-CFR-73 and 74.

2. MSD Sheets:

- MSD 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,” provide a lot number, an 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 MSD 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.

All SPCP members who are pigment manufacturers and/or distributors are expected to adhere to these guidelines. It is the goal of the SPCP Board of Directors to present guidelines that are fair and helpful to the industry without causing harm or financial loss to our supplier members.