

future | professionals
makeup
academy

fpma Manual

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SPECIAL THANKS

The **future professionals makeup academy** manual would not be possible without the invaluable contributions of our wonderful team:

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Guide 1: Specialist Program

About the **future professionals makeup academy**

The **future professionals makeup academy** (fpma) is a premier online makeup school for future professionals and taught by international celebrity makeup artist and bestselling author Robert Jones. The academy provides the education needed to apply makeup at a professional level with step-by-step, high-definition makeup tutorial videos. The course starts at the Apprentice level, continues through Masters, and concludes with Working Like a Pro. Each lesson is designed to build on the previous lesson so future professionals have a strong foundation of knowledge and professional technique.

The future professionals makeup academy includes:

- **Over 60 step-by-step, high-definition course videos** taught by Robert Jones. Videos can be watched from an iPad, mobile device, or computer at any time of the day, 7 days a week. Future professionals can play, pause, practice, rewind, and play again as often as needed to learn new skills.
- **Downloadable course materials** to create a beauty manual for on-the-go or those times when the future professional just needs a quick refresher.
- **Quizzes with each course video** that let future professionals test their knowledge to ensure learning is occurring. They can retake each quiz as many times as needed to receive a “passed” result (100%).
- **Quiz scores** that future professionals can view any time to keep track of their progress throughout each level.
- **An official certificate of completion** signed by Robert Jones and mailed directly to the future professional. The certificate is a “credibility booster,” showing guests that the future professional is a fully trained makeup artist who can help them look and feel more beautiful. Future professionals can also use the certificate to secure professional makeup discounts at cosmetic retailers throughout the USA.

Future professionals will have complete and instant access to the future professionals makeup academy and all of the course videos for a full year as they learn, practice, and apply their knowledge. At the end of the course, learners should be able to apply makeup professionally and work as makeup artists or charge for makeup artist services.

Specialist Training: **Using the fpma manual**

The **fpma specialist training** outlines the fpma specialist's role as both a successful community member and a technical resource for the future professionals makeup academy. The fpma specialist training includes a review and implementation of the fpma manual as well as completion of the future professionals makeup academy, which includes tutorials, quizzes, hands-on learning activities, and worksheets. This manual and your fpma training support your role as an fpma specialist and provide you with the tools necessary to implement the future professionals makeup academy into your school.

fpma Specialist **Job Description**

Objective

The **fpma specialist** creates and facilitates the future professionals makeup academy and ensures the use of all current learning materials and technical curriculum. He or she motivates, mentors, and coaches all future professionals in makeup artistry and focuses on creating rich learning experiences in the classroom.

Qualifications

The fpma specialist maintains a current cosmetology, barbering, esthetic, or nail and instructor license in accordance with his or her state board(s). He or she is required to maintain a current license on file with the future professionals makeup academy.

Skills Specialist: Essential Functions

The fpma specialist:

1. Follows and administers the future professionals makeup academy curriculum and lessons for makeup artistry and provides ongoing support as an fpma specialist and mentor for newly hired staff and fellow learning leaders
2. Coordinates and oversees the fpma worksheets each month and assesses future professionals based on their completion of the fpma worksheets
3. Is proficient in Millennium appointment scheduling and report maintenance
4. Supports the future professionals makeup academy in the dedicated makeup learning zone and supports Paul Mitchell Schools' makeup specialty classes and guest artist classes
5. Acts as an onsite expert and information resource on makeup theory application, techniques, and sanitization requirements in the clinic classroom
6. Takes an active role in training and co-certifying learning leaders and works with the education leader to support the growth of each learning leader on his or her certification
7. Maintains current and accurate student and lesson files
8. Maintains and models clinic classroom learning and professional expertise by remaining current with state board requirements
9. Travels, on a limited basis, to specialist trainings and advanced technical skills trainings
10. Attends Pow Wow, monthly town hall, and staff trainings
11. Travels domestically for recruitment and professional development

Important note: This work is performed in an indoor environment and requires frequent sitting, standing, bending, walking, repetitive motion, and vision for monitoring future professionals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Resource Expert

The future professionals makeup academy certifies the fpma specialist in the technical area of makeup. The fpma specialist:

1. Illustrates the basics of the field in which he or she is certified
2. Certifies future professionals through the future professionals makeup academy training, using the materials, systems, tools, and cultural programs from the future professionals makeup academy

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3. Demonstrates the most current terminology and skills and uses lesson plans that include an “open, body, and close” outline
 4. For each phase of learning, follows a current course plan that includes peer tutoring and interactive individualized mini classes
 5. Uses handouts, videos, and models to create a fun, active classroom
 6. Maintains all Core, Protégé, Adaptive, and Creative lessons and handouts in a neat and ordered course filing system
 7. Coaches, mentors, and inspects the implementation of all specialty skills in the classroom and in the clinic classroom, providing training and feedback to the team as necessary

Learning Leader

The fpma specialist masters learning leader skills. The fpma specialist:

1. Uses game planning, learning systems, C.L.A.S.S. skills, lesson planning, learning mapping, nonlinear note-taking techniques, and classroom reporting
2. Makes effective learning environments and learning centers that incorporate all multiple intelligences in the classroom and in the clinic classroom
3. Encourages future professionals to stay forward focused and solution oriented
4. Tracks future professionals' attendance and progress and maintains future professionals' files and worksheets

Community Member

The fpma specialist is a happy and professional community member who performs the mission of Paul Mitchell Schools. The fpma specialist:

1. Attends Pow Wow, staff training, town hall, FUNraising events, Free Hugs Day, Caper, super service days, graduation, and celebrations to sustain the school culture
2. May be asked to perform other tasks as needed that do not appear in the job description

fpma Specialist Role

The role of the fpma specialist is to motivate, manage, mentor, and coach our future professionals and learning leaders along their journey in makeup. The fpma specialist leads the future professionals in makeup learning and application and provides a rich learning experience in the classroom and in the clinic classroom. In addition, the fpma specialist supports learning leaders in mastering the technical courses and in completing their certification in the future professionals makeup academy.

The fpma specialist works in conjunction with the education leader in creating and facilitating the makeup specialty training calendar and makeup guest artist classes, ensuring the use of the most current learning materials and technical curriculum. Guest artist classes are based on the needs of the future professionals and can be tailored toward opportunities for growth in particular areas of makeup.

The fpma specialist is the resource expert who provides guidance to future professionals as well as learning leaders. Because the fpma specialist is certified through the future professionals makeup academy and supports the Paul Mitchell Schools' makeup curriculum, it is imperative that the fpma specialist is fluent in the terminology spoken through the future professionals makeup academy as well as John Paul Mitchell Systems. The combined collaboration between the future professionals makeup

academy and John Paul Mitchell Systems will enhance the future professionals' education and support your school's growth while creating a rich learning experience.

The fpma specialist:

- Coaches future professionals and learning leaders on technical content, skills, knowledge, and terminology
- Ensures that content is consistent with the future professionals makeup academy curriculum
- Ensures that the proper tools are being used correctly
- Hosts fpma specialist mentors and/or other team members from another school during in-house training
- Attends fpma specialist training, bringing back and sharing new information with other learning leaders.
- Teaches guest artist classes based on the needs of the future professionals
- Maintains and updates all fpma worksheets in Notability
- Maintains and updates all student files
- Follows and teaches all John Paul Mitchell Systems makeup specialty classes while remaining fluent in the future professionals makeup academy
- Conducts individualized mini-classes based on the needs of the future professionals
- Game plans with future professionals to ensure they are on track to becoming certified
- Maintains and manages the daily reservation book, keeping accurate records of those working in the makeup learning zone
- Supports future professionals in building their online makeup portfolios
- Supports future professionals in completing the makeup honors requirements
- Emails fpma worksheets to future professionals

Becoming an fpma Specialist

The fpma specialist completes the certification required to fulfill his or her duties as a resource expert. The fpma specialist commits to ongoing training to master individualized mini classes, build quality lesson plans, and support the growth of the future professionals makeup academy.

fpma Specialist Mentor Guidelines

The **fpma specialist mentor** is a team member in training who acts as an assistant in the makeup learning zone to help facilitate classroom logistics. He or she may perform the following duties:

- Assist in setting up the makeup learning zone
- Support the fpma specialist in the future professionals makeup academy roll call
- Administer metal palettes, spatulas, and any other necessary tools for makeup application
- Modify time blocks and maintain the daily reservation book
- Shadow game plans with future professionals to fulfill required fpma worksheets
- Manage future professionals' fpma worksheets in Notability
- Administer additional tallies for those working in the makeup learning zone

-
- Email fpma worksheets to future professionals
 - Organize and inventory all classroom supplies
 - Facilitate cleanup, ensuring each station is in accordance with state board guidelines
 - Assist with celebrating future professionals over the intercom when they complete the future professionals makeup academy

The fpma specialist mentor may or may not be allowed to facilitate learning or lead classes. Follow all state board and federal guidelines first.

Classroom **Guidelines**

1. **Be on time.**
 - Set a schedule for classroom time. The fpma recommends that you follow your school's clinic classroom time.
 - Future professionals who are not set up or cannot find a model within 15 minutes of start time will be unblocked from the future professionals makeup academy for the day to work in a tech zone or take guests.
2. **Time blocks are time commitments.**
3. **All fpma testing must be completed to reserve time in the classroom.**
4. **Models can be future professionals, family, or friends.** If using a future professional, the future professional cannot be back on track. Family and friends receive their first makeup application for free as a model.
5. **No cell phones or iPads.** Cell phones and iPads may be used to take before-and-after photos of work only and must remain inside the station drawer at all other times. Improper use of cell phones and iPads will result in dismissal from the makeup learning zone.
6. **No food or drinks allowed.**
7. **Always leave the classroom (makeup learning zone) in a spotless condition.** The mirror, station, and chair must be wiped down and trash can emptied. Palettes, spatulas, and beautyblenders must be thoroughly cleaned and disinfected before returning.
8. **Be respectful.** If assistance is needed with makeup applications, ask for support from the makeup specialist only. Models may not assist verbally or physically with any part of the makeup application.
9. **Have fun!** You are in control of your career in makeup artistry. With your commitment and full dedication, your opportunities are endless.

Guide 2: Makeup Learning Zone

Finding the **Perfect Location**

The **makeup learning zone** is a dedicated area in which future professionals work on makeup applications and/or watch the future professionals makeup academy videos. When looking for the perfect location to set up the makeup learning zone, it is important to consider this question: is the makeup learning zone visible to tours? The answer should be YES!

It is ideal to select an outer row of the clinic classroom, in the direct path of tours, so the admissions leader can direct attention to the future professionals makeup academy. This will also assist in growing the future professionals makeup academy in Paul Mitchell Schools. It is not recommended that the makeup learning zone be in the center of the clinic classroom, due to lack of visibility for tours.

Selecting the perfect location should be collaborated with the school's director, education leader, sales leader, and admissions leader to ensure proper flow of education, guest services, and tours.



Determining the **Number of Stations**

The number of stations is based on the number of future professionals enrolled in the future professionals makeup academy and whether they are in the Adaptive or Creative level. The following formula will help you determine how many stations are needed:

- How many future professionals (at most) are in the clinic classroom in Adaptive and Creative?
- How many days each week are stations needed for the fpma?

$$\# \text{ of future professionals} \div \# \text{ of days} = \# \text{ of stations}$$

Example:

25 future professionals \div 5 days = 5 stations

or

25 future professionals \div 4 days = 6.25 stations

→ round up to 7 stations

Determining the **Amount of Work Time**

The goal is to provide at least 3–4 hours, one day weekly, of work time to allow the future professionals to complete the future professionals makeup academy by the time they complete the Paul Mitchell Schools program. It is recommended to increase the amount of work time by 1 hour for every 100 hours if the state board cosmetology hour requirements at your school is less than 1600 hours.



Setting up **the Station**

When setting up the stations in the makeup learning zone, it is recommended to invest in the equipment and supplies listed below for successful branding and to create a functional makeup learning zone:

1. Makeup lights (The Makeup Light from www.themakeuplight.com): one per station
2. Soiled brush holder: one per station
3. Mini trash cans: one per station
4. Rolling carts: one per station
5. Metal palettes and spatulas: one per station
6. Brush cleaner: supply as needed
7. The original beautyblender®: supply as needed
8. Disposable makeup sponges: supply as needed
9. Beautyblender liquid or solid blendercleanser®: supply as needed
10. Disposable mascara wands: supply as needed

Materials can be purchased from:

<http://futureprofessionalsmakeupacademy.com/product-category/tools>



The photos below show how to position the stations in the makeup learning zone for branding and a unified look within Paul Mitchell Schools.



Guide 3: Getting Started

Setting Up an **fpma Email**

Setting up an email account dedicated to the future professionals makeup academy is recommended so you can also create a separate Google Drive account for student files and records, fpma worksheets, and other related documents.

To set up a separate fpma email account, contact your school's director to create the email "fpma@yourschool.paulmitchell.edu" through Google Apps. The name on the email should be as follows:

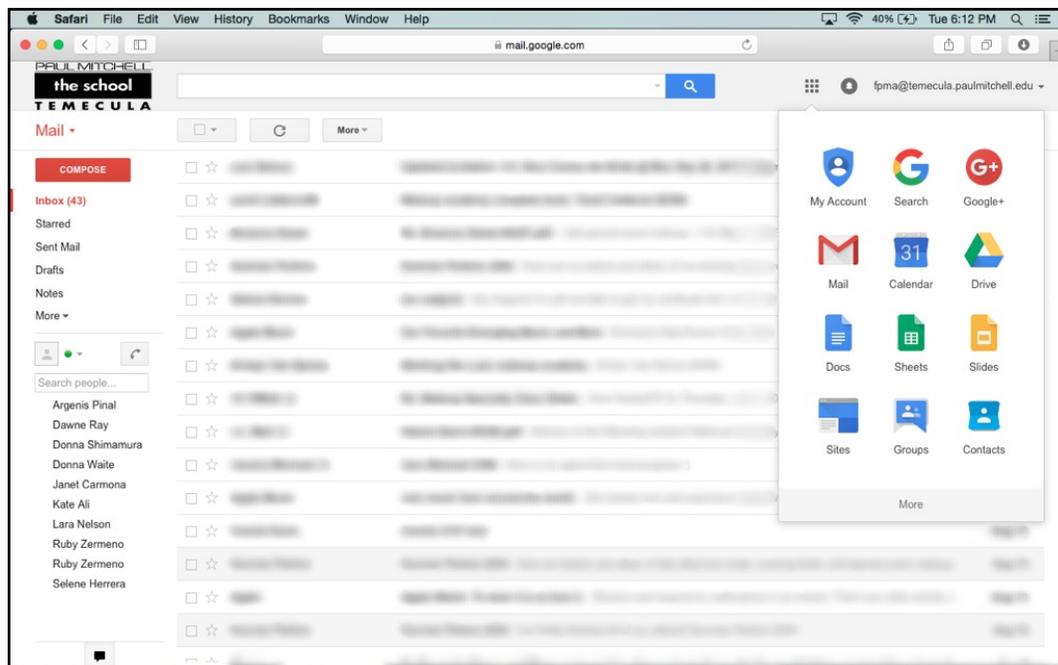
first name: fp

last name: makeup academy

Setting Up **Google Drive**

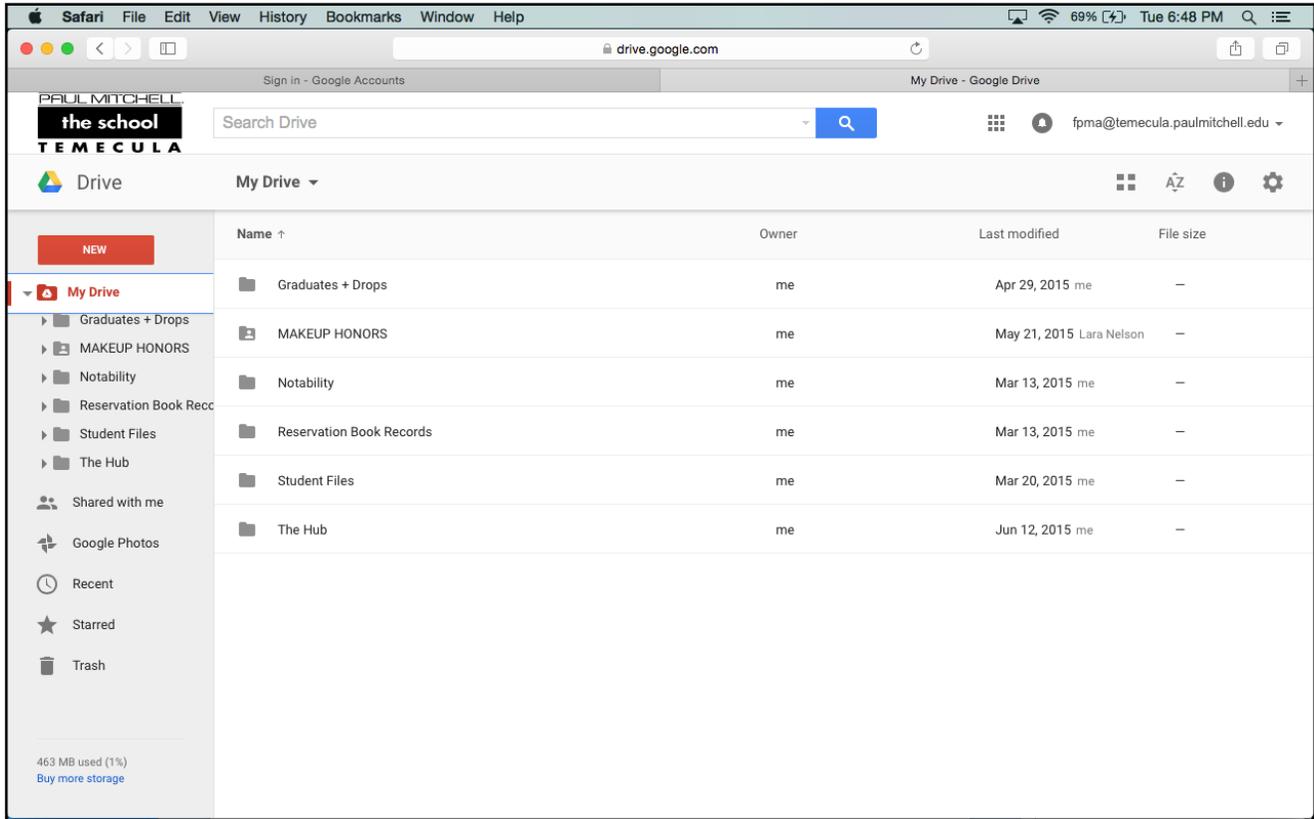
Google Drive is an essential program used to create and save student files, keep accurate records, and save completed fpma worksheets and other important documents. Using Google Drive under the fpma email allows all files and documents to be easily accessible by the school owner and fpma specialist. If there is a shift in roles with the fpma specialist, it is as simple as managing the password to have the account switched and managed by the new fpma specialist. This eliminates the need for transferring student files and documents and the potential for losing them entirely.

1. Log into the fpma email. Click on the icon in the upper right-hand corner; it resembles a Rubiks Cube or series of squares. A dropdown menu will appear as shown. Click on the "Drive" icon to activate Google Drive.



Organizing Google Drive

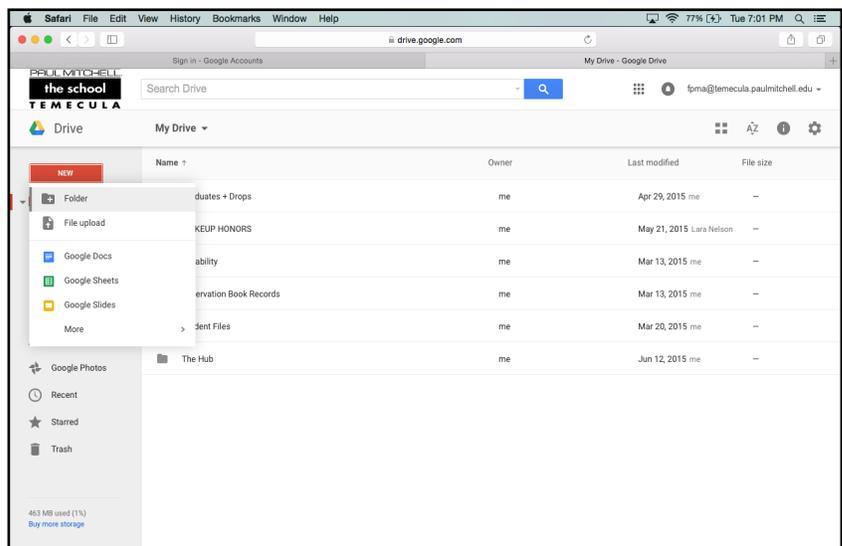
Below is an example of how to organize Google Drive. Use the following folders to keep accurate records and ensure that you can answer questions, if they arise, regarding the future professionals makeup academy.



2. Begin creating folders by clicking the red "NEW" button located in the left-hand menu. A dropdown menu will appear. Click on "FOLDER" to create a new folder.

Create the following folders:

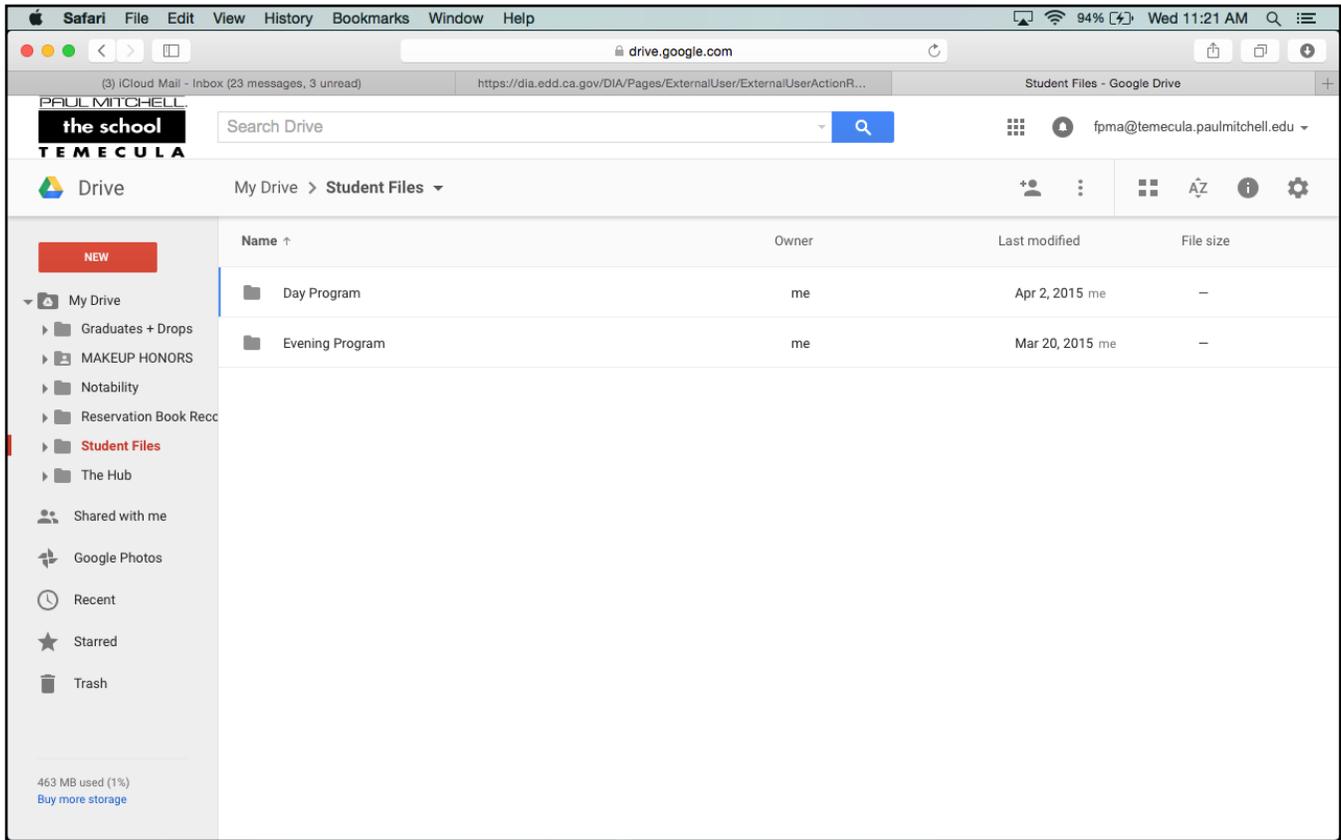
- Graduates + Drops
- Makeup Honors
- Notability
- Reservation Book Records
- Student Files
- The Hub



Creating Student Files

Student files are essential for keeping accurate records of signed and completed fpma worksheets. In the event that you need the signed worksheets, your student files will be available and easily accessible via Google Drive.

Within the Student Files folder that you previously created, create the folders “Day Program” and “Evening Program.” If your school has a 5-day and 3-day program, separate folders can be created if desired.



Student files must be created for each future professional who enrolls in the future professionals makeup academy. After the “Intro to fpma” class in Core, each future professional’s name, student ID number, and email address needs to be obtained. Student files can then be created upon completion of the introductory class.

Guide 4: Notability

Introduction to **Notability**

Notability is an application specifically designed for Macs, iPads, and iPhones. According to the product description, it allows users to “take notes, sketch ideas, annotate PDFs, mark-up photos, record lectures, provide audio feedback, and more. It is uniquely designed for each device to provide the best note taking experience at school, at home, and at work.”

Why Use **Notability**?

Notability is the perfect application to use with the future professionals makeup academy because of its ability to import and manage fpma worksheets and to modify the fpma reservation book and other supporting documents. It is recommended that a sole fpma iPad is ordered and not used by other departments or specialists. This keeps any unrelated documents separate from the future professionals makeup academy.

Here are some additional benefits of using Notability for the future professionals makeup academy:

- One local place for all fpma worksheets
- Ability to check and know future professional progress within the future professionals makeup academy in real time
- Ability to game plan in the event a future professional is falling behind
- Saves the school money because of the reduced use of printed paper
- Ability to work with graduates who have not completed the future professionals makeup academy
- No more lost fpma worksheets
- Easily share worksheets and documents with future professionals or staff members
- Automatic backup to fpma Google Drive
- Easy to hand over documents

Setting Up **Notability**

Download Notability from the App Store. The investment for the iPad / iPhone application is \$5.99.

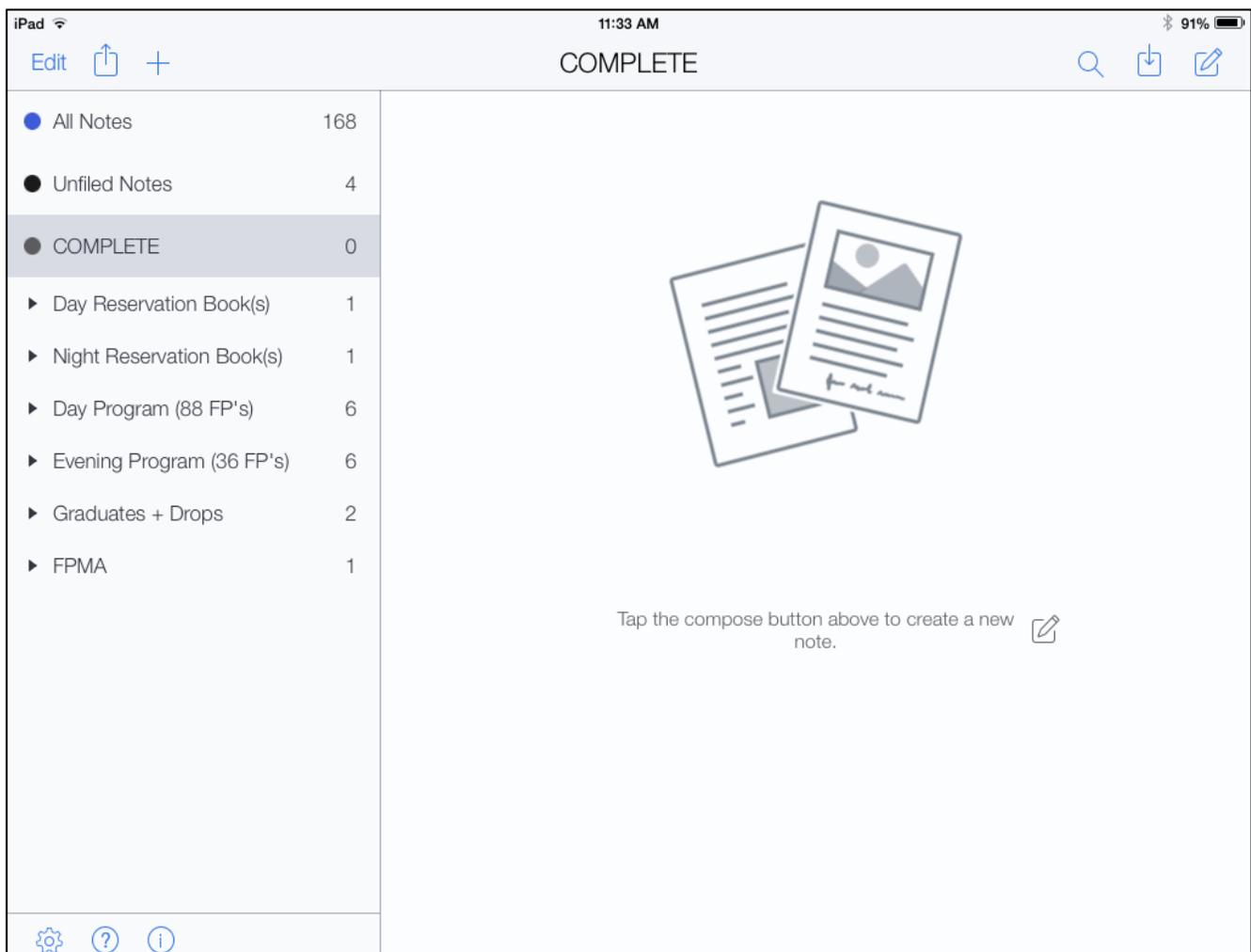


Organizing **Notability**

All documents within Notability can be organized into subjects. Dividers are used to group subjects. Below is an example of how to organize Notability. It can be customized and reorganized as you deem necessary.

1. Create the following dividers:

- Day Reservation Book(s)
- Night Reservation Book(s)
- Day Program
- Evening Program
- Graduates + Drops
- fpma



2. Create the subject "Day Commitments" and file under the "Day Reservation Book(s)" divider.

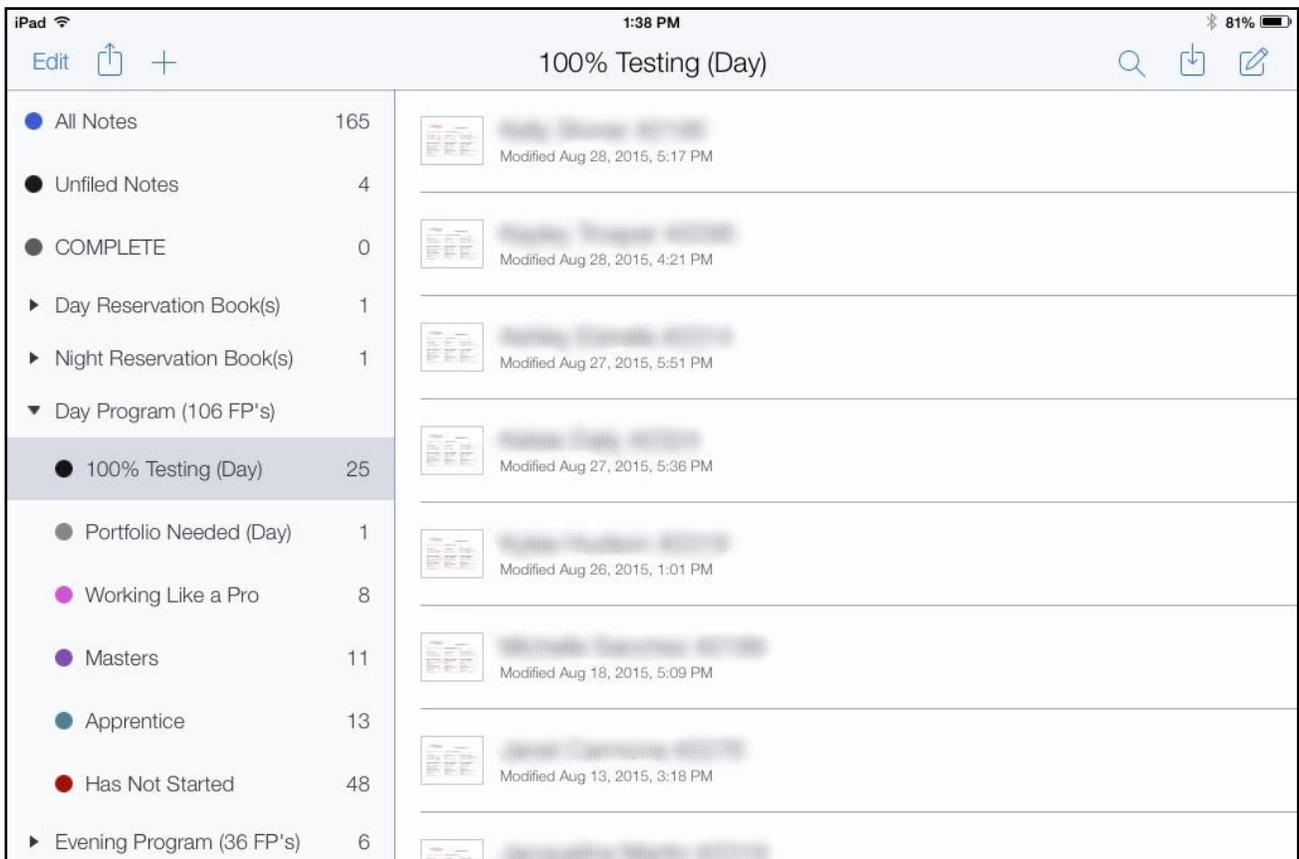
3. Create the subject "Night Commitments" and file under the "Night Reservation Book(s)" divider.

4. Create the following subjects and file them under “Day Program”:

- 100% Testing (Day)
- Portfolio Needed (Day)
- Working Like a Pro
- Masters
- Apprentice
- Has Not Started

5. Create the following subjects and file them under “Night Program.”

- 100% Testing (Night)
- Portfolio Needed (Night)
- Working Like a Pro (Night)
- Masters (Night)
- Apprentice (Night)



- Has Not Started (Night)

6. Create the following subjects and file them under “Graduates + Drops”:

- Graduates

-
- Drops

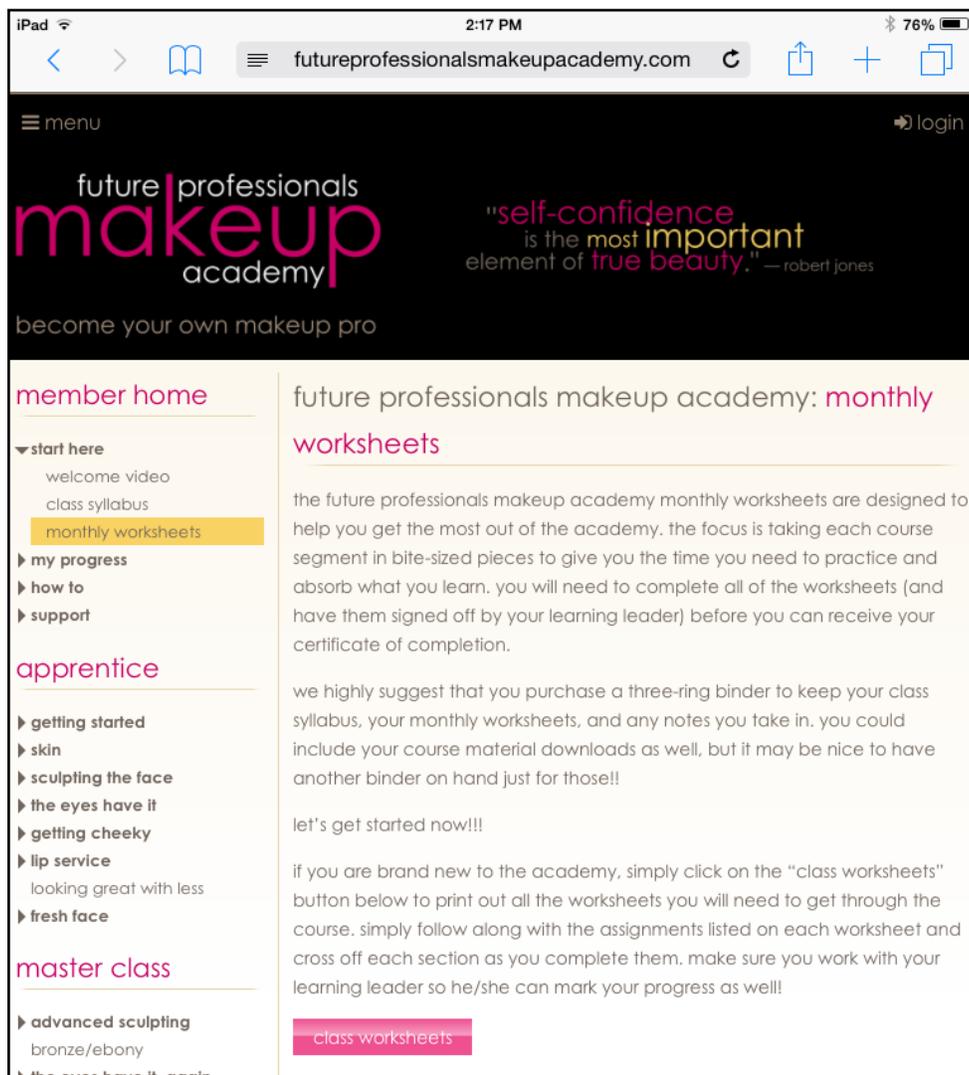
7. Create the subject "Staff Members" and file it under "fpma."

Importing **fpma Worksheets and Supporting Documents**

There are two different ways to import the fpma worksheets: importing through the website www.futureprofessionalsmakeupacademy.com and importing via Google Drive.

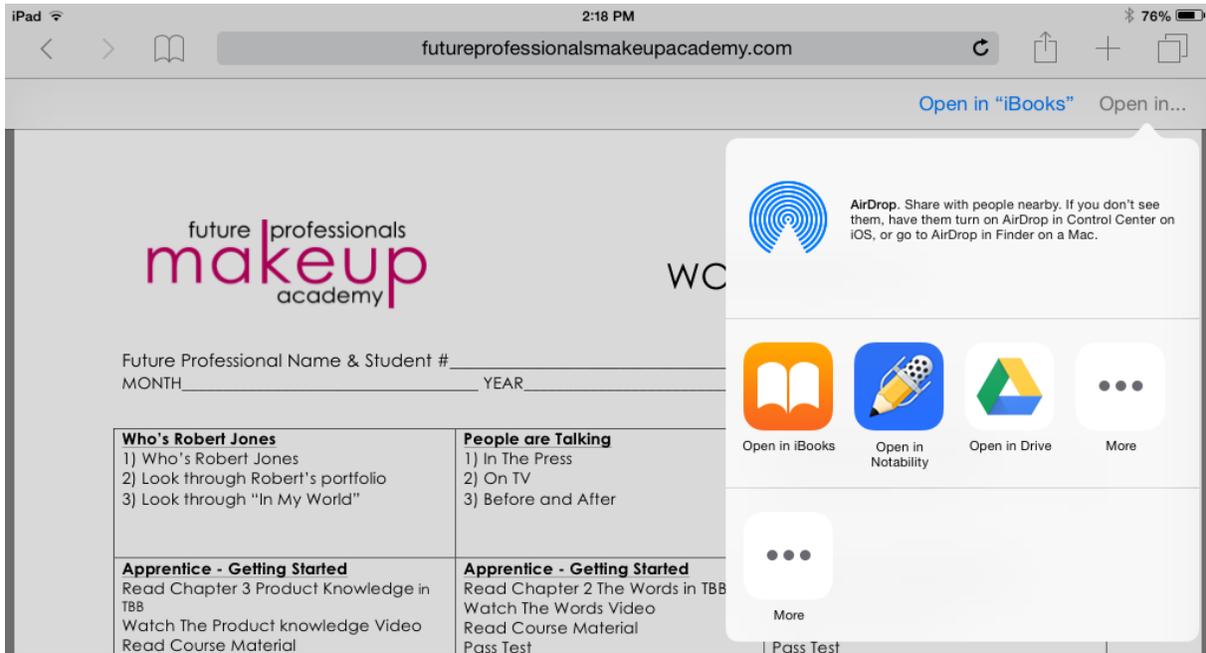
Importing via fpma Website

1. Go to the website www.futureprofessionalsmakeupacademy.com.
2. Click on "Academy."
3. Click on "Start Here" and then "Monthly Worksheets."

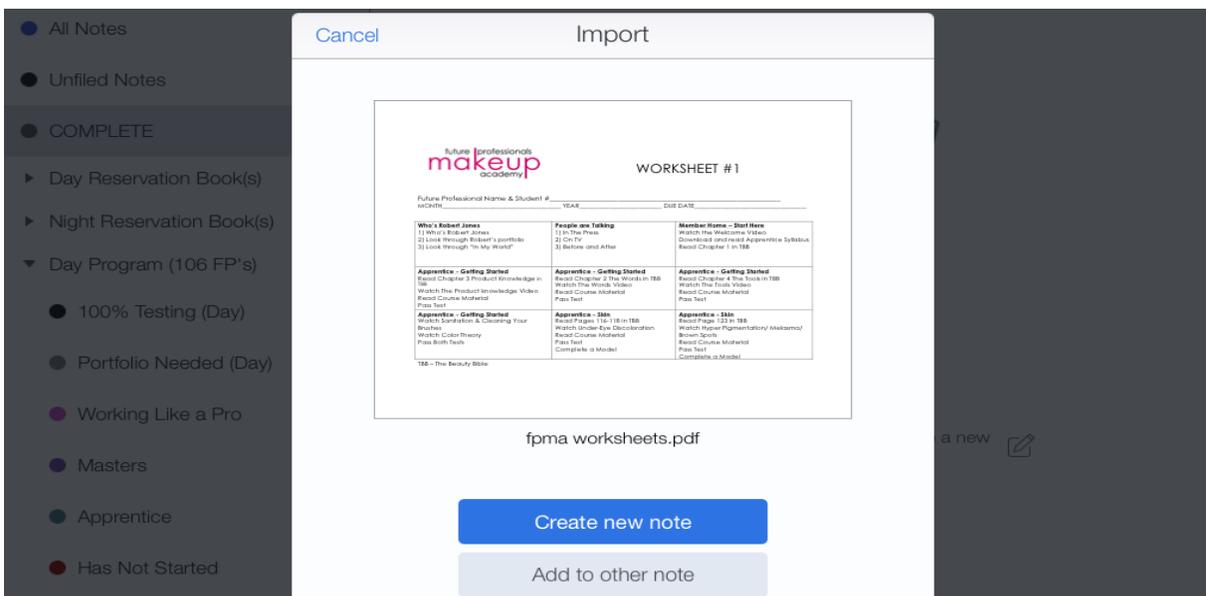


4. Scroll down and click on the pink button labeled "class worksheets." The worksheets will load in your website browser.

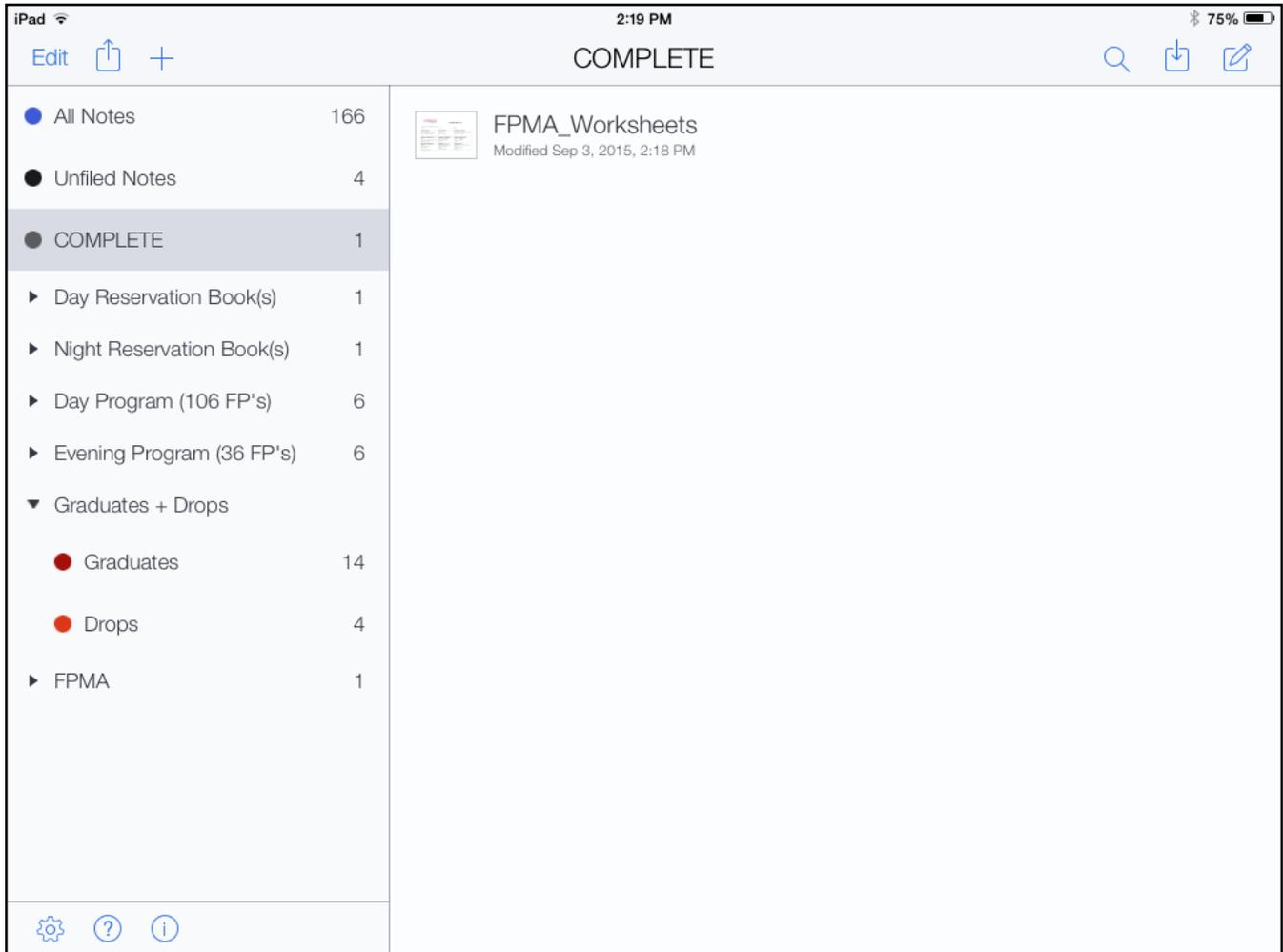
- In the upper right corner of the browser, you will notice two hyperlinks: "Open in iBooks" and "Open in..." If for some reason you cannot see the two hyperlinks, tap the iPad screen once with your finger and the hyperlinks will appear.
- Click "Open in..." and then the "Open in Notability" button. The fpma worksheets will load and open inside the Notability application.



- Click on "Create new note" on the next screen, and make sure all pages are selected. The bottom right corner shows the location where the fpma worksheets will be uploaded. Once you select the appropriate folder, click the upper right corner that says "Import."



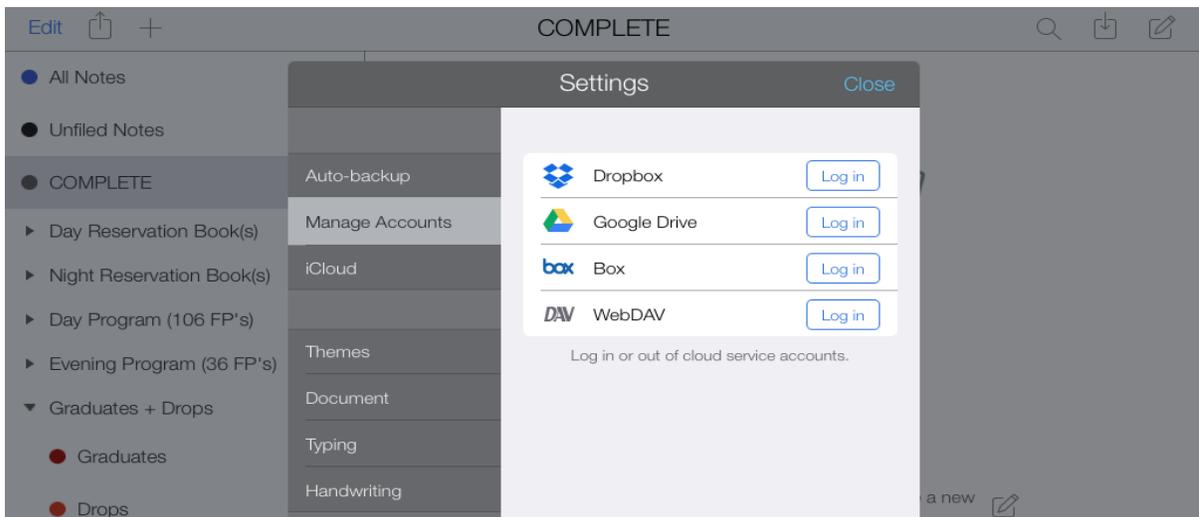
(For example purposes, we uploaded the fpma worksheets into the subject "Complete." We recommend that you upload the fpma worksheets into "Unfiled Notes" and save it as a master copy. This will save you time when you need to create new worksheets for new future professionals.)



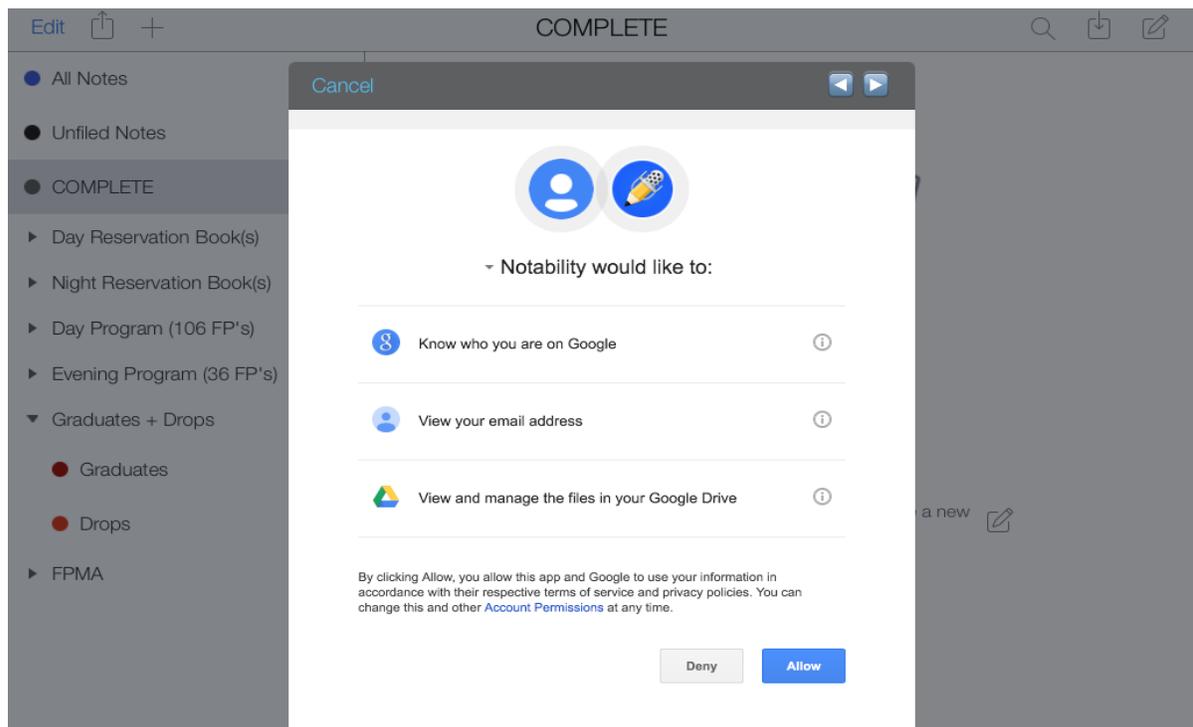
Importing via Google Drive

Before uploading documents into Notability, you must first link Notability to Google Drive. This can be done via the Settings icon in the Notability app.

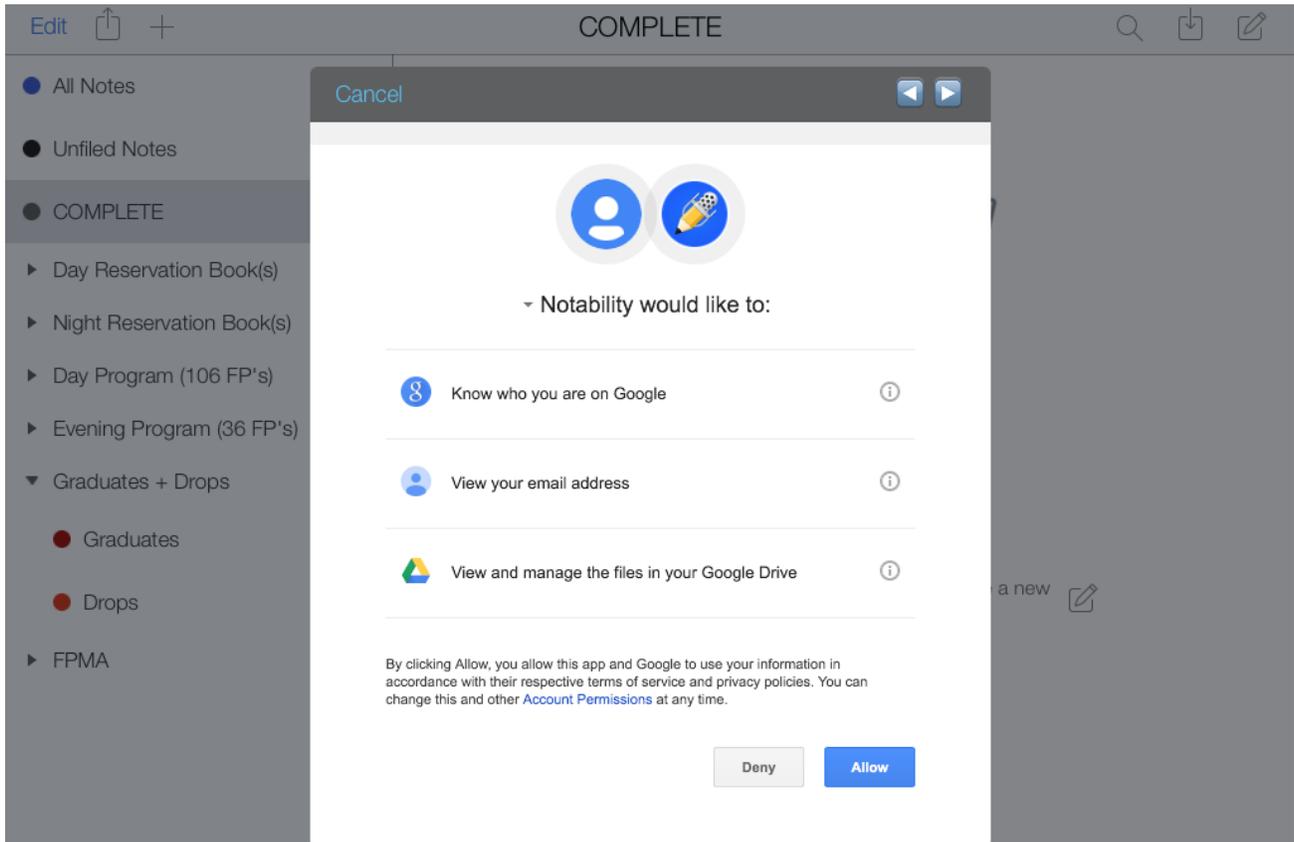
1. Click on the gear icon located at the lower left corner of your iPad screen. Once the Settings screen pops up, click on "Manage Accounts" on the left menu and then the "Log in" button to the right of the Google Drive icon.



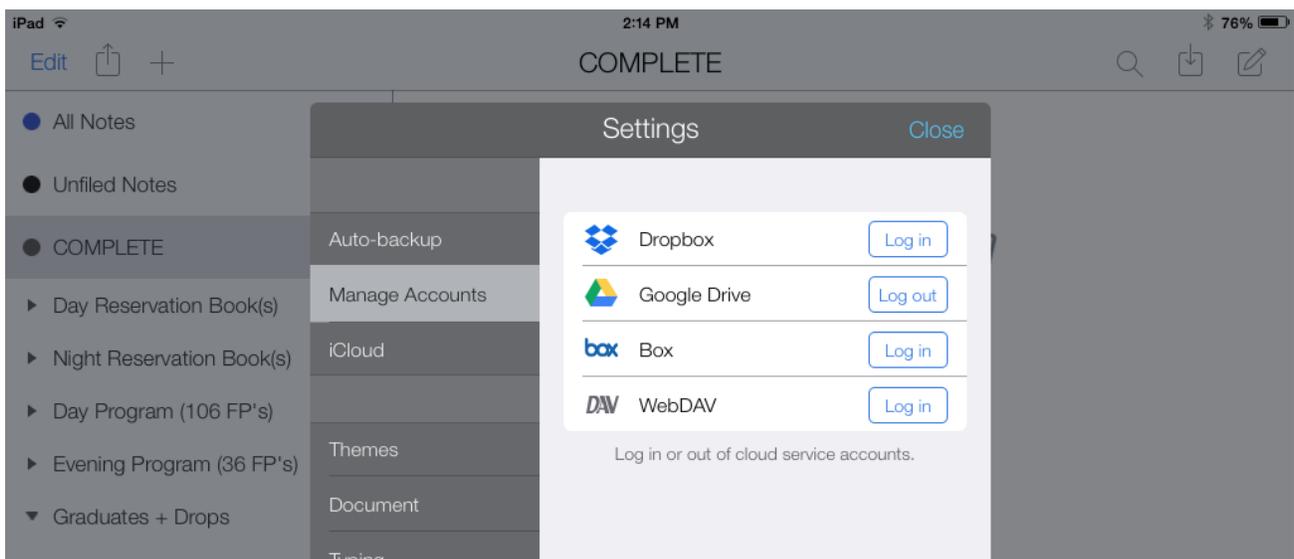
2. Log into Google Drive with the fpma email that you created.



- When the next screen pops up, click the "Allow" button to authorize Notability to access Google Drive.



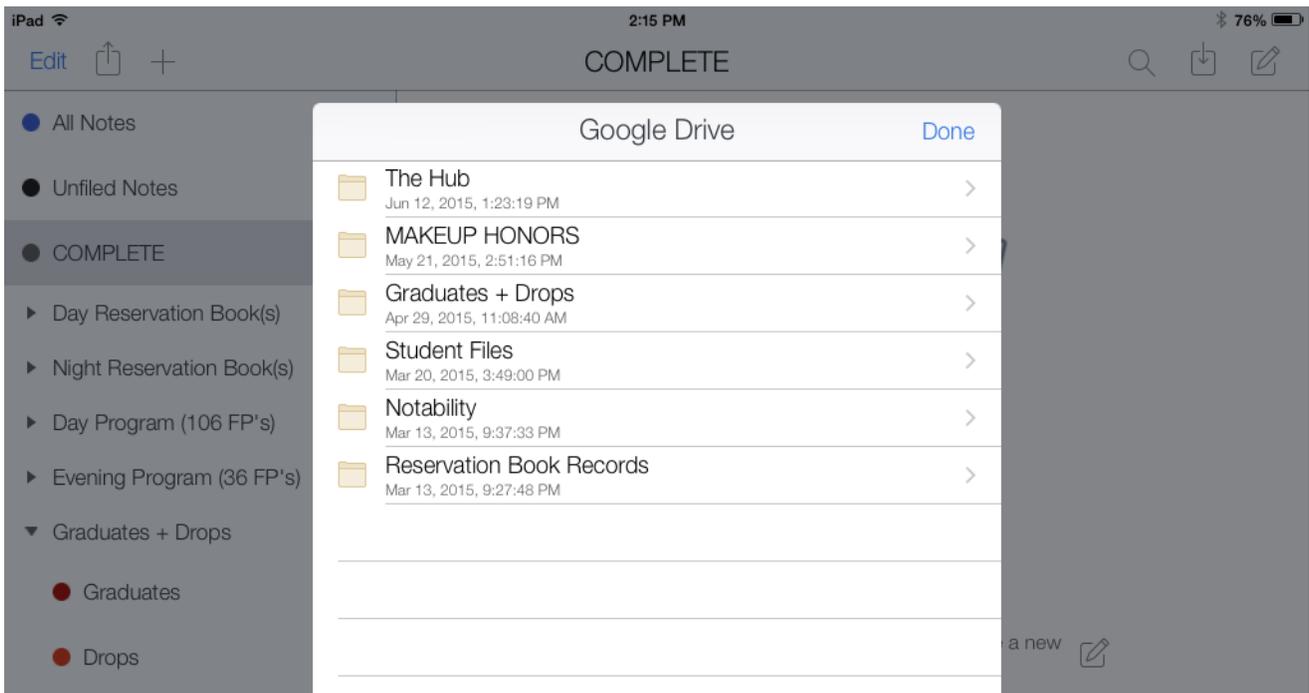
- Verify that you are logged into Google Drive by making sure the button next to the Google Drive icon says "Log Out."



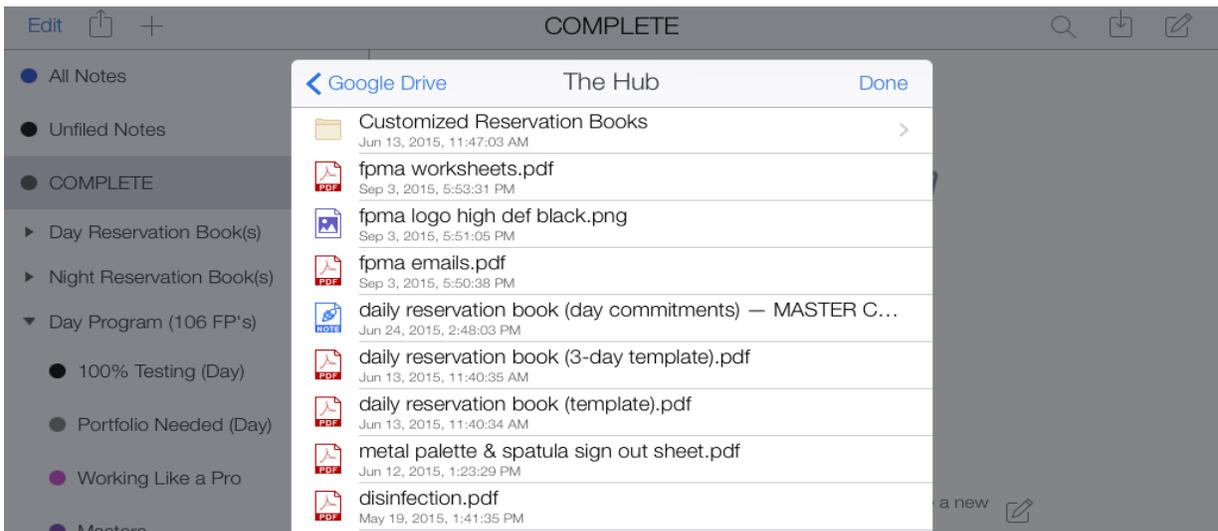
- Click on the square with a downward facing arrow (the download button) in Notability, located in the upper right-hand corner to display a dropdown menu. Click on "Google Drive."



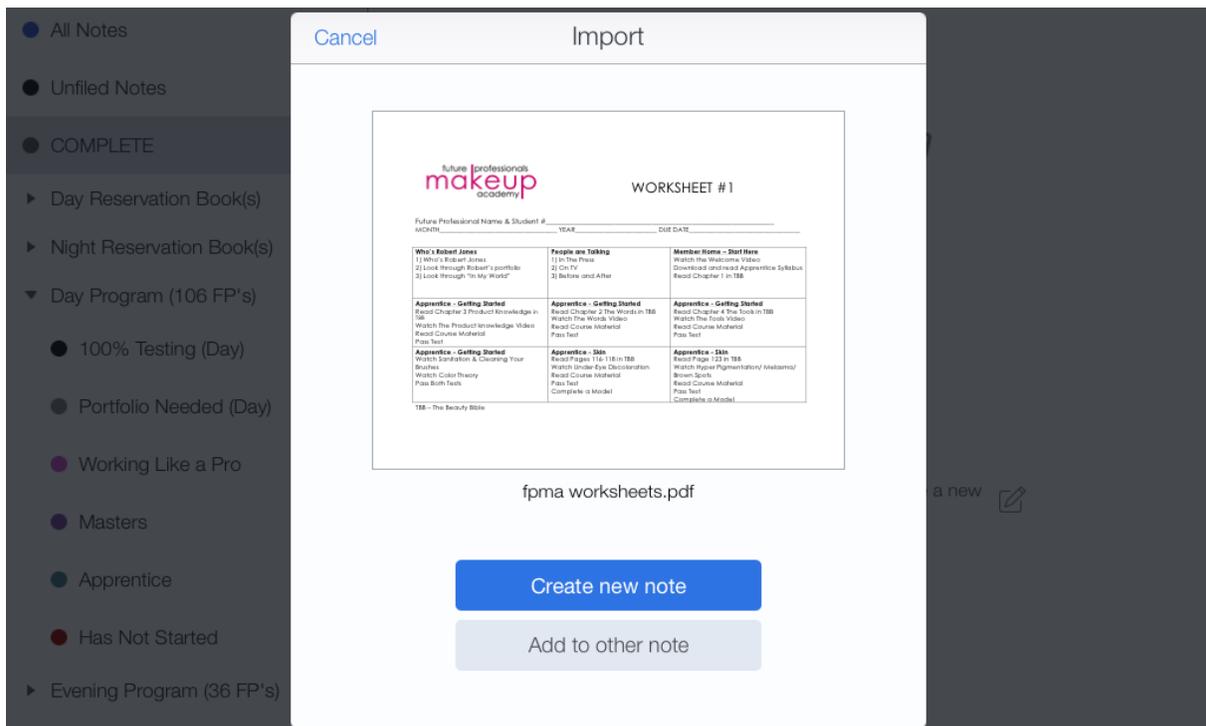
- Once the Google Drive menu opens, click on the folder "The Hub" to upload fpma documents.



- Locate the file "fpma Worksheets" and click it to bring up an import screen.



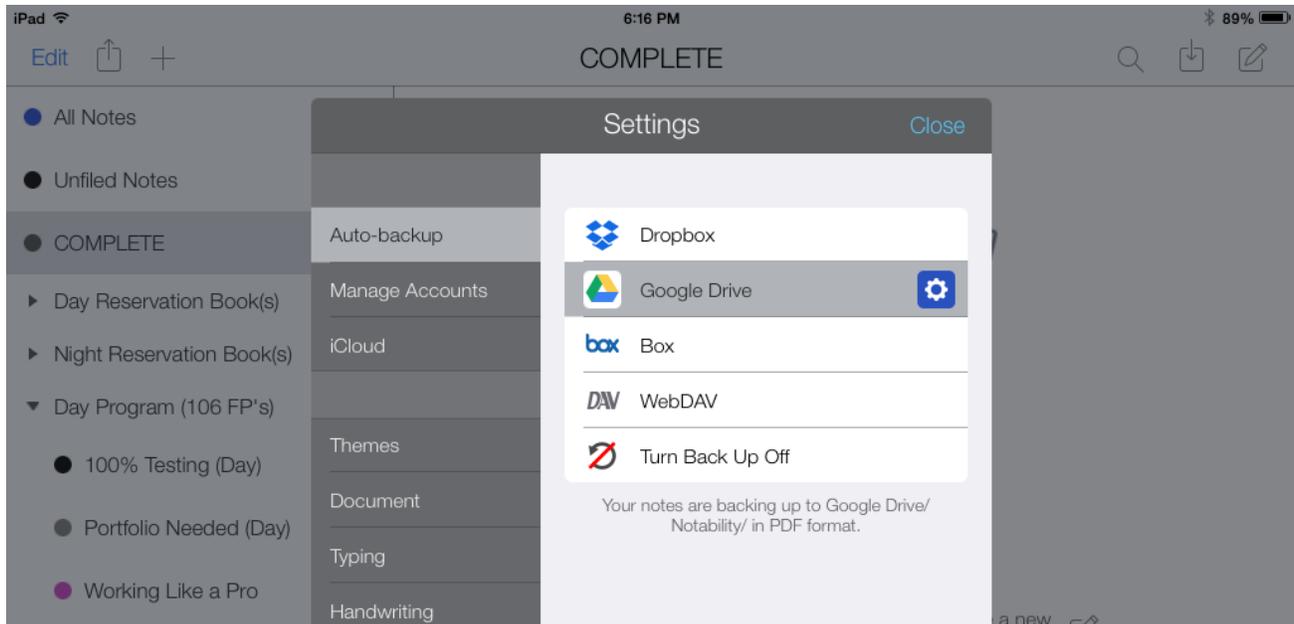
- Once you click on the fpma Worksheets file, an import screen will pop up. Click "Create new note" to import the file into Notability.



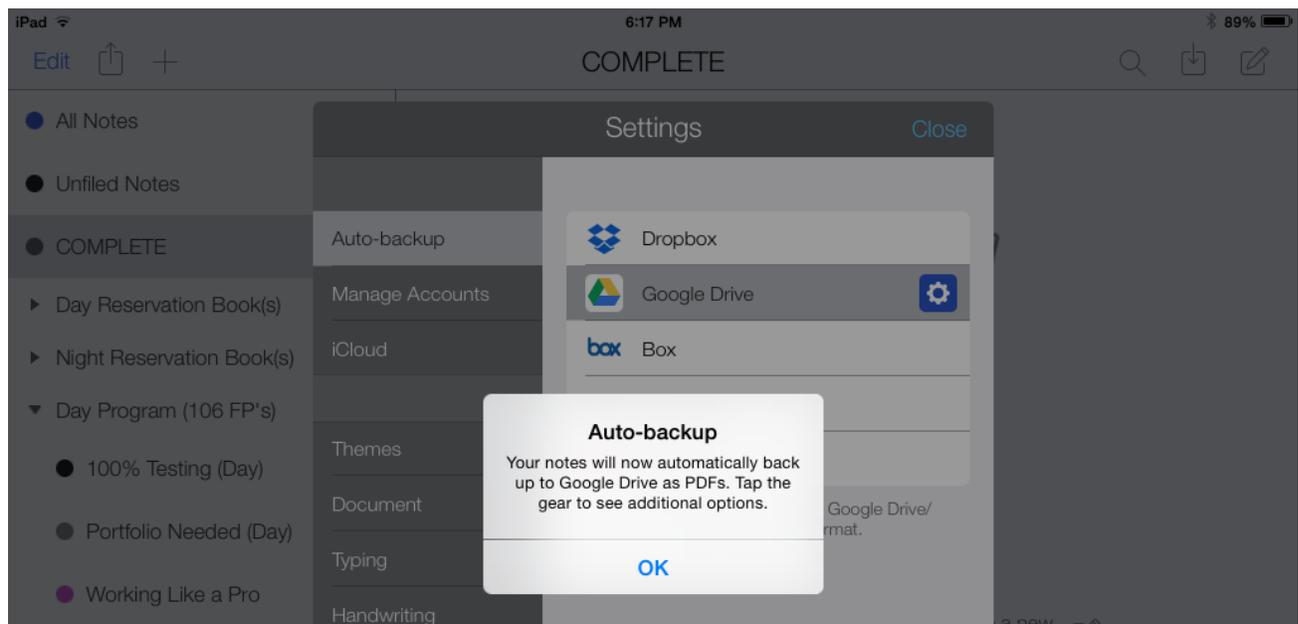
- Make sure all pages are selected. The bottom right corner shows the folder where the fpma worksheets are uploaded. Once the appropriate folder is selected, click the upper right corner that says "Import."

Auto-backup to **Google Drive**

1. Click on the gear icon (Settings) in the lower left-hand corner of your iPad screen from within Notability. Once the Settings menu pops up, click on the "Auto-backup" button in the left-hand menu. Click on the "Google Drive" icon to activate auto-backup.



2. Once you click on Google Drive, the following screen should pop up. Click "OK." Click "Close" in the upper right corner of the screen and auto-backup is complete.

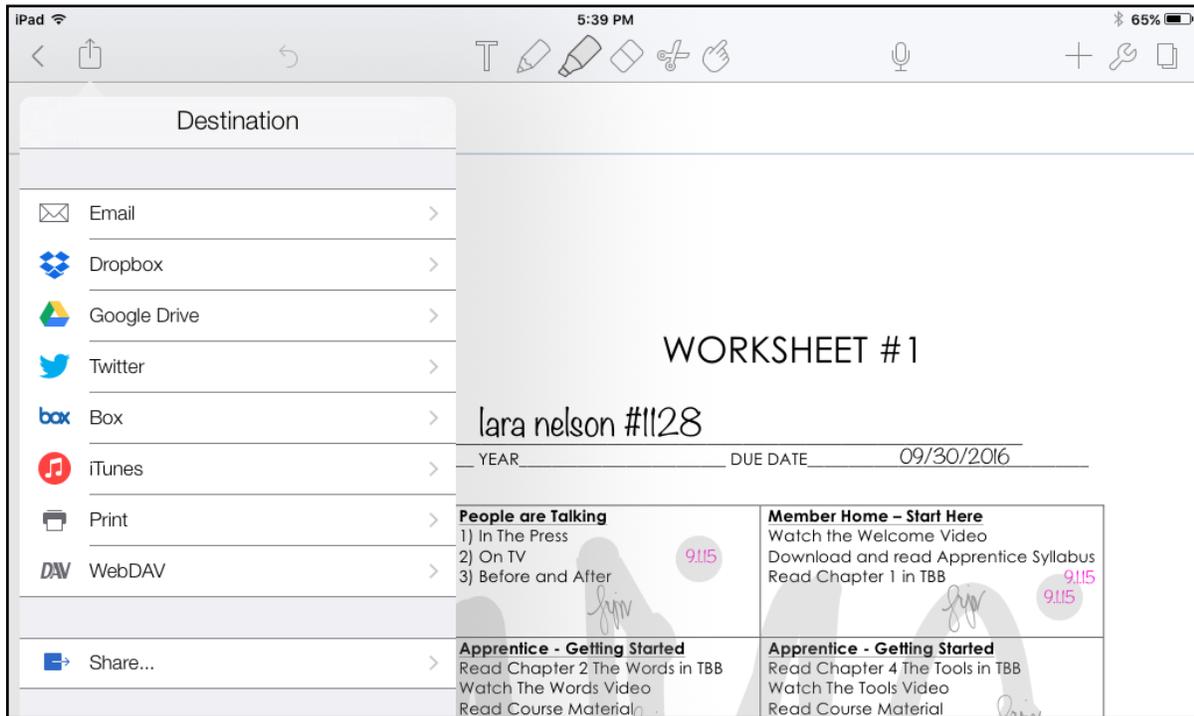


(If auto-backup to Google Drive is being activated before Notability is linked to Google Drive, a Google Drive login screen may appear. Simply log into Google Drive using the fpm email that you created.)

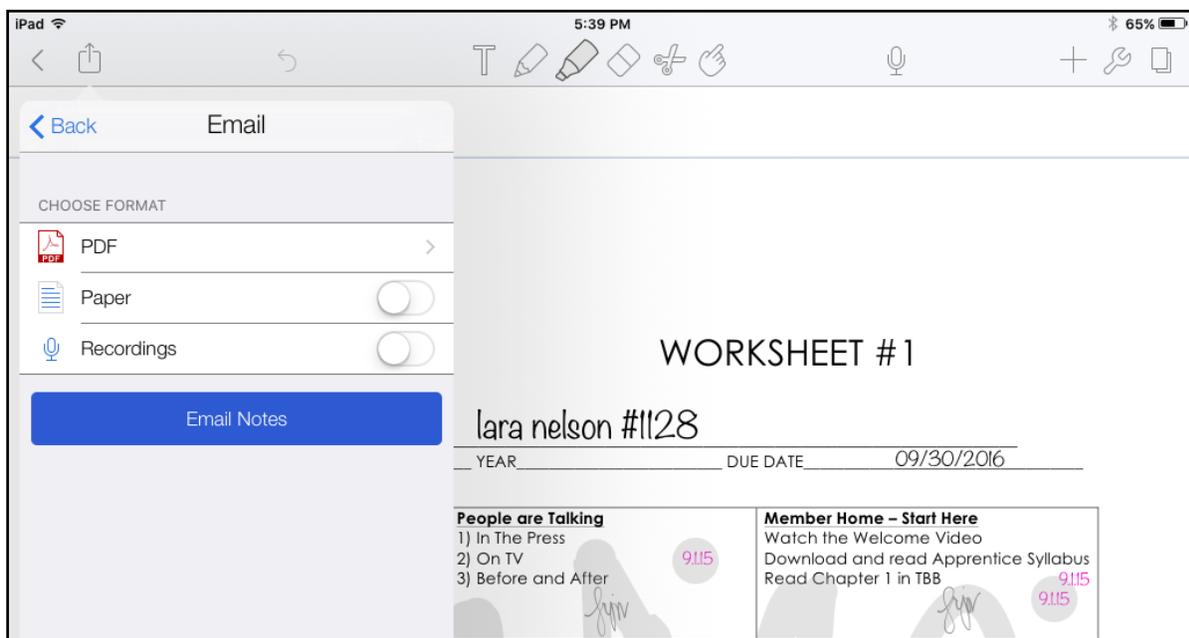
Exporting or Sharing Documents

While managing the future professionals makeup academy in your school, there will be times when you will need to export or share documents from Notability to staff or future professionals. To export or share documents, do the following:

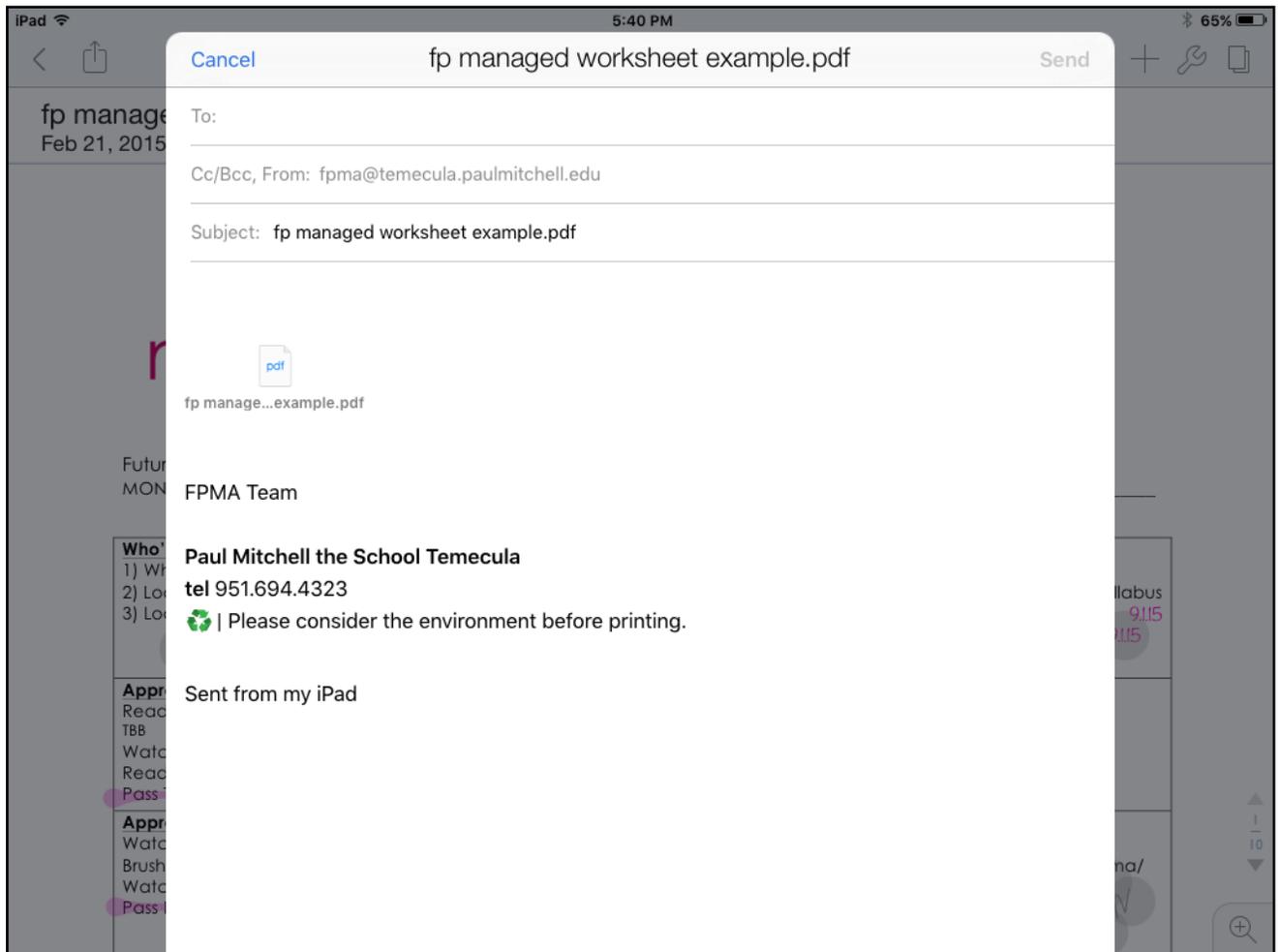
1. Click the square with the up arrow, located at the top left corner in the Notability app.



2. Click "Email." Once Email is selected, the following will appear.



3. Choose "Format." It's important when emailing future professionals their signed and updated worksheets that the format is set to ".pdf" to ensure that no modifications can be made to the document. If you email a ".note" format, future professionals have the ability to move text or signatures on their worksheets from within the Notability app. The .pdf format prevents modifications from happening. Once Format is chosen, click "Email Notes."



4. As shown above, the email application will open within Notability so you can email the document. Type in the email address of the person you wish to send the document to and click "Send." It is recommended that you save all future professionals' email addresses into "Contacts" on the fpma iPad. This will allow you to simply type in the name of a future professional to find his or her email address.

Guide 5: fpma Worksheets

fpma **Worksheet Leader**

The fpma specialist is responsible for managing and signing all fpma worksheets. The fpma specialist is also responsible for saving completed fpma worksheets in Google Drive for accurate record keeping.

Managing and Filling Out **fpma Worksheets**

There are 3 options for managing the fpma worksheets: using traditional printed paper, future professional–managed, and fpma specialist–managed. Each method is outlined below.

Traditional Printed Paper

If printed paper is your only means, sign as you would a Paul Mitchell School worksheet. It is recommended that you verify quiz scores, highlight “Pass Test,” and add the date that they have “passed” on the fpma worksheets. This will aid you in knowing the future professionals’ current status in their testing and whether they can complete the model portion of the box.

Important: Future professionals should not work on models if they have not passed the test associated with the makeup application. This is because the future professionals have not yet learned the makeup application techniques and cannot practice what they have not learned.

Future Professional–Managed

Future professionals have the option of keeping fpma worksheets on their iPads. Keep in mind that not all future professionals will have iPads or will bring their iPads to school. To prevent the forging of fpma specialist signatures, it is recommended to sign as follows:

1. Create watermark: This ensures that the fpma specialist’s signature cannot be copied and pasted elsewhere.
2. Highlight “Pass Test” once verified by looking at future professional’s “Quiz Score Page” on the fpma website (date optional).
3. Highlight “Complete a Model” once future professional performs the makeup application on a model. Add date completed.
4. Sign box once the box is complete. Make sure to sign on the watermark to prevent copy and paste.

future professionals makeup academy		WORKSHEET #1
Future Professional Name & Student # <u>lara nelson #1128</u>		
MONTH _____	YEAR _____	DUE DATE <u>09/30/2016</u>
Who's Robert Jones 1) Who's Robert Jones 2) Look through Robert's portfolio 3) Look through "In My World" 9/15	People are Talking 1) In The Press 2) On TV 3) Before and After 9/15	Member Home - Start Here Watch the Welcome Video Download and read Apprentice Syllabus Read Chapter 1 in TBB 9/15
Apprentice - Getting Started Read Chapter 3 Product Knowledge in TBB Watch The Product knowledge Video Read Course Material Pass Test 9/15	Apprentice - Getting Started Read Chapter 2 The Words in TBB Watch The Words Video Read Course Material Pass Test 9/15	Apprentice - Getting Started Read Chapter 4 The Tools in TBB Watch The Tools Video Read Course Material Pass Test 9/15
Apprentice - Getting Started Watch Sanitation & Cleaning Your Brushes Watch Color Theory Pass Both Tests 9/15	Apprentice - Skin Read Pages 116-118 in TBB Watch Under-Eye Discoloration Read Course Material Pass Test 9/15 Complete a Model 9/15	Apprentice - Skin Read Page 123 in TBB Watch Hyper Pigmentation/ Melasma/ Brown Spots Read Course Material Pass Test 9/15 Complete a Model 9/15
TBB - The Beauty Bible		

fpma Specialist-Managed

Benefits:

- Ability to know the progress of each future professional
 - Real-time knowledge of the number of future professionals in Apprentice, Masters, and Working Like a Pro levels without having to pull up and break down weekly report
 - "In the know" of those future professionals close to completing the program
 - Ease of game planning prior to makeup applications on models
 - Ability to assist graduates in completing the future professionals makeup academy outside of the school
 - Saves the school money (less printed paper)
 - Auto-backup to Google Drive
 - Easy document sharing via email or AirDrop
 - Prevents forging of signatures
1. Highlight "pass test" once verified by looking at future professional's "Quiz Score Page" on the fpma website (date optional).
 2. Highlight "Complete a Model" once future professional performs the makeup application on a model.
 3. Add date completed.
 4. Sign box once the box is complete.



WORKSHEET #1

Future Professional Name & Student # lara nelson #1128
 MONTH _____ YEAR _____ DUE DATE 09/30/2016

Who's Robert Jones 1) Who's Robert Jones 2) Look through Robert's portfolio 3) Look through "In My World" <i>9.1.15</i> <i>JNW</i>	People are Talking 1) In The Press 2) On TV 3) Before and After <i>9.1.15</i> <i>JNW</i>	Member Home - Start Here Watch the Welcome Video Download and read Apprentice Syllabus Read Chapter 1 in TBB <i>9.1.15</i> <i>JNW</i>
Apprentice - Getting Started Read Chapter 3 Product Knowledge in TBB Watch The Product knowledge Video Read Course Material Pass Test <i>9.1.15</i> <i>JNW</i>	Apprentice - Getting Started Read Chapter 2 The Words in TBB Watch The Words Video Read Course Material Pass Test <i>9.2.15</i> <i>JNW</i>	Apprentice - Getting Started Read Chapter 4 The Tools in TBB Watch The Tools Video Read Course Material Pass Test <i>9.2.15</i> <i>JNW</i>
Apprentice - Getting Started Watch Sanitation & Cleaning Your Brushes Watch Color Theory Pass Both Tests <i>9.2.15</i> <i>JNW</i>	Apprentice - Skin Read Pages 116-118 in TBB Watch Under-Eye Discoloration Read Course Material Pass Test <i>9.2.15</i> Complete a Model <i>9.3.15</i> <i>JNW</i>	Apprentice - Skin Read Page 123 in TBB Watch Hyper Pigmentation/ Melasma/ Brown Spots Read Course Material Pass Test <i>9.2.15</i> Complete a Model <i>9.3.15</i> <i>JNW</i>

TBB - The Beauty Bible

Sorting **fpma Worksheets** (in Notability)

Future Professional–Managed

Future professionals can sort or store their fpma worksheets in Notability as they wish. It is recommended that they create a divider named “fpma” or “fp makeup academy” to store their documents. It is also recommended that these subjects be created within the fpma divider:

- fpma Worksheets
- Course Material

fpma Specialist–Managed

The fpma specialist is responsible for sorting all fpma worksheets in Notability in the following subjects:

- **Complete** — The fpma worksheets within this subject are to be uploaded into a student file within Google Drive. Make sure that a new student file folder is created for each future professional. Once the fpma worksheets are uploaded to Google Drive, the worksheets can then be removed (deleted) from Notability.
- **100% testing** — This subject allows the fpma specialist to know that all testing is complete and that the future professional is currently working on models.
- **Portfolio needed** — This subject lets the fpma specialist know that all testing and models have been completed. This means the future professional has completed all fpma worksheets and the fpma specialist is waiting for the future professional's makeup portfolio as an additional requirement to complete the future professionals makeup academy.
- **Working Like a Pro**
- **Masters**
- **Apprentice**
- **Has Not Started**

It is important that the day and night fpma worksheets are separated.

Please see Guide 4: Notability — “Setting Up Notability”

When future professionals complete and move to the various levels within the future professionals makeup academy, it is recommended that you store their completed fpma worksheets in their current level folder. This will aid directors, owners, and the fpma specialist in knowing exactly where the future professionals are within the academy. Knowing the progress of each future professional can also assist the fpma specialist in coaching and game planning opportunities to make sure the future professionals complete the program by their graduation date.

Sharing **fpma Worksheets** (in Notability)

Future Professional–Managed

Once the future professional has completed all fpma worksheets and the fpma specialist has verified that the worksheets are signed and dated, the future professional must email a PDF copy to the fpma specialist. Once the fpma specialist receives the fpma worksheets, the fpma specialist uploads the completed fpma worksheets into the student file folders within Google Drive.

Once the fpma specialist has reviewed the future professional's makeup portfolio, the fpma specialist and future professional will download "About the Future Professional's Progress" and fill out the certificate form on the future professionals makeup academy website.

fpma Specialist–Managed

The fpma specialist is responsible for emailing the future professionals their signed and updated worksheets. The fpma specialist must plan on spending 30–60 minutes, once a week, to forward, sign, and update worksheets from Notability to the emails provided by the future professionals in Core.

Please see *Guide 4: Notability — "Exporting or Sharing Documents"*

Handling Completed **fpma Worksheets**

Once the future professionals have completed their fpma worksheets, the fpma specialist needs to verify that all boxes are signed and dated and then do the following:

1. Email a copy to your school's director or whoever receives the certificate form verification list.
2. Email a copy to the future professional.
3. Share (export) a copy to Google Drive and save inside the future professional's student file.
4. Fill out the certificate form, which can be found on the future professionals makeup academy website under "Member Home," then "My Progress," then "Certificate Form."
5. Once steps 1–4 have been completed, delete the completed fpma worksheet from Notability.

The screenshot shows a web browser window with the URL "futureprofessionalsmakeupacademy.com". The page content includes the following text and form fields:

fill out the form below to receive your certificate:

please fill out this form with your learning leader to indicate you have completed all requirements in the future professionals makeup academy and are ready to receive your certificate:

student username (MUST be the email you currently use to login to the academy):

student street address:

student city:

student state:

student zip code:

learning leader name:

Submit

tuesday

date:

row 8	testing	station 1	station 2	station 3	station 4
1:00 - 2:00	1. _____ 2. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
2:00 - 3:00	3. _____ 4. _____ 5. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
3:15 - 4:15	6. _____ 7. _____ 8. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
row 8	station 5	station 6	station 7	station 8	station 9
1:00 - 2:00	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
2:00 - 3:00	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
3:15 - 4:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____

You must reserve your station with the **makeup academy specialist** to block work time.
all reserved times are **mandatory** and cannot be switched or unblocked without the makeup academy specialist's approval.
models cannot be back on track.

wednesday

date:

row 8	adaptive testing	station 1	station 2	station 3	station 4
8:15 - 9:15	1. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
9:15 - 10:15	2. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
10:30 - 11:30	3. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
11:30 - 12:30	4. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	5. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	6. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	7. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	8. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	9. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
	10. fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
row 8	station 5	station 6	station 7	station 8	station 9
8:15 - 9:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
9:15 - 10:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
10:30 - 11:30	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
11:30 - 12:30	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____

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models cannot be back on track.

wednesday

date:

row 8	creative testing	station 1	station 2	station 3	station 4
1:00 - 2:00	1. _____	fp: _____	fp: _____	fp: _____	fp: _____
	2. _____	m: _____	m: _____	m: _____	m: _____
	3. _____				
2:00 - 3:00	4. _____	fp: _____	fp: _____	fp: _____	fp: _____
	5. _____	m: _____	m: _____	m: _____	m: _____
	6. _____				
3:15 - 4:15	7. _____	fp: _____	fp: _____	fp: _____	fp: _____
	8. _____	m: _____	m: _____	m: _____	m: _____
row 8	station 5	station 6	station 7	station 8	station 9
1:00 - 2:00	fp: _____	fp: _____	fp: _____	fp: _____	fp: _____
	m: _____	m: _____	m: _____	m: _____	m: _____
2:00 - 3:00	fp: _____	fp: _____	fp: _____	fp: _____	fp: _____
	m: _____	m: _____	m: _____	m: _____	m: _____
3:15 - 4:15	fp: _____	fp: _____	fp: _____	fp: _____	fp: _____
	m: _____	m: _____	m: _____	m: _____	m: _____

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thursday

date:

row 8	adaptive testing	station 1	station 2	station 3	station 4
8:15 - 9:15	1. _____ 2. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
9:15 - 10:15	3. _____ 4. _____ 5. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
10:30 - 11:30	6. _____ 7. _____ 8. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
11:30 - 12:30	9. _____ 10. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
row 8	station 5	station 6	station 7	station 8	station 9
8:15 - 9:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
9:15 - 10:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
10:30 - 11:30	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
11:30 - 12:30	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____

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thursday

date:

row 8	creative testing	station 1	station 2	station 3	station 4
1:00 - 2:00	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
2:00 - 3:00		fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
3:15 - 4:15		fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
row 8	station 5	station 6	station 7	station 8	station 9
1:00 - 2:00	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
2:00 - 3:00	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
3:15 - 4:15	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____

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friday

date:

	adapptive testing	station 1	station 2	station 3	station 4
row 8					
8:15 - 9:15	1. _____ 2. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
9:15 - 10:15	3. _____ 4. _____ 5. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
10:30 - 11:30	6. _____ 7. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
11:30 - 12:30	8. _____ 9. _____ 10. _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____	fp: _____ m: _____
row 5					
8:15 - 9:15					
9:15 - 10:15					
10:30 - 11:30					
11:30 - 12:30					

you must reserve your station with the **makeup academy specialist** to block work time.
all reserved times are mandatory and cannot switched or unblocked without the makeup academy specialist's approval.
models cannot be back on track.

friday

date:

row 8	creative testing	station 1	station 2	station 3	station 4
1. 1:00 - 2:00	fp: _____ mi: _____				
2. 2:00 - 3:00	fp: _____ mi: _____				
3. 3:15 - 4:15	fp: _____ mi: _____				
4. _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____
5. _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____
6. _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____
7. _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____
8. _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____	fp: _____ mi: _____
row 9		station 5	station 6	station 7	station 8
1. 1:00 - 2:00	fp: _____ mi: _____				
2. 2:00 - 3:00	fp: _____ mi: _____				
3. 3:15 - 4:15	fp: _____ mi: _____				

You must reserve your station with the **makeup academy specialist** to block work time. all reserved times are mandatory and cannot be switched or unblocked without the makeup academy specialist's approval. models cannot be back on track.

saturday (am)

date:

	station 1	station 2	station 3	station 4
row 8	fp: m:	fp: m:	fp: m:	fp: m:
9:15 - 10:15	fp: m:	fp: m:	fp: m:	fp: m:
10:30 - 11:30	fp: m:	fp: m:	fp: m:	fp: m:
11:30 - 12:30	fp: m:	fp: m:	fp: m:	fp: m:
row 8	fp: m:	fp: m:	fp: m:	fp: m:
9:15 - 10:15	fp: m:	fp: m:	fp: m:	fp: m:
10:30 - 11:30	fp: m:	fp: m:	fp: m:	fp: m:
11:30 - 12:30	fp: m:	fp: m:	fp: m:	fp: m:

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models **cannot** be back on track.

saturday (pm)

date:

row 8	1:00 - 2:00	station 1	station 2	station 3	station 4
		fp: m:	fp: m:	fp: m:	fp: m:
		fp: m:	fp: m:	fp: m:	fp: m:
row 5	1:00 - 2:00	station 5	station 6	station 7	station 8
		fp: m:	fp: m:	fp: m:	fp: m:
		fp: m:	fp: m:	fp: m:	fp: m:
row 8	2:00 - 3:00	station 1	station 2	station 3	station 4
		fp: m:	fp: m:	fp: m:	fp: m:
		fp: m:	fp: m:	fp: m:	fp: m:
row 8	3:15 - 4:15	station 5	station 6	station 7	station 8
		fp: m:	fp: m:	fp: m:	fp: m:
		fp: m:	fp: m:	fp: m:	fp: m:

you must reserve your station with the **makeup academy specialist** to block work time.
all reserved times are mandatory and cannot be switched or unblocked without the makeup academy specialist's approval.
models cannot be back on track.

