



The Academy of Nail Design

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# **WELCOME & INSTRUCTIONAL BROCHURE**

*It is important that you thoroughly read this instructional brochure prior to beginning your program work.*

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# Welcome to The Academy of Nail Design!

We know you are very excited to begin your program, and we've included this **Welcome Brochure** to guide you through any questions you may have and to provide some instruction on how your program works.

**Before diving into your program, please take your time to read through this Brochure from beginning to end so you fully understand every component of your program.**

**And we recommend keeping a copy saved to your computer or printed out so you can refer to it when needed.**

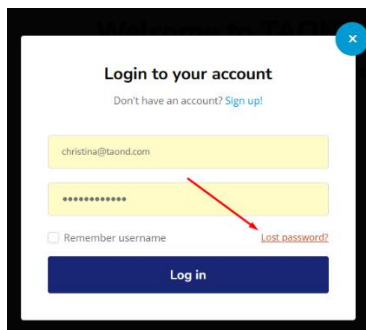
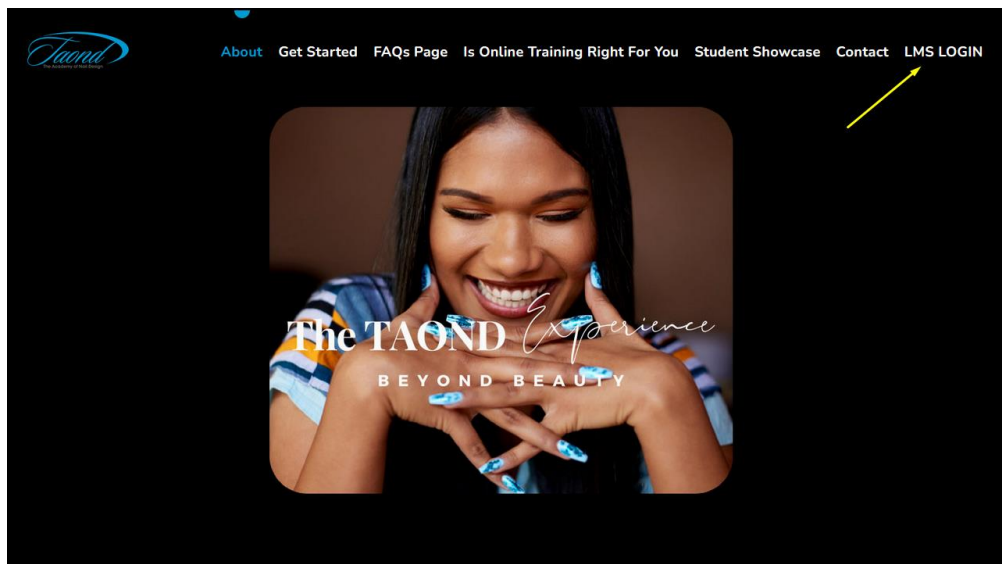


# HOW YOUR PROGRAM WORKS AND SIGNING IN

Now that you've placed your order, your **TAOND Student LMS Account** has been created.

Your **TAOND Student LMS Account** is where you can log in at any time **24 hours a day/365 days a year** to access your program, watch your lessons, read through your program material, review Additional Resources, watch your Step by Step HOW TO Videos, take your tests, complete your assignments and upload your practical work.

To log in after you log out for the first time, go to our main website **www.taond.com** and click on **LMS LOGIN** at the top menu. Use the email address and password you created during your purchase process to log in and access your TAOND Program.



If you have forgotten your Password and need to reset it, just click on the **Forgot your password?** link on the LMS Login page and the LMS will send a reset link to your email.

**Your TAOND STUDENT ACCOUNT and your Program are available to you 24 hours a day!**

## TECHNICAL TOPICS - VERY IMPORTANT!

We know that with any online program everyone will be trying to access their Online Learning Accounts on different devices with different web browsers and different software, and because of this, sometimes technical glitches can happen!

To avoid most technical glitches please follow our specific recommendations when accessing your program.

1) Even though our TAOND Online Learning Environment is Mobile Responsive to avoid technical issues and make the taking of your tests and submission of your assignment easiest, we still **strongly recommend** that you still use a **lap or desktop** to access your program.



2) We do also highly recommend using **Firefox or Chrome Web browser** for better viewing of our Online Video presentations and 'How To' videos. You can click on this link to download your **FREE Firefox web browser** (if you don't have one installed yet) before beginning your program.

3) In order to read your **PRINT OUT MATERIAL** you will need a copy of **ADOBE READER**. You can download a **FREE** copy here – **ADOBE READER**. **After installing log off and re-start your computer.**



Adobe® PDF Reader



4) In order to properly watch your How To and Module Presentation videos you will need to have an UP TO DATE copy of ADOBE FLASH. If you don't have a copy or need to update your current copy click here – **ADOBE FLASH PLUGIN**. **After installing log off and re-start your computer.**

**If you do at any time run into a technical glitch, please follow these instructions. But if you are still experiencing an issue, please email us at [info@taond.com](mailto:info@taond.com) and we will address any issues you may have.**

## WHAT YOUR PROGRAM INCLUDES

Depending on which program you have chosen (Full Online Programs Bundles, MINI Certificate programs, Prep Course Certificate, “Just for Fun” Program, or our Payment Plans) you will receive your corresponding:

- **Online Lessons (Presentations)**
- **Online Step by Step How to Videos for your practical applications**
- **ADDITIONAL RESOURCES**
- **Module material print outs (textbook chapters) as attachments which you can open and read through**
- **Module Assignments**
- **Tests**
- **Client Practice Sheet Sample you need to fill out and use when you upload your Practice Sheets and before and after pictures**
- **PRACTICAL EXAM(S) - 1 for your Natural Nail Care Modules and 1 for your Enhancement Modules**

## TAOND TESTS AND ASSIGNMENTS

**Each Module has 1 test.** A passing grade for each test is 80%. ***You can attempt each test up to 2 times*** to reach your passing grade standard. Tests are not timed, so take your time and answer each question to the best of your ability.

**Your assignment questions are not typical nail program assignments!**

We have designed each one of your assignments to test your knowledge base and help you grow as a Nail Professional. Your assignments have been created to get you to start thinking ***critically*** about industry information and ***‘outside the box’*** as a Nail Professional.

You will be asked to draw on program material, the independent research that is asked of you within the program ***and*** real-life experience.

***Take your Assignments seriously. Your answers to these assignments are very important, and key to your development as a Nail Professional.***

If you find yourself struggling or confused with an assignment, we have amazing TAOND Tutors who can guide and assist you in understanding what is being asked

for. Simply reach out to us via email ([info@taond.com](mailto:info@taond.com)) or phone (1-844-998-2663) during business hours so we can assist you.

We also highly recommend that all students purchase and **complete their module tests and assignments for all 11 Modules first before starting their practical work.**

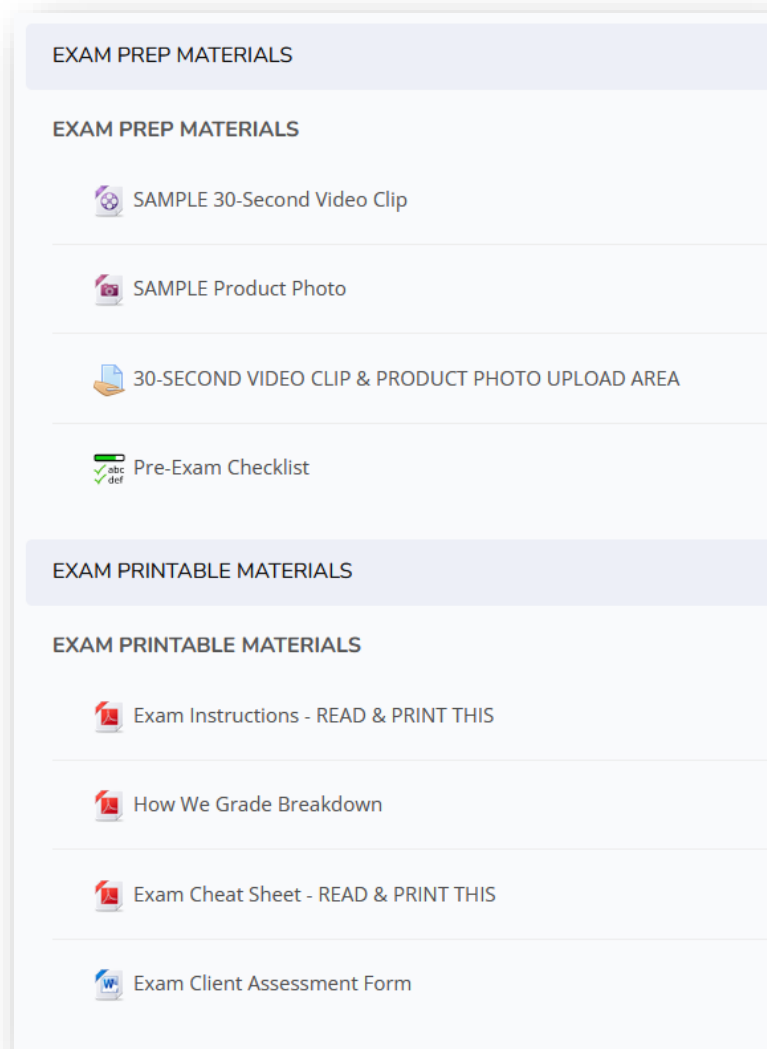
The reason behind this is so that once you feel ready to start your practical work you will have the full knowledge of all your application processes behind you and therefore can personally tailor your practice service to your client – not the other way around.

**\*PLEASE NOTE:** Assignment submissions are graded within **24-48 BUSINESS HOURS.**

Our TAOND teachers do not grade on weekends. We ask for your patience while waiting for your grades and feedback to appear in your account.

# PRACTICAL EXAMINATIONS

If you are enrolled in our **Full Certificate Program** or one of our **MINI Certificate Programs**, you will be required to successfully pass a **LIVE EXAM for Natural Nail Manicure and/or Enhancements** depending upon your program. We have created an **EXAM Module** that outlines exactly how our Exams work.



Once you have completed all your program work and are ready to perform your practical exam, this is the module where you will find your complete step by step instructions.

# TAOND “LET’S GO SHOPPING” AREA



As a part of your program purchase you will receive access to our **TAOND “LET’S GO SHOPPING” Area**, where we have partnered with 2 of the world’s best online professional nail product distributors (Premier Nail Source and Canada Nail Supply).

**Here you will be able to choose from 100's** of professional nail products to suit your needs, favorites and budget!

This module is also where we have included your complete Shopping Lists (products, kits, implements, and accessories) for each Module that you are required to complete Client Practice Applications for **(Modules 6-10)**.

Whether you choose to shop online with our Distribution Partners or locally, you must have your **TAOND Student ID #** in order to create an account with them.

**Please note:** Shopping Enrollment Letters are only available to our Full Certificate, or Mini Certificate students **AFTER having successfully completed and with passing grades Modules 1 – 4**. Afterwards, you may request a letter from us by sending an email to [info@taond.com](mailto:info@taond.com).

**Remember - you set your own shopping budget!** You can choose whatever brands you would like to use throughout your program and determine what products and extras you want. We designed our program this way as, having been offering our Online Training Programs Internationally for over 20 years, the number one lesson we learned was that our students want the freedom to shop and purchase the products they want rather than being forced to purchase School Student Kits that they don't like.



So, we've searched the globe to find the best shopping experiences for our students and now have fabulous professional distribution in our **Specialized “Let's Go Shopping” Module that accepts TAOND student orders.**

You can shop with our distribution partners all throughout your program and after when you are a professional as well.

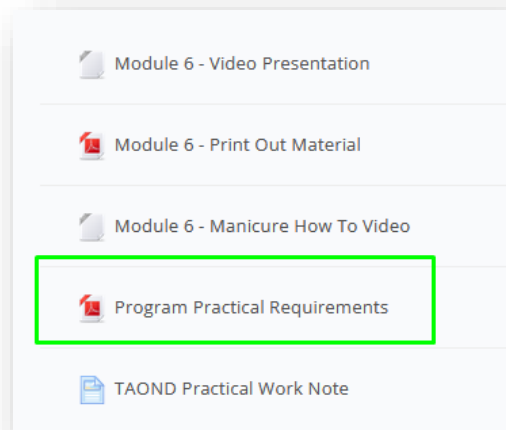
*(Please Note: all items are shipped directly to you from the Distribution Company and not TAOND. If you are experiencing an issue receiving your order, please follow up with the Distribution company directly with your order number you received from them. TAOND has no ability to track your product orders.)*

Once you receive your products, you can begin your **Required Program Practical work**.

Simply follow your instructions located in each of your practical Modules, watch the online **TAOND HOW TO** videos, take before and after pictures of your practice work, complete the required number of Client Practice Sheets you've been assigned and upload your completed forms to your **TAOND Student Account** in the **CPS UPLOAD AREA located within each module**.

# YOUR PROGRAM PRACTICAL WORK - CLIENT PRACTICE SHEETS (CPS FORMS)

You can find your Required Practicals outline that will state exactly how many of each application you need to submit to us in a **PDF file** within your **Module 1 & Practical Modules 6-10** COURSE MATERIALS.



**\*Please note that MINI Certificate and Prep Certificate Program required practicals are the same for everyone across the globe and can be found at the bottom of the REQUIRED PRACTICALS PDF file along with Apprenticeship Program required Practicals.**

**\*\*\*For U.S.-based Students Only\*\*\***

**BEFORE YOU GET STARTED PRACTICING YOUR APPLICATIONS -  
Have you signed up for your Student Liability Insurance Policy?  
It is REQUIRED by law!**



**You need to protect yourself - it only takes 5 minutes and costs Only \$55.00!  
It's a small price to pay to protect you and your clients!  
[CLICK HERE TO SIGN UP TODAY](#) \*US Students only\***

As well as your assignments and a test, each practical module (**Modules 6-10**) requires that you complete a required number of **Client Practice Applications**. These applications are to be completed on friends and family members that you recruit during your program.

**Your practical work is an integral part of your program.** As well as mastering your theory, we need you to fully demonstrate your abilities to perform competent practical applications.

For how we calculate your program hours, here's how we tailor your practical requirements to meet your State Board's required hours of training:

**For example, your State Board requires 600 hours of training.**

As with all our programs we allot the **50 hours for theory** (which means this is how long we estimate it will take you to complete watching the online presentations, downloading, and reviewing the module print out material, completing the assignments and taking the tests, and watching the step-by-step 'how to' videos).

Then that means you have 550 hours left to complete. **Because we estimate each practical application will take you 3 hours** (these 3 hours include setting up for the client, performing the application, cleaning up properly after the client, and completing their Client Practice Sheet form) so you then must complete 183 (550 divided by 3 - we round down) practice clients.

This is then evenly divided among the **7 applications** required in the Full Certificate Program (Manicures, Spa Manicures, Pedicures, Spa Pedicures, Fiberglass, Acrylic and UV Gel) which would be 26 of each. If there is an uneven number, you can choose your favorite applications that you would like to do an extra for.

**We do allow you to perform several applications on the same practice client. Which means you can do several practice services on the same person, although, you can only do a max of 2-3 services at a time.**

**For example:** your practice client Jane Doe can receive several service applications **but in 1 practice session you can only perform (1) a pedicure, (2) a basic manicure and then (3) apply a set of Sculpted Acrylics** – which is a total of 3 services. Each service, although done on a single person, must be supported by a properly filled-out CPS Form for them to count towards your practicals.

**Client Practice Sheets**, also referred to as **CPS Forms**, need to be **FULLY** completed to count towards your program progress.

We have provided a **Sample CPS Form** and a demo **How-To Video** to show how the CPS Forms should be properly filled out, so we strongly recommend that you view these resources prior to doing any practical work.

**Incomplete sheets will be noted as such with comments on what is missing and will not be counted towards your program progress until successfully completed.**

A **CPS** form is required for each new client that you do a service on.

If you do the same client for multiple services, we allow you to fill out the **Client Contact Information** then skip ahead to the **Observation of the Client's Hands & Feet** and the other pages after this section. However, every practice application, whether it's a repeat client or not, **requires** the full practice sheet to be completed every time.

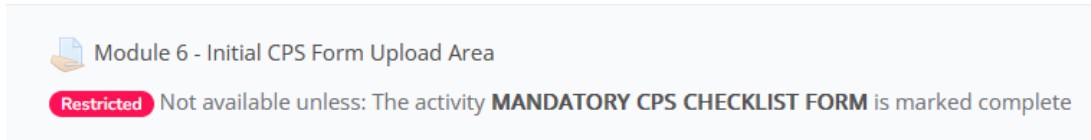
The forms are designed to show your application progress, and your understanding of the application you are doing and are vital to your success in the program. Certificates will not be issued until **ALL** required sheets have been successfully completed and submitted.

**\*Please Note:** When performing your **TAOND Practical Work**, you may jump from one module to another, depending on the needs of your practice clients and are NOT required to complete one full practical module at a time.

And don't forget, if you find yourself struggling, please remember to reach out to our TAOND Tutor and schedule a One-On-One Tutoring Session!

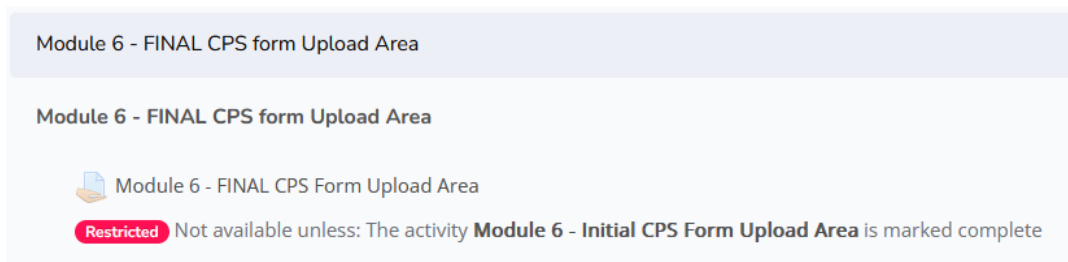
# UPLOADING & GRADING

To submit your **CPS** sheets, you must first upload 3 CPS Forms to your Module **INITIAL CPS UPLOAD AREA** (see below). When submitting work, you must upload your sheet one at a time. Meaning, upload 1 CPS Form, wait for your Tutor to review and grade it before uploading the next one. This will allow you to get the most of your program by getting feedback and being able to use that feedback to continue to grow and improve as you progress through your Program.



We **DO NOT** recommend moving forward completing more than 1 practice application at any given time prior to receiving a 100% grade on your previous submitted CPS form by your tutor. You run the risk of repeating a similar mistake and will be asked to correct your forms.

After the first 3 CPS Forms have been completed and graded at 100%, your Additional/Main **CPS Upload Area** will be unlocked, and you may continue to upload the rest of your required CPS Forms in the FINAL CPS Form Upload Area. Instructions on how to upload your forms are included in each module.



Don't forget to insert your 'before' and 'after' pictures of your work AND decontamination products where indicated on the sheet.

## YOU MUST KEEP A COPY OF EACH OF YOUR COMPLETED SHEETS

**We cannot guarantee that incomplete sheets or sheets not saved in the correct format will be properly applied to your account, so please use the correct format when uploading your sheets.**

***It is a program requirement that you maintain a copy of all your Client Practice sheets in your own personal student files so that in the case of system issues you will have retained a copy.***

# YOUR STUDENT RESOURCE CENTRE

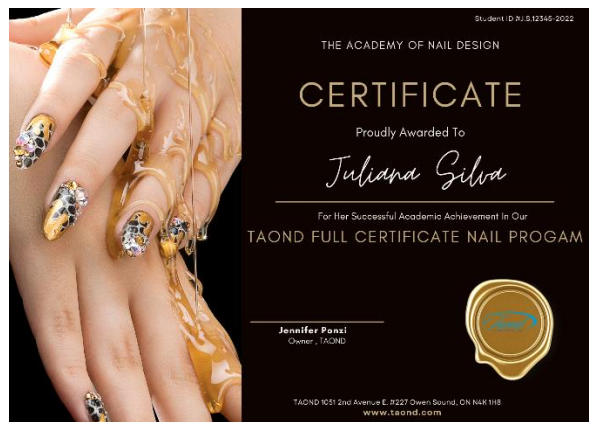
As a part of your program, you will also have access to our  
**TAOND STUDENT RESOURCE CENTRE**



If you have any questions regarding your application processes or general questions, we have created this **Special Resource Centre for you as a TAOND student** where you can access all sorts of fabulous industry articles and 'how-to' videos.

We are adding information to this area all the time so be sure to check out this area often.

# YOUR TAOND CERTIFICATE



Once you have completed all your required **testing, assignments** and submitted your **practice sheets successfully**, contact us at **info@taond.com** and you will be issued your Certificate.

We will contact you prior to issuing your Certificate to confirm your full name to appear on the Certificate and as well as to confirm your mailing address in case you have moved.

## PROGRAM ASSISTANCE

If at any time you require assistance with your program, we encourage you to first review this instructional package, a copy of which will always be available under your **Module 1 ADDITIONAL RESOURCES** link or access our **TAOND Resource Centre** in order to find your answer.

However, if you are unable to find answers to a question, our customer service representatives can be contacted during Business Hours by telephone **1 (844) 998-2663** or by email at [info@taond.com](mailto:info@taond.com) and are here to assist you.

## **GET STARTED!**

Now that you've read through your Welcome instructions, all you need to do is click on **MY COURSES** under your **PROGRAM NAVIGATION MENU**. You'll see all your available modules there. Then click on **Module 1** to get started!

**We have designed our programs to be fun, easy to follow and enjoyable!**

*We hope that you thoroughly enjoy your learning experience!*