



RAVEN
STUDIO.®

TATTOO ACADEMY

Catalog & Student Handbook

2025



RSTA

675.5 hour ~ Professional Tattoo Practitioner Certification

This catalog is certified true and correct in content and policies

Effective March 2026

2nd addition

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About Raven Studio Tattoo Academy

Campus Location and Facilities:

Raven Studio Tattoo Academy (RSTA) is located in the scenic mountain community of North Ogden, Utah, nestled against the stunning backdrop of the Rocky Mountains. The area offers a peaceful and inspiring environment, just a short drive from several world-class ski resorts, serene hiking trails, and breathtaking alpine lakes—an ideal setting for creative and focused learning.

The Academy is designed to replicate a professional tattoo studio environment, providing students with a realistic and immersive training experience. The facility includes a spacious tattoo service area, a dedicated classroom space, office and administrative areas, restroom facilities, and a welcoming lobby where students and volunteer clients can relax or complete assignments.

Students have access to professional-grade equipment and amenities, including massage tables, adjustable stools, LED lighting, and various industry-standard tools and supplies that support the teaching of advanced, hands-on techniques. The Academy also offers wireless internet access to facilitate digital coursework, research, and design projects.

To ensure personalized instruction and high-quality mentorship, class sizes are intentionally limited to a student-to-teacher ratio of approximately 7:1. This small-group approach allows instructors to provide individualized feedback and guidance throughout each phase of training.

RSTA's learning environment is built on respect, trust, and professionalism. By combining expert instruction, small class sizes, and a balance of artistic and business education, the Academy gives students a competitive advantage in both skill development and career readiness within the evolving tattoo industry.

Mission Statement:

To create a welcoming community where anyone can learn the craft of tattooing through comprehensive training and mutual respect. Through innovation and professionalism, we aim to elevate the tattooing industry and empower artists to leave a lasting impact.

Philosophy and Purpose:

Raven Studio Tattoo Academy (RSTA) is dedicated to providing a structured, professional education in the field of tattoo artistry. The Academy offers a 675.5 clock hour Certification in Professional Tattoo Artistry, designed to equip students with the comprehensive knowledge and technical proficiency

required to become safe, skilled, and business-ready practitioners. The curriculum integrates 32 courses, encompassing tattoo techniques, health and safety protocols, business operations, and professional ethics.

In addition to the Professional Tattoo Artist Certification, RSTA provides continuing education opportunities for licensed or experienced tattoo professionals. These advanced courses include realism, stencil design, large-scale composition, and business management, as well as participation in the RSTA Shop Affiliation Program, which connects graduates with partnering studios. This program supports both students and shop owners by offering trained practitioners ready to enter the workforce, contributing to high job placement rates and strengthening the professional tattoo community. RSTA's philosophy is founded on the belief that tattooing can be effectively taught within a safe, supportive, and academically structured environment. By combining the discipline of formal education with the creativity of tattoo artistry, the Academy aims to cultivate professionals who demonstrate technical excellence, artistic integrity, and a deep respect for client experience. Through this approach, RSTA seeks to elevate educational standards in the tattoo industry and promote its continued growth as a respected and legitimate trade.

Goals and Objectives:

Raven Studio Tattoo Academy (RSTA) is committed to cultivating professional excellence, artistic mastery, and ethical integrity within the tattoo industry. The following goals and objectives guide the Academy's educational philosophy and instructional approach:

- Provide a comprehensive and well-rounded education that combines traditional and modern tattoo techniques from around the world, ensuring students develop a solid technical foundation and advanced artistic skills.
- Prepare students to become leaders and innovators in the field of tattoo artistry through critical thinking, creativity, and mastery of both the artistic and business aspects of the profession.
- Develop strong collaboration skills that enable graduates to work effectively alongside fellow artists and within professional tattoo studios worldwide, fostering community and professional respect.
- Instill a standard of excellence and professionalism that encourages ethical practice, client safety, and a commitment to elevating industry standards.
- Promote lifelong learning and continuous improvement by encouraging students and instructors alike to engage in ongoing research, education, and skill development throughout their careers.

Through these objectives, RSTA ensures that each graduate is not only technically proficient but also prepared to contribute positively to the growth, innovation, and professionalism of the tattoo industry.

History and Ownership:

Raven Studio Tattoo Academy (RSTA) was born from a vision to redefine how tattoo education is taught—to create a space where aspiring artists could learn this ancient craft through structure, safety, and genuine mentorship. Founded by Joe and Kimsha Byrne, RSTA emerged in response to a long-standing need within the tattoo industry for accessible, professional training that honors both the art and the artist.

After years of experience in the tattoo industry, Joe witnessed firsthand how limited traditional apprenticeships could be—often relying on outdated methods, inconsistent instruction, and environments that discouraged many talented individuals from pursuing their dream. Alongside Kimsha, whose background in business management and operations helped shape the Academy’s foundation, they envisioned a better way: an education system built on respect, inclusivity, and professionalism. Established in 2019, RSTA began as a bold idea and has grown into a recognized postsecondary trade school, dedicated to elevating tattooing as both an art form and a respected profession. The Academy was designed to merge the mentorship of traditional apprenticeship with the structure, consistency, and accountability of a formal educational institution.

Today, RSTA stands as a testament to that vision—a place where students from all walks of life can receive comprehensive training in tattoo techniques, health and safety, and business readiness, all within an environment that values creativity, integrity, and community.

Looking forward, RSTA continues to push the boundaries of tattoo education. The Academy is actively pursuing institutional accreditation and the development of the nation’s first degree program in tattooing, paving the way for a new era of professional recognition and opportunity in the tattoo industry.

Timeline:

- November 2019: Raven Studio, LLC is established.
- January 2020: Raven Studio Apprenticeship Program, LLC (RSAP) is formed to provide structured, hands-on tattoo education.
- April 2020: RSAP, LLC begins its first comprehensive tattoo training program.
- September 2024: RSAP, LLC officially changes its name to Raven Studio Tattoo Academy (RSTA) in preparation for the launch of a college-level tattoo education system.
- October 2024: Raven Studio, LLC begins operating under the registered trade name Raven Studio Tattoo Academy, continuing its mission to advance tattoo education through professional structure, safety, and mentorship.
- June 2025: RSTA soft-launches its full curriculum, lab sessions, and clinical training, marking a major milestone in the evolution of tattoo education.
- October 2025: RSTA officially registers as Utah’s first state-recognized postsecondary trade school for tattooing.

- November 2025: RSTA is approved by the Utah Department of Veterans & Military Affairs to accept educational benefits for qualified students.

Location and Contact Information:

Raven Studio Tattoo Academy
2343 N 400 E St, North Ogden, UT 84414
385-405-2814
www.ravenstattooacademy.com

Administrative Office Hours:

Times are MST

Monday: 9:00am – 4:00pm

Tuesday: 9:00am - 4:00

Wednesday: 9:00am - 4pm

Thursday: 9:00am - 4:00pm

Friday: 9:00am - 4:00pm

Course Hours:

- Monday: 9:00 a.m. – 4:00 p.m.
- Tuesday: 9:00 a.m. – 4:00 p.m.
- Wednesday: 10:00 a.m. – 5:00 p.m.
- Thursday: 9:00 a.m. – 4:00 p.m.
- Friday: 9:00 a.m. – 4:00 p.m.

Estimated Program Start Dates:

- Spring Quarter - 1st week of March
enrollment deadline: 2nd week of February
- Summer Quarter - 1st week of June
enrollment deadline: 2nd week of May
- Fall Quarter - 1st week of September
enrollment deadline: 2nd week of August
- Winter Quarter - 1st week of December
enrollment deadline: 2nd week of November

Entrance Requirements:

Students must complete enrollment by the deadline dates indicated above. Including pass a basic background check, pay all registration fees and deposits and produce proof of primary education completion.

School Supplies :

The following supplies can be purchased by the student through RSTA. It is the responsibility of the student to come to class prepared with required supplies.

- Nitrile Gloves
- 2.5" Binder or 2 - 1.5" binders
- Organization Case
- Synthetic skin
- #1207RLMT
- Cohesive Wrap
- Ink caps
- Protective barrier film
- Stencil adhesive
- Black tattoo ink
- Disposable razors
- Stretcher sheets
- Sterile tongue depressors
- Salve
- 3 squeeze bottles
- Disposable small cups
- Scissors
- Blue shop towels
- Medical tape
- #1203RLMT or 1box #1211RLMT
- #1209FMMT
- #1207RSMT
- #1209MTCM
- #1223MTCM
- Primary color set of ink
- Grey wash ink set 40%,60%,80%
- Tattoo machine

Provided Supplies. Cleaning supplies for sanitizing stations including; disinfecting solution, gloves, mops, brooms, vacuum, rubbing alcohol and white paper towels. Tattooing supplies provide; message tables, stools, tray tables, lights, privacy dividers, arm rests, pillows, stencil printer and paper, office printer and paper, distilled water, sharps containers and trash bags.

Administrative Staff and Faculty:

Founder/Program Director; Joe Byrne

Joe has been a professional Tattoo Artist for over 16 years and an educator for more than 14 years. He worked in 11 shops across the United States, ranging from Dallas, TX, Utah and Hawaii where he opened his first Studio with his wife Kimsha in 2019. Since 2009, Joe has been active in studying and teaching tattoo techniques to anyone that requested help. Joe continues to actively seek out the best techniques and makes it his mission to assist anyone with the desire to know the art.

Joe is passionate about and committed to his profession and mission to make learning the art of tattoo accessible to anyone. He exemplifies his belief in lifelong learning through his extensive and continued studies of tattoo techniques. In addition to his love of Art and Tattoo, Joe is a father, grandfather, and husband. He enjoys spending time outdoors, meditating, hiking, skiing and practicing bushcraft.

Co-owner; Kimsha Byrne

Kimsha has a Bachelors degree in Fine Arts with over 22 years of Professional Art experience. She has traveled extensively from Vietnam to Mexico, and worked in many areas across the United States including Hawaii, California, Florida, Colorado, Nevada, New Mexico, South Carolina, Texas and Utah. She brings with her a vast amount of experience and offers a unique perspective to our staff and students. She oversees business operations, as well as ensure our Students and Staff are well cared for. Kimsha is a critical part of RSTA's Mission to allow anyone the opportunity to learn the art of tattoo in a respectful and Supportive environment and is passionate about creating positive change in the tattoo industry through education. She is a Mother, Grandmother and Wife that loves spending time with her family in the great outdoors.

RSTA Staff;

Raven Studio Tattoo Academy is proud to be supported by a team of experienced professionals who bring real-world knowledge and industry insight. Our instructors and facilitators are active members of the tattoo industry. Their backgrounds include working in professional tattoo studios, building client relationships, and developing the technical and artistic skills required for long-term success in the field.

Because tattooing is a hands-on trade, our instructional team plays an important role in guiding students through both the academic and practical aspects of the program. Instructors provide structured instruction, demonstrations, and technical guidance, while our experienced facilitators assist with hands-

on training, lab supervision, and student support throughout the learning process. By learning from professionals who actively understand the demands and expectations of the industry, students gain practical insight, mentorship, and feedback designed to prepare them for professional-level tattoo practice.

Approvals, Licensure, and Memberships:

Raven Studio Tattoo Academy (RSTA) is proud to operate with integrity, transparency, and professional recognition within both the education and business communities. The Academy holds the following approvals, licensures, and memberships:

- **Licensed Postsecondary Trade School**

RSTA is a Licensed and recognized by the State of Utah as a Postsecondary Proprietary Trade School.

Reference #14252268-9983

(801) 530-6601

<https://dcp.utah.gov/#>

- **VMA**

RSTA is approved by the Utah Department of veterans & military affairs to accept educational benefits to qualified veterans and their family members.

4315 s 2700 w, FL #3, Taylorsville, UT 84129-2128

<https://www.utahsaa@utah.gov>

- **Ogden/Weber Chamber of Commerce**

Member since 2022

2380 Washington Blvd, Suite #290

Ogden, Utah 84401

Phone: 801-621-8300

<https://www.ogdenweberchamber.com>

- **Better Business Bureau (BBB)**

RSTA maintains an A+ Accreditation Rating with the Better Business Bureau, demonstrating ongoing commitment to ethical business practices and customer satisfaction.

<https://www.bbb.org>

- **Best Pros in Town**

RSTA is recommended by Best Pros in Town, a national directory recognizing excellence among top-rated service providers.

4508 Saint Andrews Road, Suite E

Columbia, SC 29210, United States

<https://www.bestprosintown.com>

Governance:

Raven Studio Tattoo Academy (RSTA), is a privately held, Limited Liability Corporation, incorporated in the State of Utah. Founded by Joe Byrne and owned and operated by Kimsha Byrne and Joe Byrne, the owners of RSTA.

Program Tuition, Materials & Fees

Below are the tuition and fees for attendance in RSTA's professional tattoo practitioner certification:

Registration Fee	\$40.00
Deposit (<i>pays for 1st month of classes</i>)	\$875.00
Tuition (<i>including deposit</i>)	\$10,500
Supplies purchased through RSTA (<i>optional</i>)	\$2,000
Total Cost	\$12,540

*Tattoo supplies can be purchased through RSTA as a package for \$2,000. Supplies may be purchased separately by the student. Supplies costs are estimated as prices may vary depending on style, brand, and condition. Refer to page 11 for a detailed list of supplies to buy.

Tuition, Financing Options and Tuition Schedule:

- RSTA is approved for funding through the G.I. Bill® for students that qualify for this benefit. “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.”
- RSTA's in-house 12-Month Plan – No Interest
 - \$875 down/\$875 monthly for 11 months (deposit = 1st month tuition)

RSTA follows the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) and provides “a pay as you learn” payment schedule that limits a student’s prospective contractual obligation at any one time to the institution for tuition and fees to one month of training plus registration or startup costs.

Please note that a student's contractual obligation is limited to the following tuition and fee payment requirement:

- Students will have a three-business-day cooling-off period from the date of tuition payment. During which time the student may rescind the contract and receive a refund for current tuition payment, not to exceed \$875. The student has until midnight of the third business day after the latest of the following days:
 - A. The day the apprentice signs an enrollment agreement
 - B. The day the apprentice pays the initial tuition payment
- Students that withdraw or are dismissed after the cooling-off period are not eligible for a refund.
- A processing fee of \$40 will be applied to all eligible refunds

Please see RSTA's Refund Policy in this catalog. Please note that tuition scholarships, discounts, and special offers become invalid for students that drop out.

Distinction between scholarship, grant, and loan for financial aid:

Per <https://studentaid.gov/help-center/answers/topic/glossary/search>, scholarships, grants, and loans for financial aid are defined as:

- "Scholarships are gifts that don't have to be repaid and are designed to help students pay for an undergraduate degree. They can be a one-time gift or are renewable, depending on the scholarship."
- "A grant is a monetary gift for people pursuing higher education. It is often based on financial need and does not need to be repaid (unless, for example, you withdraw from school and owe a refund)."
- "A loan is money borrowed from the federal government or a private source like a bank or financial institution, and must be paid back with interest."

Admission Requirements and Procedures

Raven Studio Tattoo Academy is an open admission trade school, which is registered under the Utah Postsecondary Proprietary School Act. To be considered for admission, an applicant must complete the following admission steps and submit proof of the required items, which are listed below:

Steps for Admission:

1. Submit a completed Admission Application (This can be requested online or at the RSTA Campus). Applicants must turn 18 before the first day of school. Or, on a case by case situation by petition, the student may start before turning 18 but must turn 18 before the start of their clinical internship.
2. Pay \$40 non-refundable registration fee.

3. Submit a copy of your high school diploma or equivalent (GED, Foreign Education, Homeschooling, College Transcript, etcetera).

- Official transcripts or Diploma must be presented and verified.
- This can be submitted at the RSTA Campus or by emailing the enrollment coordinator at contact@ravenstattooacademy.com (A copy will be scanned into the student file.)
- For all applicants whose name differs from their education record and their current legal name, name change documentation must also be submitted (i.e. Marriage Certificate, Divorce Decree, Official Name Change, etcetera).
- If the applicant is applying for FSA, verification will also be made during the FAFSA process.

4. A representative will contact you within 48 hours to proceed to the next step in your enrollment process.

5. Schedule your complimentary Tattoo. (Please email the campus to schedule your appointment at contact@ravenstattooacademy.com)

6. Please contact RSTA Admissions by email at contact@ravenstattooacademy.com with any questions about enrollment.

Evaluating the Validity of High School Completion

Academic Qualifications:

If RSTA has reason to believe that the high school diploma/equivalency submitted is not valid or was not obtained from an entity that provides secondary school education, we may request additional information to confirm the validity of a high school diploma/equivalent.

To receive Title IV funds, a student must be qualified to study at the postsecondary level. A student qualifies if the student:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.

High School Diploma:

Please note that for an institution to be a Title IV eligible institution, it must admit as regular students only those with a high school diploma or the recognized equivalent.

Per FSA Handbook Volume 1, acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses the student took.

As an example, one resource that RSTA may consider using to determine if a high school diploma is valid is by verifying the existence of the high school with the department of education of the state in which the high school is located, if that agency has jurisdiction over the high school.

Recognized equivalents of a high school diploma:

The Department recognizes several equivalents to a high school diploma:

- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- An associate's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- A student who enrolls without completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

For those who have completed all High School Requirements early but have not been issued their High School Diploma, a signed statement from the applicant's high school can attest that the applicant has completed all required coursework and other requirements for graduation. This letter must include the date on which the high school diploma will be issued. 34 CFR 600.2, DCL GEN 16-09 and <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/hsdiploma.html>.

Foreign High School Diploma:

Per FSA Handbook Volume 1, High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.

A student that submits a foreign High School diploma must have the diploma evaluated by a company that offers document verification services. Please contact RSTA's Admissions Advisor for a list of acceptable verification companies.

If the student is selected for verification tracking groups V4 or V5, in which the student must provide proof of high school completion, and it is impossible for a refugee, asylee, or victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country, you may accept self-certification that they have completed a high school (or equivalent) education from these applicants, along with their entry status documentation that demonstrates the applicant's current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15 (see item FHD-Q2/A2 at <https://www2.ed.gov/policy/highered/reg/heardrulemaking/2009/hsdiploma.html>).

Homeschooling:

Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential to be eligible for Title IV funds if the state requires it. RSTA may rely on a homeschooled student's self-certification that they completed secondary school in a homeschool setting. The student can include in his/her homeschooling self-certification that he/she received this state credential.

RSTA Administration Review:

The student is responsible for supplying RSTA with all required documentation, including a High School Diploma or GED before the first day of class. The student will be unable to begin class until all required documentation is obtained.

Program Information

Program Objectives:

Raven Studio Tattoo Academy is designed to prepare students to enter the Tattoo Industry as a Certified Professional Tattoo Practitioner. RSTA's curriculum exceeds the requirements for a professional tattoo artist as established by the State of Utah. Below is a chart which compares the requirements for tattoo artists in the state of Utah with the requirements for graduation from Raven Studio Tattoo Academy.

Overview comparison of Utah State requirements & RSTA requirements:

Category	Utah State Requirement	RSTA Requirement
Sanitation/BBP Certification	3	7.5
Pathology	0	15
Anatomy & Physiology	0	24
Business & Professional Ethics	0	90
Design & Digital Tools	0	48
Artistic Foundational skill	0	51
Tattoo Equipment/Tools of the Trade	0	36
Tattoo Technique (Labs)	0	134
Student Clinical Internship	0	270
Total clock hour	3	675.5

Program Schedule:

Raven Studio Tattoo Academy's certification for professional tattoo artists practitioner is designed to be completed over a 18 month period and has the following schedule:

- Monday from 9 a.m. - 4 p.m.
- Tuesday from 9 a.m. - 4 p.m.
- Wednesday from 10 a.m. – 5 p.m.
- Thursday from 9 a.m. - 4 p.m.
- Friday from 9 a.m. - 4 p.m.

* Schedules vary, and will be given upon enrollment based on your cohort and availability.

As part of the 18 month, 675.5 hr professional tattoo artist practitioner certification, students are required to complete a minimum of 90 tattoos on human skin in the clinical internship, spending a minimum of 270 clock hours. Typically, students complete 2 - 4 tattoos per week starting as early as the 8th week of the program. The student tattoo sessions are supervised by a tattoo clinic facilitator.

Curriculum Overview & Course Descriptions:

Students at Raven Studio Tattoo Academy are required to complete a 18 month, 675.5- clock hour professional tattoo artist practitioner certification, which comprises of 32 required courses, 14 labs and a minimum of 270 clinical hours.

List of Required Courses:

- Bloodborne Pathogens & CPR
- Infection & Allergies
- Skin Conditions & Diseases
- Anatomy & Skin Science
- Introduction to the Tattoo Industry
- Cultural Awareness and Tattooing Around the World
- Professional Ethics and Standards
- Pain Management
- Art 101: Drawing Studies
- Color Theory
- Advanced Drawing
- Lettering and Typography
- 3D Illusion and Perspective
- Tattoo Design
- Advanced Tattoo Design
- Stencil Art
- Advanced Stencil Art
- Procreate Basics
- Advanced Procreate Techniques
- Trade Tools: Comprehensive Overview
- Trade Tools: Machines
- Trade Tools: Cartridges
- Tattooing Innovations
- Aftercare Procedures and Products
- Client Interaction
- Laser Tattoo Removal Basics
- Budgeting, Management, and Networking
- Building a Studio Space
- Independent Artist Operations
- Marketing and Sales

- Photography
- Portfolio Development
- Clinical Internship: Milestones 1-10

List of Required Labs:

- Foundational Tattoo Techniques:
 - 3- Point Stretching and Body Positioning
 - Stencil Setting Basics
 - Lining Techniques
 - Solid Fill Techniques
 - Shading Techniques
- Advanced Tattoo Techniques:
 - Advanced Stencil Art
 - Color Blending
 - Realism
 - Coverups
 - Touchups
 - Tattooing Dark Skin
 - Difficult Areas
 - Body Wraps/Large-Scale Tattoo
 - Specialty Styles

Course Descriptions

Bloodborne Pathogens & CPR:

Prerequisite: none

Clock Hours: 7.5

Description: This comprehensive course equips students with the essential knowledge and skills to maintain a safe and sanitary tattooing environment. Through a combination of lecture, hands-on practice, and scenario-based learning, students will explore key topics such as bloodborne pathogens (BBP), cross-contamination prevention, and emergency response protocols. The course also includes basic CPR and AED training specifically tailored to tattoo studio settings, ensuring students are prepared to handle health-related emergencies with confidence and professionalism.

Infections & Allergies:

Prerequisite: none

Clock Hours: 7.5

Description: This course equips students with the essential knowledge and skills to identify, prevent, and respond to infections and allergic reactions in tattooing. Through a combination of lecture, interactive discussions, and real-world scenario-based learning, students will explore critical topics such as immune responses, symptom recognition, client communication, and legal responsibilities. The course emphasizes both scientific understanding and professional accountability, ensuring students are well-prepared to uphold the highest standards of safety in their practice.

Skin Conditions & Diseases:

Prerequisite: none

Clock Hours: 7.5

Description: This comprehensive course provides students with the essential knowledge and practical skills to identify, assess, and adapt to various skin conditions that impact tattooing. Through an integrated approach combining lecture, visual analysis, discussion, and hands-on design adaptation, students will explore how to recognize and safely navigate conditions ranging from infections and inflammation to chronic and temporary skin irregularities. Emphasis is placed on understanding contraindications, adapting techniques for scarred or sensitive skin, and communicating effectively with clients about risks, expectations, and aftercare. By the end of the course, students will be equipped to make informed professional decisions that protect client safety and ensure optimal tattoo outcome.

Anatomy & Skin Science:

Prerequisite: none

Clock Hours: 7.5

Description: This course provides students with an in-depth understanding of human anatomy and skin structure as they relate to tattooing. Students learn how muscles, bones, and skin layers influence tattoo placement, technique, and longevity. The course emphasizes working safely and effectively across various skin types and conditions, including understanding healing processes and recognizing contraindications. Through guided discussions, case studies, and hands-on mapping exercises, students develop the ability to adapt their techniques for different body areas and client needs—laying the scientific foundation necessary for professional tattoo application and aftercare.

Introduction to the Tattoo Industry:

Prerequisite: none

Clock Hours: 7.5

Description: This course introduces students to the history, culture, and professional landscape of tattooing. Beginning with the ancient origins and global traditions of tattooing, students explore how the art form has evolved from cultural symbolism to modern self-expression. The course examines the

structure of today's tattoo industry, including studio environments, career pathways, and professional expectations. Emphasis is placed on ethical practices, cultural sensitivity, and the responsibilities of tattoo artists in maintaining safety and integrity. Students also analyze current trends, the influence of social media, and emerging technologies that continue to shape the industry's future. Through lectures, discussions, and creative projects, this course provides a strong foundation for understanding the art, business, and culture of tattooing.

Cultural Awareness and Tattooing Around the World:

Prerequisite: none

Clock Hours: 7.5

Description: This course explores the cultural and spiritual significance of tattooing across diverse societies and examines the ethical responsibilities of artists when working with culturally meaningful designs. Students study the historical context, symbolism, and regional traditions of tattooing practices from around the world—including Polynesian, Maori, Japanese, Thai, and Native American cultures—and how these traditions influence modern tattoo artistry. Emphasis is placed on distinguishing cultural appreciation from appropriation, fostering respectful collaboration with clients, and understanding the deeper meaning behind traditional designs. Through research projects, case studies, and design exercises, students develop cultural sensitivity and professional integrity in their approach to tattooing.

Professional Ethics and Standards:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World

Clock Hours: 7.5

Description: This course provides students with a comprehensive understanding of the ethical responsibilities and professional standards required in the tattoo industry. Students learn how to establish trust with clients, maintain professionalism in studio environments, and uphold integrity in all aspects of their work. The course covers topics such as informed consent, client boundaries, copyright ethics, and cultural sensitivity. Through real-world scenarios, role-playing exercises, and collaborative workshops, students develop the communication, decision-making, and interpersonal skills essential to building a respected and ethical tattoo career.

Pain Management:

Prerequisite: BBP/CPR; Anatomy & Skin Science; Infection & Allergies; Skin Conditions & Diseases

Clock Hours: 7.5

Description: This course provides tattoo artists with the essential knowledge and tools to manage client pain and enhance comfort throughout the tattooing process. Combining psychology, technique, and studio design, students will explore how to reduce discomfort and anxiety while creating a positive, professional experience that builds trust and encourages client loyalty. Through lecture, hands-on

practice, and real-world scenarios, students will learn how to assess pain levels across different body areas, apply effective pain management strategies, and foster a welcoming studio environment. Emphasis is placed on communication, ethical responsibility, and supporting clients with varying levels of pain tolerance—ensuring every tattoo session is as comfortable as it is safe.

Art 101: Drawing Studies:

Prerequisite: none

Clock Hours: 9

Description: Art 101: Drawing Studies is a foundational course designed to equip tattoo artists with essential drawing skills that translate directly into powerful tattoo designs. In this 9 hour course, students will explore key artistic principles including proportion, structure, contour lines, shading, gesture, and perspective—all with a tattoo-focused approach. This course not only strengthens technical ability but also encourages the development of a personal artistic style that balances creativity with tattoo practicality.

Color Theory:

Prerequisite: Procreate Basics

Clock Hours: 9

Description: This course introduces students to the foundational and advanced principles of color theory as applied to tattoo design. Students explore color relationships, symbolism, and emotional impact while learning how to create balanced, vibrant, and meaningful compositions. The course covers the color wheel, harmonies, and advanced blending techniques, emphasizing how color interacts with various skin tones and heals over time. Through hands-on exercises, design projects, and critiques, students develop the ability to select and apply color confidently across different tattoo styles—from realism to neo-traditional—enhancing both artistic quality and visual storytelling.

Advanced Drawing:

Prerequisite: Art 101 - Drawing Studies; Color Theory; Lettering & Typography; Procreate Basics; 3D-Illusion & Perspective

Clock Hours: 7.5

Description: This course expands upon foundational drawing skills to help students master advanced artistic techniques essential for professional tattoo design. Students explore dynamic composition, perspective, foreshortening, and texture rendering to create visually engaging and realistic artwork. Emphasis is placed on storytelling through design—using symbolism, emotion, and flow to craft tattoos with depth and meaning. Through structured exercises, master studies, and narrative design challenges, students refine their personal artistic style and learn how to balance creative expression with client expectations, preparing them for more complex and professional tattoo projects.

Lettering and Topography:

Prerequisite: Procreate Basics

Clock Hours: 7.5

Description: This course teaches students how to design and execute clean, legible, and visually balanced tattoo lettering. Students explore the anatomy of letterforms, script and block lettering styles, and methods for creating custom typography that complements tattoo compositions. Emphasis is placed on readability, spacing, and adapting lettering to body contours and varying scales. Through guided exercises, workshops, and design challenges, students learn to integrate text seamlessly with imagery, developing the technical precision and artistic judgment necessary for professional-quality lettering and typography in tattoo design.

3D Illusion and Perspective:

Prerequisite: Art 101 - Drawing Studies; Procreate Basics

Clock Hours: 7.5

Description: in this course students learn how to design tattoos that create realistic three-dimensional effects using light, shadow, and perspective. Students explore advanced techniques such as foreshortening, atmospheric perspective, and texture rendering to produce depth and dynamic visual flow in their designs. Emphasis is placed on adapting 3D concepts to the natural curves of the body and maintaining balance between realism and long-term tattoo durability. Through structured drawing exercises, perspective mapping, and design challenges, students develop the technical and creative skills to create immersive, visually striking tattoos that showcase advanced spatial understanding and artistic precision.

Tattoo Design:

Prerequisite: Art 101-Drawing Studies; Procreate Basics

Clock Hours: 7.5

Description: This course equips students with the core principles and creative techniques necessary to design original, professional-quality tattoos. Students learn to translate ideas into visually effective designs through a focus on composition, body placement, scale, and clarity. The course emphasizes legibility, balance, and adaptability—key elements that ensure both artistic impact and long-term durability. Through guided exercises, mock client briefs, and design critiques, students practice developing concepts, refining sketches, and preparing stencil-ready artwork that meets both client expectations and professional standards.

Advanced Tattoo Design:

Prerequisite: Art 101 - Drawing Studies; Color Theory; Lettering & Typography; 3D-Illusion & Perspective; procreate Basics; Advanced Procreate Techniques; Advanced Drawing

Clock Hours: 7.5

Description: This course challenges students to refine their artistic and technical skills through the creation of complex, large-scale, and highly detailed tattoo designs. Students learn advanced composition methods for sleeves, back pieces, and body wraps, with a focus on maintaining visual flow, depth, and balance. The course explores intricate line work, texture rendering, and the integration of symbolic and narrative elements to elevate design sophistication. Through mock client collaborations, peer critiques, and hands-on design projects, students develop the ability to conceptualize and prepare master-level tattoo designs that are both visually compelling and professionally executable.

Stencil Art:

Prerequisite: Tattoo Design; Art 101-Drawing Studies; Procreate Basics

Clock Hours: 7.5

Description: This course provides students with the essential skills to create, transfer, and apply stencils accurately and efficiently for professional tattooing. Students learn both traditional hand-drawn and digital stencil techniques, focusing on line quality, design simplification, and precision placement. The course emphasizes skin preparation, stencil longevity during long sessions, and troubleshooting common issues such as smudging or misalignment. Through hands-on practice and simulated applications, students gain confidence in producing clean, reliable stencils that enhance accuracy, consistency, and overall tattoo quality.

Advanced Stencil Art:

Prerequisite: Stencil Art; Advanced Tattoo Design

Clock Hours: 7.5

Description: This course builds on foundational stencil techniques, teaching students how to create and apply complex, multi-layer stencils for advanced tattoo designs. Students learn how to adapt stencils for challenging body placements, maintain precision on curved or irregular surfaces, and combine stencil work with freehand marker techniques for enhanced creativity. The course also covers workflow optimization for large or multi-session tattoos and effective troubleshooting methods for common stencil issues. Through hands-on practice, design projects, and simulated tattoo applications, students gain the confidence and technical skill to execute detailed, professional-quality stencils with accuracy and efficiency.

Procreate Basics:

Prerequisite: none

Clock Hours: 9

Description: This introductory course teaches students how to use Procreate as a digital design tool for tattoo creation. Through guided instruction and hands-on exercises, students learn to navigate the interface, set up canvases, and utilize essential tools such as brushes, layers, and color palettes. Emphasis is placed on sketching clean line work, applying basic shading, and organizing digital projects for efficiency and professional workflow. By the end of the course, students will be able to create and export simple, layered tattoo designs suitable for client presentations or stencil preparation, forming a strong foundation for advanced digital tattoo design techniques.

Advanced Procreate Techniques:

Prerequisite: none

Clock Hours: 9

Description: This course builds upon foundational Procreate skills, guiding students through advanced digital design techniques for professional tattoo artistry. Students learn to create and customize brushes, manage complex multi-layer compositions, and apply advanced lighting, texture, and blending effects to enhance realism. The course also covers preparing polished mock-ups for client presentations and converting artwork into stencil-ready files for execution. Through structured design challenges and workflow simulations, students refine their digital artistry, mastering Procreate as a powerful tool for professional-level tattoo design and presentation.

Trade Tools: Comprehensive Overview:

Prerequisite: none

Clock Hours: 9

Description: This course introduces students to the essential tools and supplies required for professional tattooing. Students will explore the purpose and proper use of ointments, inks, and other general items, emphasizing quality, safety, and hygiene. The course prepares students to build and maintain a personalized toolkit tailored to their tattooing style and technique.

Trade Tools: Machines:

Prerequisite: TT-Comprehensive Overview

Clock Hours: 9

Description: This course provides a detailed exploration of tattoo machines, covering their history, types, mechanics, and maintenance. Students will learn how to choose the right machine for different styles, adjust settings for optimal performance, and troubleshoot common issues. This foundational knowledge ensures confidence and precision in machine handling.

Trade Tools: Cartridges:

Prerequisite: TT-Comprehensive Overview

Clock Hours: 9

Description: This course delves into the use of tattoo cartridges, exploring their design, types, and applications. Students will learn how to select the appropriate cartridges for various techniques, maintain cartridge hygiene, and optimize their performance for specific tattooing styles. Special emphasis will be placed on understanding needle groupings, configurations, taper, diameter, and their impact on tattoo outcomes.

Tattooing Innovations:

Prerequisite: TT-Comprehensive Overview; TT-Machines; TT-Cartridges

Clock Hours: 9

Description: This course explores the latest advancements in tattoo technology, tools, and techniques. Students will gain insight into cutting-edge innovations that are shaping the future of tattooing, from advanced machines and cartridges to digital design tools and eco-friendly products. The course also highlights how to adapt to these emerging trends while maintaining high-quality artistry and client satisfaction.

Aftercare Procedures and Products:

Prerequisite: BBP/CPR; Anatomy & Skin Science; Infection & Allergies; Skin Conditions & Diseases

Clock Hours: 9

Description: This course focuses on the essential aftercare practices that ensure proper healing and long-lasting tattoo quality. Students will learn how to educate clients on aftercare, understand the science behind healing, and evaluate aftercare products for effectiveness and safety. Emphasis will be placed on tailoring recommendations to individual client needs.

Client Interaction:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World; Professional Ethics & Standards

Clock Hours: 9

Description: This course focuses on building effective communication skills for tattoo artists to navigate client consultations and challenging scenarios. Students will learn how to manage client expectations, address concerns professionally, and resolve conflicts with empathy and confidence. The course emphasizes fostering positive client relationships to ensure satisfaction and repeat business.

Laser Tattoo Removal Basics:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World; Professional Ethics & Standards

Clock Hours: 9

Description: This course introduces students to the foundational knowledge of laser tattoo removal. It covers the science behind laser technology, the removal process, and client considerations. While the course does not provide certification for performing laser removal, it equips tattoo artists with the knowledge to educate clients, collaborate with removal specialists, and understand how removal impacts tattoo coverups.

Budgeting, Management, and Networking:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World
Clock Hours: 9

Description: This course equips students with essential business skills for managing a successful tattoo practice. It covers budgeting strategies, effective studio management, and building professional networks. The focus is on creating sustainable business practices while maintaining high standards of artistry and client care.

Building a Studio Space:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World; Professional Ethics & Standards; Budgeting, Management & Networking; Marketing, Social Media & Portfolio Development

Clock Hours: 9

Description: This course guides students through the process of creating a functional, safe, and visually appealing tattoo studio. It covers layout planning, equipment setup, compliance with health and safety standards, and creating an inviting space for clients. Students will learn how to design a studio that reflects their brand while meeting professional and legal requirements.

Independent Artist Operations:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World; Professional Ethics & Standards; Budgeting, Management & Networking; Marketing, Social Media & Portfolio Development

Clock Hours: 10.5

Description: This course empowers tattoo artists to manage their own businesses effectively and professionally, even without a brick-and-mortar studio. It covers creating professional policies, optimizing workflows, and maintaining high standards in independent practice. The focus is on equipping artists to succeed as entrepreneurs while providing exceptional client experiences.

Marketing and Sales:

Prerequisite: Introduction to the Tattoo Industry; Cultural Awareness and Tattooing Around the World; Professional Ethics & Standards

Clock Hours: 10.5

Description: This course equips tattoo artists with the tools to build and maintain a strong online presence, market their services effectively, and develop a professional portfolio. Students will learn strategies for using social media, creating impactful marketing campaigns, and curating portfolios that showcase their skills and attract clients.

Photography:

Prerequisite: none

Clock Hours: 10.5

Description: This course teaches students how to professionally photograph tattoos for portfolios, social media, and promotional use. Emphasis is placed on lighting, composition, and editing techniques that enhance the tattoo's appearance without misrepresenting the work.

Portfolio Development:

Prerequisite: Photography; Procreate Basics; Color Theory; Lettering and Typography

Clock Hours: 10.5

Description: This course guides students in creating a professional tattoo portfolio that showcases their unique style, technical skill, and artistic range. Students will learn how to structure their portfolio for various purposes, from securing clients to applying for studio positions or conventions.

Lab: 3-Point Stretching and Body Positioning:

Prerequisite: BBP/CPR; Anatomy & Skin Science; Infection & Allergies; Skin Conditions & Diseases; pain management; Aftercare Procedures & Products; Introduction to the Tattoo Industry; Art 101 - Drawing studies; Procreate Basics; Trade Tools: Comprehensive Overview

Clock Hours: 4

Description: This lab teaches students the essential techniques of 3-point stretching and proper body positioning for precision, control, and client comfort. Through guided demonstrations and hands-on practice, students learn to maintain consistent skin tension, optimize ergonomics, and adapt to various body areas including joints and high-mobility zones. By the end of the lab, students will confidently apply effective stretching and positioning methods that enhance tattoo quality and professional performance.

Lab: Stencil Setting Basics:

Prerequisite: BBP/CPR; Anatomy & Skin Science; Infection & Allergies; Skin Conditions & Diseases; pain management; Aftercare Procedures & Products; Introduction to the Tattoo Industry; Art 101 - Drawing studies; Procreate Basics; Trade Tools: Comprehensive Overview; stencil art

Clock Hours: 8

Description: This hands-on lab provides students with the essential skills to confidently and safely prepare, apply, and refine tattoo stencils. Through guided demonstrations, interactive exercises, and peer-based practice, students learn how to properly set up a stencil station, maintain sanitation standards, and avoid cross-contamination.

The course progresses from foundational techniques—such as preparing synthetic skin and applying simple stencils—to advanced applications that account for client body flow and positioning. Students will gain experience applying stencils on mannequins and peers, with an emphasis on alignment, posture communication, and adapting placement to natural body movement. The final sessions focus on mastering stencil application to inner arms and legs, ensuring precision, consistency, and clear client presentation.

By the end of this lab, students will have developed a full workflow for stencil setting, from setup to final application, preparing them for success in real-world tattoo environments where accuracy, cleanliness, and communication are key.

Lab: Lining Techniques:

Prerequisite: 3-Point Stretching & Body Positioning

Clock Hours: 10

Description: This lab provides students with the essential knowledge and hands-on experience to create clean, precise, and consistent lines—the foundation of every professional tattoo. Through guided instruction, students learn machine setup, needle selection, hand control, and motion techniques for executing smooth, balanced linework across different skin types and body areas. The course also covers troubleshooting common issues such as blowouts and uneven lines, ensuring students gain the confidence to adapt and maintain quality in all tattoo applications. By the end of the course, students will be able to plan and execute line-heavy designs with clarity, control, and lasting durability.

Lab: Solid Fill Techniques:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques

Clock Hours: 10

Description: This hands-on lab focuses on the techniques and control required to achieve smooth, even, and long-lasting solid fills. Students learn to properly adjust machines, select suitable needles, and apply consistent hand movements to ensure full saturation without damaging the skin. Through guided drills and practical application on synthetic skin, students practice filling both small and large areas while adapting to various skin types and sensitivities. By the end of the lab, students will demonstrate the ability to execute clean, vibrant solid fills and incorporate them effectively into balanced tattoo designs.

Lab: Shading Techniques:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques

Clock Hours: 10

Description: This lab provides students with the essential skills to create smooth, consistent, and visually dynamic shading that enhances depth and realism in tattoo designs. Students learn a range of techniques including whip shading, pendulum swing, and stippling, while mastering machine setup, needle selection, and motion control for optimal results. Through hands-on practice on synthetic skin and guided instructor feedback, students develop the ability to produce seamless gradients, layered textures, and advanced shading effects. By the end of the lab, students will confidently apply shading techniques that bring dimension, softness, and realism to their tattoos.

Lab: Advanced Stencil Placement:

Prerequisite: Stencil setting basics

Clock Hours: 8

Description: This advanced lab develops the precision and adaptability needed to apply stencils on complex body surfaces and large-scale tattoo designs. Students learn advanced placement techniques for curved and jointed areas, as well as difficult regions such as the torso, neck, head, hands, and feet. The course emphasizes proper segmentation, alignment, and adhesive management to maintain stencil clarity and accuracy. Through guided demonstrations and hands-on application, students learn to apply large and multi-sheet stencils for full sleeves, back pieces, and chest panels. The lab also focuses on teamwork, communication, and troubleshooting common challenges like distortion, fading, and misalignment. By the end of the course, students will be able to confidently execute clean, well-aligned stencils across all body types and sizes, preparing them for complex tattoo projects in a professional setting.

Lab: Color Blending:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Tattooing dark skin

Clock Hours: 10

Description: This advanced lab teaches students the techniques and control required to achieve seamless color transitions and dynamic gradients in tattooing. Through a combination of guided demonstrations, color theory application, and hands-on practice, students learn how to layer pigments, manage saturation, and create visual depth in their designs. The course emphasizes needle selection, machine setup, and blending methods such as whip shading, circular motion, and overlapping strokes to produce smooth, vibrant results. Students also explore advanced effects including highlights, shadows, and realistic textures. By the end of this lab, students will confidently apply advanced color blending techniques to enhance realism, harmony, and artistic impact in professional tattoo work.

Lab: Realism:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Tattooing dark skin

Clock Hours: 12

Description: This advanced lab trains students in the specialized techniques required to create hyper-realistic tattoos with precision, texture, and depth. Through guided demonstrations and hands-on practice, students learn to work from high-quality reference images, build smooth tonal transitions, and master light, shadow, and perspective to bring designs to life. The course emphasizes technical control, detail work, and adaptability across various skin types and surfaces. Students practice creating realistic textures such as skin, fur, and metal while troubleshooting challenges like stencil loss, overworking, or tonal imbalance. By the end of the lab, students will confidently execute realistic tattoos that demonstrate dimensional accuracy, contrast, and lifelike quality.

Lab: Coverups:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Realism; Laser Tattoo Removal; Tattooing dark skin

Clock Hours: 10

Description: This advanced lab teaches students the creative and technical skills required to design and execute successful tattoo coverups. Students learn to evaluate existing tattoos, assess skin condition, and develop strategic designs that balance client expectations with practical limitations. The course emphasizes layering, color theory, and contrast techniques to achieve full or partial concealment while maintaining aesthetic balance. Through hands-on exercises, students practice integrating old and new elements, creating cohesive designs that transform unwanted tattoos into professional works of art. By the end of the lab, students will be able to confidently plan, design, and execute coverup tattoos that demonstrate precision, creativity, and adaptability.

Lab: Touchups:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Realism; Tattooing dark skin

Clock Hours: 10

Description: This advanced lab teaches students how to evaluate, plan, and perform professional tattoo touchups that restore clarity, vibrancy, and longevity to existing tattoos. Students learn to identify when touchups are necessary, communicate effectively with clients about expectations, and execute precise line, shading, and color corrections. Emphasis is placed on ink matching, controlled application, and avoiding overworked skin to ensure optimal healing and lasting results. Through demonstrations, mock consultations, and hands-on practice, students develop the technical and interpersonal skills needed to manage real-world touchup scenarios with confidence and professionalism.

Lab: Tattooing Dark Skin:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques

Clock Hours: 10

Description: This specialized lab educates students on the unique considerations, challenges, and techniques involved in tattooing dark skin. Students learn how melanin and undertones affect ink visibility, color selection, and healed results, while addressing common myths and promoting inclusivity within the tattoo industry. The course emphasizes bold design choices, proper machine adjustments, and layering methods to achieve vibrant, long-lasting results. Through demonstrations, hands-on practice, and client communication exercises, students gain the technical skill and cultural awareness needed to create clear, high-quality tattoos on all skin tones. By the end of the lab, students will demonstrate confidence and professionalism in designing and executing tattoos that celebrate diversity and inclusivity.

Lab: Difficult Areas:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Realism

Clock Hours: 10

Description: This advanced lab trains students to master the technical and adaptive skills needed to tattoo challenging body areas with confidence and precision. Students learn to adjust needle selection, machine settings, and hand positioning to accommodate anatomical variations and sensitive skin types. The course emphasizes maintaining line consistency, preventing blowouts, and ensuring client comfort through proper communication and pain management strategies. Through demonstrations, hands-on practice, and troubleshooting exercises, students gain the ability to execute clean, consistent tattoos on areas such as the hands, feet, torso, neck, and joints. By the end of the lab, students will demonstrate adaptability, control, and professionalism in handling complex tattoo placements.

Lab: Body Wraps/Large-Scale Tattoo:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Realism; Difficult Areas; Coverups

Clock Hours: 12

Description: This advanced lab teaches students the planning, precision, and endurance required to design and execute large-scale tattoos and body wraps. Students learn to create cohesive, flowing designs that enhance the body's natural form while mastering techniques for multi-session execution and client management. The course emphasizes body mapping, stencil alignment, and maintaining consistency across extended tattoo sessions. Through detailed design exercises, equipment optimization, and hands-on practice on synthetic skin, students gain the skills to manage complex projects from concept to

completion. By the end of the lab, students will demonstrate the ability to plan, execute, and maintain high-quality large-scale tattoos with professional confidence and client-focused care.

Lab: Specialty Styles:

Prerequisite: 3-Point Stretching & Body Positioning; Lining Techniques; Solid Fill Techniques; Shading Techniques; Color Blending; Realism; Tattooing dark skin

Clock Hours: 10

Description: This lab introduces students to a variety of tattoo styles and techniques, helping them develop the versatility and confidence needed to refine their artistic identity. Students explore major tattoo styles including Traditional, Neo-Traditional, Realism, Blackwork, Tribal, Watercolor, and Abstract, while learning the defining characteristics and technical methods unique to each. The course emphasizes adaptability, creative expression, and the integration of multiple styles to meet client needs. Through demonstrations, hands-on exercises, and portfolio development, students learn to execute and combine styles with precision, consistency, and artistic cohesion. By the end of the lab, students will demonstrate the ability to select, apply, and market specialty tattoo styles with professional skill and creativity.

Clinical Internship: Milestones 1-10:

Prerequisite: BBP/CPR; Anatomy & Skin Science; Infection & Allergies; Skin Conditions & Diseases; pain management; Aftercare Procedures & Products; Introduction to the Tattoo Industry; Art 101 - Drawing studies; Procreate Basics; Trade Tools: Comprehensive Overview; Trade Tools: machines; Trade tools: cartridges; Tattoo Design; Stencil Art; Client Interaction; Laser Tattoo Removal Basics; Lab: 3-Point Stretching & Body Positioning; Lab: Lining Techniques

Clock Hours: 270

Description: The Clinical Internship provides students with hands-on experience, allowing them to apply classroom techniques with live volunteers under professional supervision. This milestone-based internship progressively develops their technical, artistic, and client-handling skills, preparing them for real-world tattooing challenges.

Program Delivery:

Raven Studio Tattoo Academy's program delivery is based on the latest developments and research in adult learning including, multiple intelligences, constructivism, the latest research on brain development and the instructional techniques which support the needs of visual, kinesthetic, auditory, and tactile learners.

All of RSTA's classes are offered both in-person and online live, as well as prerecorded classes to facilitate integration of learning, skill development and, to encourage feedback between students and

faculty. In addition to the classroom experience, students participate in 134 hours of labs and a minimum of 270 hours in the tattoo clinical internship. The clinic provides a supervised, real world experience, which offers a realistic portrayal of the type of work, clients and the interactions, which graduates can expect to find in the current job market.

Language of Delivery:

All classes at Raven Studio Tattoo Academy are conducted in the English Language.

Utah Qualification Agreement:

To practice Tattoo in the state of Utah applicants must meet the Utah Laws & Rules requirements and must meet the following qualifications as stated by the Utah Division of Health and Safety.

Professional Licensing:

If an applicant does not possess a BloodBorne Pathogens Certificate of completion for Tattoo Artists the state will not allow tattoo to be performed.

G.I. Bill® Qualification Agreement:

G.I Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Per requirement CFR 21.4254 (c) (11) RSTA shall not exceed enrollment limitations as set forth by the State Approving Agency. For further detail, please refer to CFR 21.420 (c) as referenced below:

Restrictions on enrollment; percentage of students receiving financial support.

(a) General. Except as otherwise provided in this section the Department of Veterans Affairs (VA) shall not approve an enrollment in any course for an eligible veteran, not already enrolled, for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees or other charges paid for them by the educational institution or by the VA under title 38, U.S.C., or under title 10, U.S.C. Policies below apply to all students, including students that receive the G.I. Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Grades and Grading Scale:

Raven Studio Tattoo Academy certification for professional tattoo artist practitioner is a minimum 675.5 clock hours. Satisfactory progress is evaluated every month throughout the program. Students are evaluated on minimum grade point average (qualitative). Evaluations are placed in student files.

1. The grading scale is the same for each course at RSTA. However, the weight of each course requirement is outlined in the respective syllabus for the course.
2. To receive a passing score, the student must complete quizzes, practical exams, projects, and lab tattoo techniques with a minimum of 72% accuracy, while maintaining an overall 2.67 GPA (80%).
3. There is no extra credit given in any course.
4. The student's academic average is reviewed to determine qualitative progress. The minimum required is an overall 2.67 GPA (80%) after each evaluation period.
5. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 72% average. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to Raven Studio Tattoo Academy.

Grading Criteria:

Letter Grade	Grading Scale	GPA
A	94-100	4.00
A-	90-93	3.67
B	86-89	3.00
B-	80-85	2.67
C	77-79	2.00
C-	72-76	1.67
D	70-71	1.00
F	69 or below	0.00

Parking:

The North Commons Shopping Complex parking lot in which Raven Studio Tattoo Academy resides services multiple businesses. The parking lot is primarily intended for the convenience and accessibility of the clients. As such, the two stalls directly in front the school are reserved exclusively for RSTA staff. Students may park on the street just south of the complex if there is no parking in the complex.

Course Completion and Mastery Policy:

Raven Studio Tattoo Academy follows a competency-based, mastery-learning model. Advancement is based on demonstrated competency as well as attendance and time-based measures. Students must

achieve a minimum passing score of 72% in each academic course to demonstrate mastery. If a student does not meet the required passing standard, they will need retake courses until mastery is achieved. All student progress, grades, and completion milestones are documented and evaluated by rubric to ensure consistent measurement of learning outcomes. Progression to each new milestone or advanced course is contingent upon the successful completion of all prerequisite courses, lab and milestone components.

Satisfactory Academic Progress Policy

Purpose and Overview:

Satisfactory Academic Progress (SAP) ensures that all students at Raven Studio Tattoo Academy (RSTA) are making measurable progress toward the successful completion of their program and certification. This policy is established to promote accountability, academic excellence, and timely advancement while maintaining compliance with the requirements of the U.S. Department of Education, the U.S. Department of Veterans Affairs (VA), and national accrediting standards. All students—whether receiving financial aid, VA educational benefits, or self-funded—are held to the same standards of academic progress.

Definition of Satisfactory Academic Progress:

Satisfactory Academic Progress is measured both qualitatively (by grades and demonstrated mastery of skills) and quantitatively (by pace of completion and overall progress). Students must maintain all of the following standards to remain in good standing and eligible for financial aid, VA benefits, or continued enrollment.

1. Qualitative Requirement

Students must maintain a minimum cumulative grade of 80% or higher in all academic courses to demonstrate satisfactory progress.

RSTA's mastery-based grading system evaluates both written assessments and practical performance through coursework, labs, and clinical milestones. Grades are based on quizzes, assignments, participation, and instructor evaluations during labs and clinics.

2. Quantitative / Pace of Progress Requirement

Students must maintain a satisfactory rate of progress toward program completion.

- Students are expected to complete a minimum of 100% of all coursework, labs, and clinical requirements at each evaluation point.
- Students must complete 100% of all required labs and clinical milestones before graduation.

3. Maximum Time Frame

Students must complete the 675.5 clock-hour Professional Tattoo Artist Practitioner Certification within 150% of the published program length, which equals 1,013.25 clock hours.

Any student who exceeds this timeframe will be ineligible for financial aid or VA benefits and may be dismissed from the program unless an appeal is approved.

Evaluation Points

Satisfactory Academic Progress is evaluated every month.

For students receiving financial aid or VA benefits, evaluations will also occur at the end of each payment period.

Failure to Meet SAP Standards

If a student fails to meet the minimum SAP requirements at an evaluation point:

1. The student will be placed on SAP Warning for one payment period.
2. During the Warning period, the student remains eligible for financial aid and VA benefits and will receive an Educational Improvement Plan (EIP) outlining specific steps needed to regain satisfactory standing.
3. If SAP standards are not met by the end of the Warning period, the student may file a written appeal to be placed on SAP Probation for one additional payment period.

If the student fails to meet SAP requirements by the end of the Probation period, they will be placed on SAP Termination, resulting in loss of financial aid and VA eligibility until SAP is regained through self-funded coursework and demonstrated progress.

Appeal Process:

Students who fail to meet SAP standards due to extenuating circumstances (such as illness, injury, death of a family member, or other serious events) may submit a written appeal within five (5) business days of notification.

- Appeals must include a written explanation and supporting documentation.
- Approved appeals allow the student to continue on SAP Probation while following a revised Educational Improvement Plan.
- Students who meet SAP during the probation period will return to good standing.

Reinstatement of Financial Aid and VA Eligibility:

Students regain eligibility for financial aid and/or VA benefits once they meet all SAP requirements and return to good academic standing.

Programs Subject to SAP

This policy applies to all RSTA programs and certifications, including students receiving:

- Federal financial aid (Pell Grant, Direct Loans)

- VA Education Benefits (GI Bill®)
- Institutional scholarships, tuition discounts, or in-house financing

Summary

The Satisfactory Academic Progress policy ensures that every student advances at a reasonable pace, demonstrates academic and technical mastery, and completes all program requirements within the approved timeframe while maintaining eligibility for financial assistance and certification.

Grades and Grading Scale

Grade Point Average Requirement:

All students at RSTA must maintain a minimum cumulative GPA of 80% (2.67) overall and a minimum GPA in each course of 72% (1.67).

Only the following grades are counted in the cumulative grade point average:

- Grading System:

Letter Grade	Grading Scale	GPA
A	94-100	4.00
A-	90-93	3.67
B	86-89	3.00
B-	80-85	2.67
C	77-79	2.00
C-	72-76	1.67
D	70-71	1.00
F	69 or below	0.00

The following grades are not counted in the grade point average:

- Any courses that receive an incomplete (I) or official withdrawal (W)
- Any courses that are audited (V) for better understanding of material
- Any courses that receive a Pass/No Pass (P/NP)

The following course types will be counted in your grade point average calculation:

- All required core courses that are required for the 675.5 hr Professional Tattoo Artist certification taken for a letter grade

- Any course that receives an Unofficial Withdrawal (UW)
- The most recent grade of any course that has been retaken (previously failing grade)
- Transferred coursework from an Institution which is Accredited by a Federally Recognized Accrediting Agency

The following course types are not counted in the grade point average calculation:

- Any additional Continuing Education (CE) courses taken while at RSTA
- The original grade of any course that has been retaken for a letter grade.
- Any courses taken for better understanding of material where a passing grade was previously given

Grading Policy:

Raven Studio Tattoo Academy evaluates student performance through a mastery-based grading system that measures both theoretical knowledge and practical application. Grades reflect the student's demonstrated competency in each area of study as well as a time-based participation.

Grading Scale

All academic courses, labs, and clinical milestones are graded on a numerical scale:

- 90–100% Excellent (Mastery)
- 80–89% Proficient
- 72–79% Satisfactory (Passing Standard)
- Below 72% Unsatisfactory

A minimum final grade of 72% is required in every course, lab, and milestone to demonstrate competency and progress toward certification.

Course Completion and Retesting

- Students who do not achieve a passing score must retake the course until a minimum passing grade of 72% is achieved.
- Course retakes will be additional costs to the student and may not be covered by student financial aid programs.
- For major exams or final assessments, students are allowed 1 attempt to achieve a passing grade of 72% or higher.

Grade Replacement

When a student retakes a course, the highest score achieved will replace the previous grade in the student's academic record. All retakes will be documented for compliance and progress tracking.

Incomplete Work

If a student withdraws before completing a course, lab, or milestone, the record will reflect an Incomplete (I).

- Incomplete's must be resolved by completing all requirements within the student's active enrollment period.
- Students who fail to complete coursework within this period may be placed on an Educational Improvement Plan (EIP) to assist them in returning to good standing.

Clinical and Lab Evaluations:

Lab and clinical performance is assessed through direct observation of technical skill, professionalism, safety, and client interaction. Students must demonstrate full competency in each evaluated area to progress to the next milestone.

Summary

Raven Studio Tattoo Academy's grading system prioritizes mastery and professional readiness over time-based completion and academic excellence. Students are given ample opportunity and support to meet or exceed the established passing standards while maintaining accountability through clear evaluation, documentation, and instructor oversight.

Transfer of Credit:

RSTA may accept up to 210 hours—from prior approved education or training toward the 675.5 hour Professional Tattoo Artist Practitioner Certification.

In exceptional cases where prior education or experience is verified as directly equivalent in scope, content, and demonstrated competency, the Director of Education may authorize acceptance of up to 40% of the total program hours (not to exceed 270.2 clock hours).

All transfer credits are evaluated to ensure academic integrity, alignment with RSTA's curriculum, and compliance with accreditation standards.

Eligible Transfer Sources:

- Institutions licensed by a state education agency or accredited by a nationally recognized accrediting body.
- Documented professional tattoo training programs meeting or exceeding RSTA's curriculum and health & safety standards.
- Formal education in relevant areas such as anatomy, art, infection control, or skin science when deemed equivalent in scope and outcomes.

Evaluation Process:

1. The student must submit official transcripts, certificates, or verifiable documentation of prior training.
2. The Director of Education will review materials for equivalency in course objectives, practical competencies, and instructional hours.
3. Only complete course or lab equivalencies will be accepted; partial hours will not be awarded.
4. Approved transfer hours will be recorded on the student's transcript and applied toward total program completion requirements.
5. Grades from transferred courses will not affect RSTA GPA calculations but will count toward overall Quantitative Progress (SAP) measurements.

Example:

If a student transfers 200 clock hours toward the 675.5 hour program, the remaining 475.5 hours must be completed at RSTA. The student's maximum timeframe to complete those hours will be calculated as $150\% \times 475.5 = 713.25$ clock hours.

Pace of Progress and SAP Impact:

Transfer hours are included in both Quantitative (Pace of Progress) and Maximum Time Frame calculations for Satisfactory Academic Progress (SAP).

To maintain SAP standards, students must:

- Complete a minimum of 67% of all attempted coursework.
- Maintain a minimum cumulative grade of 72%.
- Complete all program requirements within 150% of the published program length (1013.25 clock hours).

Transfer hours accepted by RSTA count as both attempted and completed hours for SAP evaluation purposes.

Maximum Time Frame for Completion

Students must complete the 675.5-hour Professional Tattoo Artist Practitioner Certification within 1013.25 clock hours (150% of the published program length) to remain eligible for financial aid, VA benefits, or continued enrollment.

- Program Length: 675.5 hours
- Maximum Time Frame: 1013.25 hours (150% of program length)

Students who exceed the maximum timeframe will lose eligibility for financial aid and VA benefits and may be dismissed from the program unless an appeal is approved.

Withdrawals, Re-Enrollment, and Returning Students:

Students who withdraw from RSTA and later re-enroll may request reinstatement of previously earned RSTA hours, provided the curriculum has not significantly changed since their original enrollment. Students transferring from another approved tattoo education program must submit a Transfer Credit Petition for review. If approved, transfer hours will be applied toward the new enrollment and reflected on the transcript.

All returning or transfer students must complete their remaining required hours and competencies within the maximum 150% timeframe.

Summary

Raven Studio Tattoo Academy values prior education and experience while maintaining the integrity of its certification standards. Transfer credits are carefully evaluated to ensure consistency, competency alignment, and compliance with state, VA, and national accreditation regulations. All students—whether new, returning, or transferring—must complete the remaining portion of their program within the approved timeframe to remain eligible for certification, financial assistance, and graduation.

Monitoring of Satisfactory Academic Progress

Satisfactory academic progress is monitored for all students at RSTA regardless of payment plan, at the end of every quarter. For students on financial aid, the Financial Aid Officer monitors grade point average, Pace of Progression and the Maximum Time-Frame Allowance. Any student who does not meet Satisfactory Academic Progress requirements will be notified by the Financial Aid Officer via e-mail. Any delay in an official grade being given in a course may result in delayed disbursement of financial aid.

There is no exception to this process. It is important to note that financial aid may not be disbursed until SAP has been evaluated.

When Satisfactory Academic Progress (SAP) Is Not Maintained:

Warning and Probation Periods

Any student who falls below the minimum SAP standards – either by dropping below the required 72% cumulative grade average or by failing to maintain satisfactory pace of progress (67%) – will be notified in writing and placed on SAP Warning for one evaluation period.

During the Warning period, the student remains enrolled and eligible for financial aid or VA benefits. The student must meet with the Director of Education (or their designee) to establish an Educational Improvement Plan (EIP). The EIP outlines specific steps and timeframes for correcting academic deficiencies and regaining satisfactory standing.

1. SAP Warning:

- The student remains eligible for financial aid and VA benefits.
- The student must comply with all conditions of the EIP, which may include retaking assessments, completing missed coursework, scheduling tutoring sessions, or attending supplemental labs.
- The Warning period will last until the next SAP evaluation point or as outlined in the EIP.

If the student meets the terms of the EIP and achieves satisfactory progress before the end of the Warning period, they will return to Good Standing.

If SAP is not met by the end of the Warning period, the student may file a written appeal requesting to be placed on SAP Probation.

2. SAP Probation:

- Students approved for SAP Probation remain eligible for financial aid and VA benefits for one additional evaluation period.
- The student will remain on an active EIP and must demonstrate progress toward regaining full SAP compliance.
- If the student meets or exceeds SAP requirements by the next evaluation point, they will return to Good Standing.

If the student fails to meet SAP during Probation, they will be placed on SAP Termination and become ineligible for financial aid and VA benefits until they regain satisfactory progress through self-funded coursework.

Dismissal

Students who fail to meet SAP requirements following a Probation period and are mathematically unable to complete the program within the 150% maximum timeframe (1013.25 clock hours) may be dismissed from the program.

A student facing dismissal will receive written notification via email and will have five (5) business days to submit a petition for reinstatement. Petitions must include an explanation of the circumstances affecting performance and any supporting documentation. The Director of Education will review the petition and determine whether the student may continue under a revised EIP.

Financial Aid and VA Eligibility During SAP Warning or Probation

- Students remain eligible for financial aid and/or VA benefits while on SAP Warning or SAP Probation (after an approved appeal).
- Students who fail to meet SAP by the end of the Probation period will enter Financial Aid Suspension, during which they must self-fund tuition and fees until SAP standards are regained.
- Continued failure to demonstrate progress may result in program dismissal.

Educational Improvement Plan (EIP):

An EIP is a structured academic plan created to help students return to satisfactory standing. It includes:

- Specific learning objectives and competencies to be demonstrated.
- Required coursework, labs, or clinical activities to be completed.

- Target dates for reassessment or re-evaluation.
- Instructor or staff monitoring checkpoints.

Once all EIP requirements are met, the student will be removed from the plan and reinstated to Good Standing.

Summary of Progression

1. SAP Warning: Student falls below 72% GPA or 67% completion pace → placed on Warning → receives EIP → remains eligible for aid/VA.
2. SAP Probation: Student fails to meet SAP after Warning → may file appeal → if approved, placed on Probation → continues aid/VA eligibility.
3. SAP Termination: Student fails to meet SAP after Probation → loses aid/VA eligibility → may continue enrollment self-funded or petition for reinstatement.
4. Dismissal: If progress cannot be regained within 150% timeframe or repeated EIPs fail, student may be dismissed from the program.

Example Scenario

A student completes their first SAP evaluation with a 68% cumulative grade average and incomplete lab hours. They are placed on SAP Warning and given an Educational Improvement Plan to complete missing lab competencies and raise their grade to 72% or higher.

At the next evaluation, the student's grade improves to 70% but remains below the passing threshold. They file an appeal and are approved for SAP Probation for one additional evaluation period. If the student meets or exceeds the 72% standard by the next review, they return to Good Standing. If not, they will be placed on SAP Termination and must self-fund their continuation until they meet all SAP requirements

Regaining Financial Aid and VA Eligibility:

Restoring Eligibility

Once a student has met or exceeded all Satisfactory Academic Progress (SAP) standards, they may regain eligibility for financial aid and/or VA educational benefits.

When a student's cumulative grade average reaches 72% or higher, and their pace of completion meets or exceeds 67%, the student must notify the Financial Aid Office or VA School Certifying Official. RSTA will verify the updated academic record, and financial aid eligibility will be reinstated once satisfactory standing is confirmed.

Any student who was previously dismissed for failure to meet SAP may petition for readmission. The petition must include:

- A detailed explanation of the circumstances that prevented academic success,
- Documentation of how those circumstances have been resolved, and
- A plan outlining how the student intends to maintain satisfactory progress upon readmission.

Readmission following dismissal is not automatic and is subject to approval by the Director of Education and Financial Aid Office.

Satisfactory Academic Progress (SAP) Appeals:

Students who do not meet SAP standards by the end of a Warning or Probation period may file a written SAP Appeal requesting reinstatement of financial aid and/or VA eligibility.

Filing an Appeal

To file an appeal, the student must submit a SAP Appeal Petition within five (5) business days of receiving written notification of suspension, dismissal, or loss of eligibility. Appeals should be submitted to the Financial Aid Office or VA Certifying Official and must include:

1. A written statement explaining:
 - The specific circumstances that affected academic performance,
 - How and when those circumstances occurred, and
 - What steps have been taken to resolve them.
2. Supporting documentation such as:
 - Medical records or physician's statement (for illness or injury)
 - Death certificate or obituary (for death in the family)
 - Legal or court documents
 - Statements from employers, counselors, or religious leaders
3. A proposed plan for maintaining Satisfactory Academic Progress going forward.

Appeals submitted after the five-day period may not be considered unless justified by extenuating circumstances.

Review and Determination

All SAP Appeals are reviewed by the Program Advisory Committee (PAC), composed of the Director of Education, Financial Aid Officer, Clinic Manager, and Admissions Representative. The committee will evaluate the petition and issue a written decision within five (5) business days of receipt.

All determinations made by the PAC are final.

If the appeal is approved:

- The student will be placed on SAP Probation and remain eligible for financial aid and/or VA benefits for one additional evaluation period.
- The student must meet with the Director of Education and Financial Aid Officer to establish an updated Educational Improvement Plan (EIP) and academic plan for success.
- A signed copy of the plan will be retained in both the student's academic and financial aid records.

If the appeal is denied:

- The student's financial aid and/or VA eligibility will remain suspended until SAP standards are regained through self-funded coursework.
- The student may continue enrollment at their own expense, provided they remain in good behavioral and attendance standing.

Appeals for Maximum Time Frame Allowance

Students who exceed the 150% maximum timeframe (1013.25 clock hours) may file a separate appeal to request additional time due to documented extenuating circumstances such as extended illness, injury, family emergency, or other events beyond their control.

The Financial Aid Officer may authorize a one-time extension of the maximum timeframe if the appeal demonstrates that:

1. The circumstances were temporary and have been resolved, and
2. The student can mathematically complete the program within the approved extended time.

All appeals related to maximum timeframe extensions are subject to committee approval and must include appropriate documentation.

Summary

Raven Studio Tattoo Academy's SAP Appeal process provides students with a fair and structured opportunity to regain financial aid and VA eligibility when unforeseen circumstances impact their progress. Students are encouraged to maintain open communication with the Financial Aid Office and Director of Education throughout the process. All appeals and supporting documents are reviewed promptly and confidentially to support student success while maintaining compliance with federal and state regulations.

Appeal Process:

If a student is in violation of the standards policy and has circumstances of a reasonable nature they may file an appeal with the Program Director.

1. Students who are below the required G.P.A. and/or have completed less than 100% of attempted clock hours may write an appeal to explain the circumstances under which the violation(s) occurred.
2. Students must attach third party documentation to substantiate their statements.
3. Documentation will be reviewed, and the student will be notified if their appeal has been granted or denied. If the student is denied, there is no further appeal.
4. It is important to note that not all appeals are approved. Appeals are granted based on the merit of the situation and supporting documentation. The appeal process takes 7-14 days after all documentation has been received.

Graduating with Honors

All students enrolled in RSTA's professional tattoo artist practitioner certification that maintain a average GPA of at least 3.67 or higher will be recognized as a student of excellence and awarded as a graduate with honors.

Leave of Absence:

To request a leave of absence, a student must do the following

Any student who is considering a leave of absence from the program is strongly recommended to meet with the Director of RSTA.

Students may request a leave of absence for a period of up to 30 days without having to re-enroll in the program. There is no additional charge for leaving and then re-entering the program. Students will be able to pick up where they left off in the program with a few stipulations. A student who takes a leave of absence will be required to retake any classes that were disrupted by the LOA where an Incomplete (I) was given. Any classes completed before the LOA that meet satisfactory academic progress will not need to be retaken. A student who requests a leave of absence is responsible for the payment of all tuition and fees for the program in which he or she originally enrolled. If the leave of absence exceeds 30 days, the student will need to re-enroll in the program.

Steps to Request a Leave of Absence

1. Submit a written request for a leave of absence stating the reason for the request and the anticipated date in which they will reenter the program.
2. Pay all tuition and fees for the program in which he or she was originally enrolled.
3. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to Raven Studio Tattoo Academy.

Withdrawal Policy

Official Withdrawal:

A student who chooses to withdraw from Raven Studio Tattoo Academy (RSTA) must submit a written, signed, and dated notice stating their intent to withdraw. The withdrawal notice may be delivered in person, by mail, or by email to the Academy Director or Administrative Office.

Before withdrawing, students are encouraged to review the refund policy, tuition liability, and financial aid or VA funding implications.

Upon withdrawal, the student will receive a final transcript reflecting all completed and successfully passed courses, labs, and clinical hours. Only those courses and hours that have been fully completed and

passed will be eligible for transfer consideration should the student wish to re-enroll or transfer to another institution.

Students who withdraw in good standing are eligible to reapply as transfer students under RSTA's Transfer of Credit Policy. Incomplete courses, labs, or milestones will not be eligible for transfer credit.

Unofficial Withdrawal:

A student who fails to attend or participate in any required lab, clinical, or academic activity for fourteen (14) consecutive calendar days without prior notice will be considered an Unofficial Withdrawal and administratively withdrawn from the program.

The withdrawal date will be recorded as the last day of attendance or participation in any academic, lab, or clinical activity. Refunds and financial aid adjustments will be calculated based on that date, in accordance with RSTA's refund policy and federal or VA regulations.

Students who are administratively withdrawn must contact the Academy Director to discuss reinstatement options and any financial or academic implications before returning to active status.

Summary

Raven Studio Tattoo Academy values open communication and encourages students to discuss any personal, financial, or academic concerns with the Director before withdrawing. Whether official or unofficial, all withdrawals are documented to ensure compliance with accreditation, financial aid, and VA reporting requirements.

Code of Conduct Policy

The primary purposes of the RSTA Faculty, Staff and Student Conduct Code are:

1. Encourage appropriate, respectful, and responsible behavior from students and staff members.
2. Foster an effective and safe learning environment for all students.

Students shall support Raven Studio Tattoo Academy's mission by:

1. Behaving in a professional and courteous manner.
2. Maintaining academic ethics and standards.
3. Respecting the rights of all students to a quality and safe education.

A student may be placed on probation, suspended, or dismissed for conduct that includes, but is not limited to:

- A. Use, consumption, or distribution of alcohol or illegal drugs on school premises
- B. Attending class under the influence of alcohol or illegal drugs
- C. Violating the school policy on infectious conditions (found under the Standard Precautions section in the Student Clinic syllabus)

- D. Sexual activity on school premises
- E. Violation of school draping/nudity policy or violation of appropriate touch, as taught in class
- F. Failure to maintain appropriate hygiene
- G. Cheating
- H. Using profane language or exhibiting abusive behavior toward classmates and/or faculty/administration
- I. Threatening a fellow student, faculty, staff, or administrative person
- J. Possession on school property of any object that could reasonably be considered a weapon
- K. Any behavior that is deemed by the administrative staff to be inconsistent with the standards of the school and profession of Tattoo Art.
- L. Accepting tips or any form of payment for tattoo services outside the school clinic setting before certification is achieved
- M. Any local, state or federal violations/crimes will be reported to the proper government authorities. Cooperation with, and sensitivity to others is both valued and expected at RSTA.

Faculty and Staff shall support the mission of RSTA by:

- A. Behaving with integrity, honesty, and competence in all professional relationships.
- B. Demonstrating a commitment to current educational, ethical and professional standards for Tattoo Artistry
- C. Representing RSTA and its programs with professional as well as personal integrity and honesty in all forms of communication
- D. Educating students to only represent themselves in an ethical and professional manner and to provide only services for which they are qualified
- E. Conducting a RSTA program, which provides exemplary education and represents all ethical and other standards of the profession as well as all applicable laws and regulations
- F. Providing a positive, focused educational environment that is conducive to learning and development as well as addresses a variety of learning styles
- G. Conducting the tattoo program in a manner that respects and teaches the students boundaries and privacy on all levels, including appropriate draping, physical privacy and matters of confidentiality. The same rights, privileges, and responsibilities apply to all other members of the school. Any sexual misconduct will be considered a violation of this code of ethics
- H. Refraining from romantic and/or sexual relationships with students who are enrolled in the program
- I. Creating and fostering a healthy learning environment where students feel safe and supported
- J. Upholding principles and standards that value the dignity and worth of all persons regardless of age, race, ethnicity, religion, creed, sexual identity, gender, disability and/or health status
- K. Fostering an effective and reasonably safe learning environment for all students while still providing growth opportunities

Non-Discrimination Policy:

Raven Studio Tattoo Academy prohibits and will not tolerate discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran, or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.

Classroom Dress Code/Grooming:

Student apparel and grooming must conform to health, sanitation, and safety standards.

Students are required to follow the dress code set forth herein, in the classroom setting:

- Clothing worn in the classroom setting must meet the following criteria:
 - Clothing must be clean and modest. It must not expose cleavage/breast tissue, abdomen, armpit, the gluteal cleft or gluteal fold.
 - Shoes must be worn in all common areas where the student interacts with clients.

Hygiene Practices in the classroom setting must meet the following criteria:

- Excellent personal hygiene practices (bathing, clean groomed hair and brushing teeth) are required. The student shall be free of potentially offensive odors such as body odor, bad breath and cigarette smoke.
- Fingernails are to be shorter than the end of the finger so that they will not scratch the client. Fingernails shall also be clean, and neatly manicured. Sharp or pointed artificial nails are not permitted as they can puncher nitrile gloves and compromise the safety of clients and students.
- Smoking on RSTA premises is not permitted. Failure to comply with RSTA dress code and hygiene practices may result in any of the following:
 - Verbal warning, written warning, loss of attendance for the day, loss of participation points.
 - Extreme or frequent violations of the Dress Code or Hygiene policies may result in program suspension or expulsion.

Sexual Harassment and Sexual Misconduct Policy:

Raven Studio Tattoo Academy is committed to providing a work and educational environment, which is free from sexual harassment and sexual misconduct. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any verbal or physical harassment of a sexual nature. Sexual misconduct is a broad term that is not limited to but, includes sexual harassment, sexual violence, sexual assault, sexual exploitation, stalking, cyber stalking or bullying, relationship violence or any gender-based bullying. RSTA prohibits both sexual harassment and sexual misconduct as well as any form of

discrimination based on gender including sex stereotyping, verbal or nonverbal harassment, intimidation or hostility based on sex or gender identity. RSTA discourages students from engaging in a relationship of a sexual nature with other students.

In addition, RSTA students, faculty and staff must refrain from any behavior or language which is sexual in nature while on campus and/or while representing themselves as a Tattoo professional or student in RSTA's programs. The practice of tattoo art requires that tattoo professionals guard the dignity of individuals and adhere to strict standards of ethical behavior. Because of the close way, in which tattoo art is performed and, the resulting power differential between the client and practitioner, it is important for tattoo artist professionals to understand that it is inappropriate and unprofessional to make any comment which might be perceived as a compliment or criticism of the client's body or physical attributes.

Any student, faculty or staff member that violates this policy may be given a warning, placed on probation, suspended, or dismissed. Any local, state or federal violations/crimes will be reported to the proper government authorities.

RSTA encourages all students, staff, faculty, and customers to report any complaints or concerns of sexual misconduct. Faculty are required to immediately report any concerns or complaints of sexual misconduct to Title IX Coordinator, contact@ravenstattooacademy.com or by calling (385) 405-2814. In addition, as part of our commitment to student and client safety, students performing tattoo in the clinical internship must be familiar with and follow RSTA's Policy, which is as follows:

At Raven Studio Tattoo Academy, we are committed to supporting and ensuring the safety of both our students and clients. Thus, we feel that it is vitally important for you, the student tattoo artist to understand the protocol for dealing with the unlikely situation in which a student clinic guest is sexually inappropriate or, if you feel psychologically uncomfortable working on a client.

One of the duties of the Student Tattoo Clinic Facilitator is to ensure the safety and appropriate behavior of student tattoo artists and guests. In the instance that you feel psychologically uncomfortable working on a client or, if the client demonstrates sexual inappropriateness (either verbal or physical) you, the student artist must do the following:

1. Excuse yourself from the tattoo session and leave the service area.
2. Immediately notify the Tattoo Clinic Facilitator.
3. Allow the Tattoo Clinic Facilitator to assist you in determining the next steps in compliance with RSTA Policy. Please read and reference RSTA Campus Security Policy.
4. Document the occurrence on an incident form, which will be provided to you. (All inappropriate behavior or "gray area" situations require documentation of the details in an incident form. The student artist, clinic facilitator and any witnesses should all fill out separate incident reports. This should be done immediately. It is the responsibility of the Clinic Facilitator to ensure that this occurs.

Please see the RSTA Campus Security Report and Annual FSA Disclosures for more information.

Refund Policy:

In addition to the Return to Title IV Policy, RSTA will apply the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) calculation and provides, “a pay as you learn payment schedule that limits a student’s perspective contractual obligation at any one time to the institution for tuition and fees to one month of training plus registration or startup costs not to exceed \$875.”

RSTA uses these calculations to determine the refund due to the student and if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the Financial Aid Advisor.

Students who wish to withdraw should fill out a withdrawal form with the Campus Program Director.

Students are also encouraged to attend an exit counseling session with a Financial Aid Department staff member. Students who do not remain current with payments due to the school may be sent to collections. After the first week through seventy-five percent (75%/approx 13 months) of the 18 month program and financial obligation, the charges retained will not exceed a pro-rata portion of the tuition for the training period completed. After seventy-five percent (75%/approx 13 months) of the 18 month period of training and financial obligation, RSTA will retain the full amount of tuition.

All refunds are based on tuition charges for the program. Tuition is charged on an hourly prorated basis and is calculated through the last date of attendance. The school applies its institutional refund policy to all students. There will be a three-business-day cooling-off period from the date of tuition payment.

During which time a student may rescind the contract and receive a refund for current tuition payment, not to exceed \$875. The student has until midnight of the third business day after the latest of the following days:

- The day the student signs an enrollment agreement
- The day the student pays the initial tuition payment

Students that withdraw or are dismissed after the cooling-off period are not eligible for a refund. A processing fee of \$30 will be applied to all eligible refunds

Students that withdraw from the program before the end of the first week of classes will be considered a “cancel” instead of a “withdrawal.” No Title IV funds can or will be used to cover the above charges.

For Veterans using the G.I. Bill® (“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.”): RSTA accepts the refund policy outlined in policy 38 CFR 21. 4255.1 Specifically RSTA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title. G.I.

Bill®. “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.”

Tuition Refund Timeline:

The school will make refunds within 30 calendar days of the date the student officially withdraws, or the date the school determines that the student has unofficially withdrawn. Other purchases such as textbooks, supplies or additional items will be charged to the student.

Returns on Materials:

Students are responsible for purchasing their own books and materials. Students should refer to the return policies of the merchant where the books and materials were purchased.

Refund Policy – VA Students:

In accordance with 38 CFR 21.4254(c)(13), the refund policy for veterans or other eligible persons enrolled under VA education benefits is as follows:

Pro Rata Refund:

If a veteran, service member, or eligible person fails to enter the program, withdraws, or is discontinued prior to course completion, RSTA will refund the unused portion of tuition, fees, and other charges on at least a pro rata basis. The school will retain no more than 10% of the total tuition and fees for administrative costs.

Books, Supplies, and Equipment:

Students who purchase books, supplies, and equipment separately may retain them at their discretion. If these costs are included in the total tuition and fees, RSTA will refund the full amount for any unissued items. Issued items may be retained or disposed of by the student.

Registration Fee:

RSTA may retain a registration fee not to exceed \$10. Any amount above \$10 will be prorated in the refund calculation.

Prompt Refund:

Refunds due to a veteran, spouse, surviving spouse, or dependent child will be issued within 40 days of the student’s withdrawal, dismissal, or failure to commence the course.

State vs. Federal Policy:

Where differences exist between the Utah Proprietary School refund policy and VA refund requirements, the more favorable policy to the student will apply for VA beneficiaries.

Cancellation Policy:

1. Applicants who cancel their application within three (3) business days after signing an Enrollment Agreement and prior to beginning classes will receive a refund of all tuition paid to RSTA.
2. Applicants who cancel after three (3) business days of the signing date of the Enrollment Agreement but prior to beginning classes will be refunded all tuition paid to RSTA.
3. Applicants who have not visited RSTA may cancel their applications within three (3) business days after the regularly scheduled first day of class or their first visit to the school, whichever occurs first, and receive a refund of all monies paid to RSTA.

R2T4 Policy (Return of Title IV Financial Aid)

If a recipient of Title IV funds withdraws at any time during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The US Department of Education requires institutions to apply the R2T4 (Return to Title IV Funds) policy for students withdrawing from a school who receive Title IV financial aid. Title IV programs include: Federal Pell Grants, Unsubsidized Direct Loans, Subsidized Direct Loans, and other applicable government grants and loans. This policy is separate from RSTA's institutional refund policy.

If a student receives financial aid and then completely withdraws from classes prior to completion of 60% of the program, they will be assessed a percentage of unearned financial aid. It is important to understand that you earn aid as you progress through the program, in a pro-rata manner. For example, if a student completes 40% of the program, they will earn 40% of their aid awarded for the program.

The amount of Title IV funds to be returned is calculated by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the % of the payment period(s) completed by the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program.

Students must repay the institutional portion of assessed refunds. Failure to repay will result in a hold on academic records and will disqualify the student from future registration at Raven Studio Tattoo Academy. Any federal portion due will be reported to the U.S. Department of Education. Failure to make satisfactory repayment arrangements or failure to make scheduled payments may result in ineligibility to receive further Federal Student Aid.

If a portion of aid received is from a Loan, the assessed repayment will be made according to the conditions indicated on the Loan Promissory Note. There are no Title IV refunds for students that have completed over 60% of the payment period.

Once the Title IV refund calculation is completed, the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) calculations are performed. If either results in a refund greater than the Title IV refund calculation, then the larger of the two is refunded to the student.

Assessed repayments will be refunded to the financial aid programs from which they were paid in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Direct PLUS Loans (Parent)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Other Federal Source of Aid
7. Other State Private and Institutional Aid

It is important to note that withdrawal requirements for Title IV funds are separate from RSTA (or any school's) refund policy. RSTA will charge the student for any Title IV Program funds that RSTA was required to return.

A student that withdraws prior to 60% of the program completion must return all unearned Title IV funds as determined by federal policy.

If you receive an overpayment of financial aid, even if it is a result of an institutional error, you will be required to repay the overpayment in order to maintain eligibility for financial aid. RSTA will charge the student for Title IV program funds that RSTA was required to return.

In compliance with the Return to Federal Funds Regulations, RSTA adheres to the following rules taken from Chapter 2 of the FSA Handbook:

1. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew, and offer any Post-withdrawal disbursement of loan funds within 30 days of that date.
2. A school must disburse any Title IV grant funds a student is due as part of a Post-withdrawal* disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date. *Post withdrawal disbursement is defined as aid disbursements that a student was entitled to receive but that had not been disbursed to the student at the time of withdrawal.
3. Unless a student subject to verification has provided all required verification documents in time for the school to meet the Return deadlines, the school includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV funds not subject to verification.
4. If a student who failed to provide all required verification documents in time for the school to meet the Return deadline later provides those documents prior to the applicable verification deadline, the school must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
5. If a student never attended class, all aid will be refunded.

Return to Title IV funds calculations are performed from the last day, which the student attended class. All returns are made within 30 days from the determination of the student's withdrawal. If after the R2T4 and institutional refund calculations are applied to the student's account and it results in credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the R2T4 calculation (i.e. the date the R2T4 calculation was performed).

When a student withdraws during a period, a Title IV credit balance created during the period is handled as follows:

1. RSTA will not release any portion of a Title IV credit balance to the student, and will not return any portion to the Title IV programs prior to performing the R2T4 calculation. The institution must hold these funds even if, consistent with the 14-day credit balance payment requirement of 34 CFR 668.164(h), it would otherwise be required to release them.
2. Perform the R2T4 calculation and include as disbursed aid any existing Title IV credit balance funds for the period.
3. Apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.

Per 34 C.F.R §668.22 (a)(5) and (6); grants must be disbursed within 45 days and loans must be offered to the student or parent in the case of a PLUS loan within 30 days, allowing the student or parent at least 14 days to respond.

Post Withdrawal Disbursement:

As noted in the Withdrawal policy, RSTA will withdraw a student after two weeks of missed attendance or upon notification from the student of their intent to withdraw. The date of the withdrawal will be backdated to the last date that the student attended class. Upon determination of the withdrawal, RSTA will perform a calculation to determine the amount, if any, post-withdrawal disbursement is due. Please note, at the beginning of the program, the student gives permission for RSTA to credit their account for educationally related charges other than tuition, fees and contracted room and board. Any available Pell Grant funds must be used before available loan funds can be utilized. Within 45 days from the school's determination of the student's withdrawal, RSTA will send the remaining balance in Pell Grant funds to the student.

Within 30 days from the determination of the date of withdrawal, RSTA will send notification to a student that is eligible for a post withdrawal disbursement, which states the following:

1. The student is due a post-withdrawal disbursement.
2. The amount of the post-withdrawal disbursement.
3. The student may accept all, a portion or none of the funds.
4. Any funds accepted by the student must be repaid.

5. The student must respond with their decision to receive all, part or none of the disbursement within 14 days of notification.
6. When a credit balance occurs on the student's account due to a post-withdrawal disbursement, RSTA will issue a check to the student.
7. RSTA has 180 days from the date the school determined that the student withdrew to make the disbursement and to issue the refund check to the student. (34 CFR 668.22(a)(6)(iii)(C)).

RSTA will document the notification and final determination of the student's decision in the student's financial aid file (34 CFR 668.22(a)(6)(iv)).

Withdrawal from the program falls into two categories:

1. Unofficial Withdrawal
2. Official Withdrawal

Students should familiarize themselves with the withdrawal policies, which can be found below:

Unofficial Withdrawal

RSTA monitors in-person lab/clinical attendance and online academic activity logs (e.g., quiz attempts, assignment submissions, discussion posts, instructor meetings).

If a student fails to submit an official withdrawal and has no documented participation for fourteen (14) consecutive calendar days, the student will be administratively classified as an Unofficial Withdrawal.

- **Last Date of Attendance (LDA):** The LDA is the last date of documented academic activity, which may include attendance at a lab/clinical, submission of graded work online, participation in a proctored assessment, or an instructor-verified academic interaction.
- **Date of Determination (DOD):** The date RSTA identifies the non-attendance (no later than when the Academy becomes aware the student will not return).

If the Unofficial Withdrawal occurs on or before the 60% point of the student's payment period/enrollment period, RSTA will perform a Return to Title IV (R2T4) calculation and return any unearned federal funds. Any resulting outstanding balance is the student's responsibility.

R2T4 returns (and any required institutional refunds/adjustments) are processed within 30 days of the DOD in accordance with federal regulations. VA benefit adjustments will be processed per VA rules.

Official Withdrawal

A student who wishes to withdraw from the program must submit a written, signed, and dated notice of intent to withdraw. This notice may be delivered in person, by mail, or by email.

Before withdrawing, students should review RSTA's Refund Policy, Satisfactory Academic Progress (SAP) implications, and any financial aid/VA responsibilities.

Submit your official withdrawal to:

Raven Studio Tattoo Academy – Program Admissions

2343 North 400 East

North Ogden, UT 84414

Email: contact@ravenstattooacademy.com

- The Official Withdrawal Date used for academic and financial purposes is the LDA (last date of documented academic activity).
- Upon processing the withdrawal, RSTA will evaluate Title IV/VA impacts. If the withdrawal occurs on or before the 60% point of the payment period/enrollment period, RSTA will perform an R2T4 calculation and return any unearned federal funds within required timelines.
- The student will receive a final transcript reflecting all fully completed and passed courses, labs, and clinical hours. Only fully completed components may be evaluated for transfer credit under RSTA's Transfer of Credit Policy.

For general federal student aid information, visit studentaid.gov or call 1-800-4-FED-AID. For VA education benefits information, visit va.gov/education or contact your School Certifying Official.

Notes & definitions

- Documented academic activity includes: in-person lab/clinical attendance; graded online submissions; proctored assessments; instructor-verified academic meetings or evaluations.
- 60% point is determined for each student's payment period/enrollment period per federal rules for clock-hour programs.
- Processing timelines: R2T4 and applicable refunds/adjustments are completed within 30 days of DOD (or the shortest applicable federal/VA timeline).

Dismissal Policy

Raven Studio Tattoo Academy (RSTA) reserves the right to dismiss any student whose conduct, performance, or academic progress fails to meet institutional standards or violates school policies. Dismissal decisions are made to maintain a safe, professional, and ethical learning environment consistent with the values of the tattoo industry and RSTA's mission.

Grounds for Dismissal

A student may be dismissed prior to completion of the program for any of the following reasons:

- Failure to maintain Satisfactory Academic Progress (SAP) after Warning and Probation periods.
- Failure to complete the program within 150% of the published length (954 clock hours for the Professional Tattoo Artist Practitioner Certification).
- Failure to comply with financial agreements, including tuition payment plans or outstanding balances.

- Violation of the Student Code of Conduct, including unprofessional, disruptive, or disrespectful behavior toward staff, students, or clients.
- Any conduct deemed by the Director as unethical, unsafe, or potentially harmful to the profession, other students, clients, or the school environment.
- Unsatisfactory attendance or participation, including repeated absences from required labs or clinicals without communication.
- Unsatisfactory academic or practical performance, as documented by instructors or lab evaluations.
- Cheating, falsifying records, or theft of school or student property.
- Use, possession, or influence of alcohol, illegal drugs, or controlled substances on RSTA property or during any school-related activity.

Dismissal Procedure

1. **Notification:** Students will receive written notice of dismissal specifying the reason(s) and the effective date.
2. **Right to Appeal:** A student may submit a written appeal or petition for reinstatement within five (5) business days of receiving the dismissal notice. The appeal must include a statement of explanation and any supporting documentation.
3. **Review:** The Director of Education, in consultation with the Program Advisory Committee (PAC), will review all dismissal appeals and issue a written decision within five (5) business days. The decision of the Director and PAC is final.
4. **Financial Impact:** Dismissed students remain responsible for any tuition or fees owed according to the terms of RSTA's Refund Policy.

Reinstatement After Dismissal

Students dismissed for academic or attendance-related reasons may apply for readmission after a minimum waiting period of twelve (12) months.

- Readmission is not guaranteed and will be considered on a case-by-case basis.
- Students must demonstrate that the circumstances leading to dismissal have been resolved and may be required to complete an interview, submit documentation, or repeat certain coursework.

Student Grievance Policy

Students with grievances should take the grievance directly to the person with whom they have a complaint. If the issue is not resolved at this level, students should adhere to the following procedures:

1. Fill out a Student Grievance Form, sign the form and submit it directly to the Program Director.
2. The Program Director will read the complaint and contact the student submitting the grievance to discuss a plan of action/resolution within 14 days.
3. If the student feels that the grievance is not adequately resolved or, if the grievance involves the Program Director, the student should email his or her grievance to a Program Advisory Committee

Member. The complaint will be reviewed and a follow up with a plan of action, up to and including a formal review and decision by the Program Advisory Committee will be made within 7-14 days.

Students with complaints that relate to the school's quality of education or business practices can file a complaint with any of the following agencies:

Utah Department of Commerce

Division of Consumer Protections

160 East 300 South

Box 146704

Salt Lake City, UT 84111

phone: 801-530-6601

fax: 801-530-6601

<https://consumerprotection.utah.gov>

Student Records

Disclosure of Education Records:

Student records are the academic records, which are directly related to a student and maintained by the school. Raven Studio Tattoo Academy is committed to the security and privacy of our students. A permanent record file is kept for each student for a minimum of three years. Students may request to view their file in the presence of the Program Director at any time. Students may request copies of anything in their file. RSTA will not disclose personally identifiable information from your academic records unless the student provides a written release, which contains:

- What information is requested to be released
- To whom the information is to be released
- The reason the request for a release of records is being made
- The student's signature and the date of the request.

Transcript Policy:

Every graduate will be provided with 1 official transcript upon completion of the program. One transcript will be given as a hardcopy for the student, one will be kept on file at RSTA for a minimum of three years, and one will be sealed and sent to the state. If additional copies are required, students will need to fill out a Transcript Request Form and pay \$5.00.

Student Transfers and Prior Credit:

RSTA accepts transfer credit, toward the completion of the professional tattoo artist practitioner certification, from other Institutions which are Accredited by a Federally Recognized Accrediting Agency. To receive credit for prior courses and/or training, the student must email their official transcripts to contact@ravenstattooacademy.com

G.I. Bill® recipients must submit documentation for all previous college level courses and relevant work experience to RSTA for review. It is important to note that this requirement is not optional. The VA will not pay for duplicate training. Documentation of prior training will be kept with the student's records. RSTA will accept up to 210 clock hours of prior credit, which was received no later than 1 year from the date of application to RSTA's professional tattoo artist practitioner certification. Transfer credit must be from Institutions, which are accredited by a Federally Recognized Accrediting Agency and must meet RSTA's course and core curriculum requirements. Records will be kept in the student file. Transfer students are subject to RSTA's admissions policies and procedures. However, a tuition discount of \$10.00 per accepted clock hour will be applied to the student's tuition balance. Transfer grades must meet RSTA SAP requirements as referenced in this catalog. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."

Grading Policy:

At the end of each course, students will receive a final grade from the instructor of the course, via the Moodle platform used by RSTA to track progress. Student Transcripts will be updated on a quarterly basis. Final transcripts are released after students have completed all coursework and have paid all tuition.

Readiness to Perform Clinical Services

Students must demonstrate both technical competency and professional readiness before performing tattoos on live clients during clinical sessions.

- Readiness is determined by successful completion of all required labs, assessments, and milestones associated with each clinical stage.
- Students who do not yet feel confident or prepared to perform a tattoo service may communicate this to their instructor or Clinical Facilitator.
- If a student elects to delay participation due to lack of readiness, they will be considered as not yet having completed the milestone and must continue practice or remediation until competency is demonstrated.

Options for Students Not Yet Ready

If a student is determined or self-identifies as not ready to perform a clinical tattoo, one of the following steps will be taken:

1. Retake the Final Practical Evaluation associated with that milestone or service.
2. Petition for Temporary Clinical Deferral, with supporting documentation (e.g., medical, emotional, or personal hardship) if the issue is non-academic in nature.
 - Petitions are reviewed by the Director of Education and must include an anticipated return plan.
 - Until approved, the student remains eligible to be scheduled for clinical assignments.

Students who repeatedly delay or refuse to perform required clinical services without valid documentation may be considered as not meeting academic progress requirements and may be placed on an Educational Improvement Plan (EIP) until readiness is achieved.

Clinical Mentorship and Oversight

During all clinical sessions, students are directly mentored and supervised by a Clinic Facilitator or Instructor. Mentorship includes guidance in:

- Client communication, preparation, and consent procedures.
- Tattoo setup, ergonomics, and cross-contamination prevention.
- Tattoo technique, including linework, shading, color blending, and other approved methods.
- Professional conduct, sanitation, and client aftercare instruction.

Students are expected to arrive fully prepared for each clinical day—reviewing scheduled clients, organizing equipment and supplies, and demonstrating readiness to adapt to real-world tattooing conditions.

Liability Insurance:

Raven Studio Tattoo Academy does not provide insurance for students. It is highly recommended for each student to obtain their own liability insurance prior to attending the Tattoo Clinic Internship.

Graduation Requirements

To be eligible for graduation and certification from Raven Studio Tattoo Academy (RSTA), students must meet all academic, practical, and professional standards outlined below. These requirements ensure that every graduate has demonstrated full competency, professionalism, and readiness to enter the tattoo industry as a qualified practitioner.

Academic and Practical Requirements

- Successfully complete all required courses, labs, and clinical milestones within the Professional Tattoo Artist Practitioner Certification program.
- Earn a minimum cumulative grade of 72% or higher in all academic courses.

- Complete 100% of all required labs and 100% of all clinical tattoo requirements, including each milestone tattoo performed under supervision.
- Demonstrate mastery of core competencies, including:
 - Tattoo design and application techniques
 - Sanitation and cross-contamination control
 - Client communication and consent procedures
 - Equipment setup, maintenance, and troubleshooting
 - Safe and effective tattoo execution
 - Proper aftercare instruction

Attendance and Timeframe

- Complete all program requirements within 150% of the published program length (1013.25 clock hours maximum).
- Fulfill all scheduled lab and clinical attendance requirements as outlined in the Lab Attendance Policy.

Professional Conduct

- Adhere to all Student Code of Conduct and Clinic Policies throughout enrollment.
- Maintain a professional attitude, ethical behavior, and respect for clients, peers, and instructors.
- Demonstrate consistent safety practices, responsibility, and teamwork.

Administrative and Financial Requirements

- Fulfill all financial obligations to RSTA, including tuition, materials, and fees.
- Return all borrowed or issued RSTA property, tools, or equipment.
- Complete all required documentation, including consent forms, clinical logs, and portfolio submissions.

Certification and Transcript

Upon meeting all graduation requirements:

- The student will be awarded the Professional Tattoo Artist Practitioner Certification.
- A final transcript documenting all completed coursework, grades, and clock hours will be issued.
- Students who graduate in good standing are eligible to participate in the RSTA Commencement Ceremony and may request additional transcripts or certification verifications for state licensure applications.

Graduation from Raven Studio Tattoo Academy signifies that the student has successfully demonstrated academic mastery, technical proficiency, and professional integrity in accordance with industry and

institutional standards. Only students who meet all academic, clinical, and financial requirements will be awarded certification.

Trade Student Agreement

Raven Studio Tattoo Academy (RSTA) is a private postsecondary trade school dedicated to preparing students for successful careers in the tattoo industry as Certified Tattoo Practitioners. Enrollment at RSTA represents a shared commitment between the Academy and each student to uphold professional standards and pursue excellence in both artistry and conduct.

Student and Graduate Obligations

By enrolling in RSTA, each student agrees to the following responsibilities:

- Complete all required coursework, labs, and clinical milestones and fulfill all graduation requirements within the designated program timeframe.
- Develop a professional plan for employment or independent practice in the tattoo industry prior to graduation.
- Obtain all necessary state or local licensure immediately after graduation and begin professional work as a Certified Tattoo Practitioner.
- Maintain professional appearance, behavior, and communication while enrolled and after graduation, representing both themselves and the tattoo profession with integrity.
- Uphold the image of tattooing as a respected and skilled trade, contributing to the continued professionalism and positive public perception of the industry.

Professional Conduct

RSTA students are ambassadors of an evolving profession. Each student is expected to conduct themselves with respect, responsibility, and professionalism, both in and out of the classroom. The way students present themselves—to clients, peers, and the public—reflects not only on the Academy, but on the tattoo community as a whole.

Licensing Requirements

Raven Studio Tattoo Academy prepares students to practice in the state in which training is offered and does not guarantee that the credentials earned in the program will transfer to other states. Although licensure laws vary by state, a license is not required in some states to practice the art of tattoo. It is the student's responsibility to contact the state in which they may wish to practice tattoo to determine the specific requirements for licensure. In addition to passing RSTA's required courses, students are required to pass the final exam in order to graduate from the professional tattoo artist program. Please contact the RSTA Admissions Department for further information.

Utah Licensure Regulations

To practice tattoo in the state of Utah, the following must be completed

1. Artist must obtain certification in Blood Borne Pathogens (BBP) for tattoo artists
2. Recertification of BBP training must be updated every 12 months.
3. Certificates must be posted in the work place for yearly inspection by the Health Department

For more information and to obtain an application for licensure, contact:

Utah Department of Health and Human Services

195 north 1950 west

Salt Lake City, Utah 84116

www.dhhs.utah.gov

Phone: (833)353-3447

Local municipal ordinances may apply in the absence of state law. It is the responsibility of the student to know the licensing requirements for the state/county/municipality that they desire to work in and that they must contact the state/county/municipality to verify licensing information.

Placement Services

Raven Studio Tattoo Academy (RSTA) is dedicated to helping graduates transition successfully from education to employment within the tattoo industry. The Academy provides a comprehensive, skills-based education that prepares students for professional opportunities as Certified Tattoo Practitioners. While RSTA cannot guarantee employment or specific salary outcomes, the Academy offers extensive career support resources designed to help each graduate achieve their individual professional and lifestyle goals.

Career Preparation and Support

RSTA provides students with tools and guidance to support career success, including:

- Professional development courses covering resume and portfolio building, interview preparation, and business plan writing.
- Training in client communication, branding, and studio professionalism to enhance employability and client retention.
- Access to the RSTA Affiliate Network, a growing system of partnered tattoo studios that collaborate with the Academy to offer:
 - Clinical training and mentorship opportunities,
 - Affiliate-hosted student placements for real-world experience, and

- Employment consideration for RSTA graduates in good standing.

Through the Affiliate Network and professional coaching, RSTA actively connects graduates with working professionals, shop owners, and educators across the industry, helping them find positions that align with their artistic and professional goals.

Graduates are encouraged to remain in contact with the Academy after completion for continued networking opportunities, mentorship, and potential referrals through the RSTA Affiliate Program.

Student Acknowledgements

Arbitration Agreement:

The student and Raven Studio Tattoo Academy (RSTA) agree that any dispute, claim, or controversy between the student and RSTA (including any of its owners, directors, employees, or agents) arising out of or related to:

1. This Enrollment Agreement or the student's recruitment, enrollment, or attendance at RSTA;
2. The education or training provided by RSTA;
3. Financial aid, tuition, billing, or payment disputes;
4. Any act, omission, or representation made by RSTA or its employees during or after the student's attendance; or
5. The enforceability, existence, scope, or validity of this Arbitration Agreement,

shall be resolved through binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) and the Federal Arbitration Act (9 U.S.C. §§ 1–16).

Judgment upon the arbitration award may be entered in any court of competent jurisdiction. There shall be no right or authority for any claim within the scope of this agreement to be arbitrated or litigated on a class or collective basis.

Each party shall bear the expense of their own legal counsel, experts, witnesses, and related costs.

This arbitration agreement limits certain rights, including:

- The right to bring or participate in a lawsuit;
- The right to a jury trial; and
- The right to engage in discovery or appeal beyond what is allowed in arbitration.

Right to Reject:

The student may reject this Arbitration Agreement by mailing a signed rejection notice to:

Raven Studio Tattoo Academy – Administrative Office

2343 North 400 East, North Ogden, UT 84414

Email: contact@ravenstattooacademy.com

Rejection must be received within thirty (30) days after signing the Enrollment Agreement. The rejection notice must include the student's full name, address, phone number, and signature.

Photo and Media Release:

By enrolling in Raven Studio Tattoo Academy, the student authorizes the Academy to use photographs, videos, and/or testimonials that may include their likeness or statements for educational, promotional, and marketing purposes.

These materials may appear in print publications, social media, digital advertising, or other media owned by RSTA.

Students who prefer not to have their image or likeness used must submit a written request to opt out to the Administrative Office.

Field Trip and Off-Campus Release:

As part of the educational experience, students may participate in off-campus activities, including school career day events, workshops, conventions, or field trips. Participation in such events is voluntary.

Students must sign a Field Trip Release Form prior to participation, releasing RSTA from any liability for accidents, injuries, or property loss occurring during these off-site events.

Students who do not participate will be provided with alternative educational assignments to meet course requirements.

Confidentiality – Student Responsibility

During their enrollment and after graduation, students may have access to confidential and proprietary information belonging to RSTA, including but not limited to:

- Course materials, assessments, and lesson plans;
- Educational methods and processes;
- Internal communications, documents, or intellectual property.

Students agree not to reproduce, share, or distribute any confidential materials outside the Academy without written authorization. Any unauthorized use or disclosure of proprietary information is grounds for disciplinary action, including possible dismissal and legal action for damages or injunctive relief.

Confidentiality – RSTA (FERPA)

Raven Studio Tattoo Academy complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.

Under FERPA, students have the right to:

- Inspect and review their educational records;
- Request amendments to correct inaccuracies; and
- Control disclosure of personally identifiable information from their records.

RSTA will not release student information without written consent, except as permitted under FERPA (e.g., disclosures to accrediting agencies, VA representatives, or lawful subpoenas).

Questions or complaints regarding FERPA compliance may be directed to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Visitors on Campus:

For safety and compliance, all visitors must check in at the administrative office upon arrival. Visitors will receive a Visitor Pass before entering classrooms, labs, or clinic areas.

Visitors include any individual who is not:

- Currently enrolled as an RSTA student,
- Employed or contracted by RSTA, or
- Approved as a guest speaker, vendor, or affiliate partner.

Unauthorized visitors may be asked to leave the premises to maintain the safety and privacy of students, clients, and instructional spaces.

Student Acknowledgement

By enrolling in Raven Studio Tattoo Academy, each student acknowledges that they have read, understood, and agree to the policies outlined in the RSTA Student Catalog and Handbook, including all institutional policies, financial terms, and conduct expectations.

RSTA Clinical Internship Contract and Guidelines

The Raven Studio Tattoo Academy (RSTA) Clinical Internship represents the final stage of training in the Professional Tattoo Artist Practitioner Certification program. It allows students to apply their technical, artistic, and professional skills in a real-world studio environment under the supervision of clinic facilitators.

The Clinical Internship is designed to help students develop confidence, precision, professionalism, and client communication skills while performing supervised tattoo services on live clients. This learning environment is structured to uphold the highest standards of safety, ethics, and public health.

Clinical Evaluation

The Clinical Internship is a graded component of the program and must be successfully completed to qualify for graduation.

- Students will undergo formal evaluations by RSTA Clinic Facilitators based on client safety, technical performance, professionalism, and adherence to procedures.
- Clients will provide feedback through evaluation forms after each session. The Clinic Facilitator will review this feedback and share relevant comments with the student to support improvement.
- If a student's performance is found to be unsatisfactory or unsafe, the Clinic Facilitator will:
 1. Document the areas requiring improvement,
 2. Provide guidance and corrective action steps, and
 3. Issue a Communication and Improvement Form, which becomes part of the student's record.
- Students who fail to demonstrate progress or competency may be placed on an Educational Improvement Plan (EIP) or be required to repeat clinical components before progressing.

Liability Insurance

All RSTA students performing tattoos in the Clinical Internship are covered under the Academy's general liability and professional coverage policy during active enrollment.

Students who extend their enrollment period beyond the standard program length or who participate in off-site clinical affiliates may be required to maintain their own personal professional liability insurance through a recognized provider approved by RSTA.

Attendance and Punctuality

Clinical attendance is mandatory. Students are expected to:

- Arrive at least 30 minutes prior to their scheduled client appointment.
- Be fully prepared with setup complete and workstation sanitized before the client's arrival.
- Notify the Clinic Facilitator in advance if unable to attend a scheduled session.
- Arrange a make-up session through the Clinical Coordinator when necessary.

Unexcused absences or tardiness negatively impact grades and professional standing.

Three (3) unexcused absences may result in removal from the clinic. Continued violations may result in dismissal.

Excused absences include documented emergencies such as:

- Medical emergencies or hospitalization
- Death in the immediate family
- Court appearances or military obligations

All documentation must be submitted within five (5) days of the absence.

Professional and Ethical Standards

Students in the Clinical Internship are expected to uphold the highest standards of professional conduct.

Behaviors that demonstrate integrity, responsibility, and respect are mandatory in all client interactions.

Students must:

- Treat every client, classmate, and instructor with courtesy and professionalism.
- Use professional language and maintain appropriate personal boundaries.
- Refrain from discrimination, harassment, or conduct that disrupts the clinic environment.
- Follow all health, safety, and sanitation protocols taught in prior courses and labs.
- Accurately record all client and tattoo documentation without falsification.

Violations of professional or ethical standards may result in disciplinary action, grade reduction, or dismissal.

Safety and Client Care

Students are responsible for maintaining client safety at all times.

A student may be removed from a session or dismissed from the program for any of the following:

- Performing unsafe procedures or violating cross-contamination protocols.
- Tattooing outside of approved supervision or assigned clinical hours.
- Engaging in behavior that places the client's physical or emotional well-being at risk.
- Failing to report accidents, contamination, or client injuries to the Clinic Facilitator immediately.

All tattoo services must be performed under the direct supervision of an approved Clinic Facilitator.

Confidentiality

Client information and artwork are confidential. Students must:

- Discuss client information only with facilitators in private settings.
- Keep all consent forms, records, and images secured within the clinic.
- Use client initials on all written assignments or discussion references.
- Never reproduce or share client images or personal information on social media without written consent.

Any breach of confidentiality is grounds for disciplinary action or dismissal.

Dress Code and Professional Appearance

RSTA students must maintain a professional, clean, and hygienic appearance consistent with industry standards.

Dress Code Requirements:

- Closed-toe shoes must be worn for all tattooing activities.
- Hair must be secured away from the face.
- Fingernails must be clean and trimmed short to prevent contamination.
- No jewelry on hands or wrists during tattooing.
- Strong fragrances, perfumes, or smoke odors are not permitted.

Failure to comply with the dress code may result in removal from the clinic for the day and potential grade penalties.

Injury or Emergency

Students must immediately report any injury, needlestick, or exposure incident to the Clinic Facilitator or Director.

A written incident report must be completed, and appropriate medical protocols followed.

RSTA and its affiliate partners are not responsible for personal injury or property loss occurring while traveling to or from clinical assignments or off-site events.

Client Payments and Tips

- Students may only perform tattoo services under RSTA supervision as part of their clinical education.
- Clients are not required to pay for tattoos performed in the clinical although if the student wishes to charge for the services the client must pay the student directly for services rendered during the Clinical Internship.
- Tips provided voluntarily by clients during supervised sessions may be accepted by the student, per RSTA policy.

Supplies and Equipment

Students are responsible for maintaining a professional setup at all times.

Failure to maintain a professional, clean, and organized station may result in dismissal from the session.

Clinical Expectations Summary

- Arrive on time, fully prepared, and in proper attire.
- Demonstrate safe, ethical, and professional tattooing practices.
- Communicate clearly and respectfully with clients and staff.
- Follow all supervision and documentation requirements.
- Complete assigned tattoos with precision, care, and respect for the art and client.

Failure to meet these expectations may result in removal from the clinical setting, remediation, or dismissal from the program.

Acknowledgement

By participating in the Clinical Internship, each student agrees to uphold RSTA's professional and ethical standards, follow all clinical policies, and represent both themselves and the tattoo industry with integrity.

Students must sign the Clinical Internship Contract prior to beginning any tattoo work on live clients.

Crime Prevention and Security Procedures Awareness

At Raven Studio Tattoo Academy, we prioritize the safety and security of our entire campus community.

All new students and staff members are informed about our campus security procedures and policies.

Acknowledgment of these procedures is confirmed by signing the signature page of the Raven Studio Tattoo Academy Enrollment Agreement.

Our program is designed to highlight the importance of personal responsibility for security, including the protection of personal property and the safety of others. We encourage all community members to be proactive in maintaining a secure environment.

Through our internal awareness and reporting network, overseen by our campus security authorities, we aim to minimize or eliminate potential security issues. This collective effort helps ensure a safe and secure campus for everyone.