

**CREE8IV TRAINING  
POLICIES &  
PROCEDURES MANUAL**



# MISSION STATEMENT

*“We are proud to be an innovative, non-traditional tattoo shop. We believe every person has the right to pursue their passion without historical barriers. Therefore, our goal is to provide instruction in the fundamental principles required for safe and responsible practices in the body modification industry.”*

Cree8iv Ink Training Ltd.  
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## **HELLO!**

The Tattoo and Piercing Industry is changing at a fast pace. Gone are the days when not knowing better was acceptable. Tattooing has become “main-stream”, which means a greater awareness from the general public and increased awareness aka regulations from all forms of governing bodies. Regulations that will standardize what are acceptable practices both in safety and ethics.

Cree8iv Ink has developed an entry-level program that will assist next generation tattoo artists in the desire to start an exciting new career in tattooing. Our program starts from the ground up from history to mechanics to basic instruction to practice. All students will learn how to perform these practices in a safe and caring manner, by benefiting from hands on instruction combined with the proper tools in a structured format.

## **FACILITY**

The class will be held in a separate space adjoining the public tattoo studio. Training will be provided in a classroom using a computer, visual aids, and other learning materials. The lab setting is composed of tattoo tables, trolleys and a stainless-steel hand sink as required by AHS. Here, students will practice on synthetic “skin”, and move on to live volunteer models when the desired level of competency is reached.

## **INSTRUCTORS**

Include Experienced Tattoo Artists as well as various Industry Professionals hosting seminars on various topics, to ensure that you leave this Program as informed and ready as possible.

We look forward to assisting you in the start of your new career as a professional Tattoo Artist!

# ACCREDITATION

## What is Accreditation and why is it important?

*'Accreditation is the action or process of officially recognizing someone as having a particular status or being qualified to perform a particular activity. Accreditation is important because it helps determine if an institution meets or exceeds minimum standards of quality. Helps students determine acceptable institutions for enrollment'.*

Cree8iv Ink Training Ltd. is proud to announce that we have met the institution criteria as listed in the Private Vocational Act of Alberta. Through Alberta Advanced Education Private Career Colleges branch, we are now the **first provincially licensed Tattoo Program in Canada.**

## PROGRAM FEES

Please refer to the Info/Tuition tab on our website: [www.cree8iv.ca](http://www.cree8iv.ca) for current tuition costs, accommodations, and upcoming dates, thank you!

### Optional (payable on site)

- Complete Tattoo Kit \$ 1,500 \*\*

\*\* Please note the Complete Tattoo Kit is an optional expense and is available only to Graduates of the Program.

# COURSE OUTLINE

- History, composition and styles
- Infection Control
- Skin, Healing & Aftercare
- Products and suppliers
- Needles and grips
- Ink and gray wash
- Machine types, voltage, hardware
- Stencils: application and products
- Personal safety: needlestick injury, PPE, etc.
- Legal and record keeping
- Profession and Industry information
- Portfolio and marketing, and social media
- CRA regulations and insurance
- Review of Alberta Health Services Tattoo & Piercing Guidelines
- Art class (perspective, highlights and shadow review)
- Review of station setup and takedown
- Bloodborne Pathogens online training
- St. John Ambulance training
- Tips and techniques
- Shadowing
- Synthetic practice
- Live skin practice

## Future Workshops

Graduates of the program will be eligible to participate in upcoming workshops in the following topics, once the required time has passed since training:

- Watercolor
- Portraits
- Cover Ups
- Bloodborne Pathogen renewal
- Informational Meetings, etc.

# **CLASS SCHEDULE**

Monday to Friday

Some Evenings/Saturdays may be required

\*\*\* Applicable schedule for each intake will be included with Enrollment package.

# **ANNUAL INTAKE DATES**

\*\*\* Subject to change without notice. Please refer to the Info Tab on our website for upcoming dates. Confirmed dates will be included in Enrollment package.

# **FUNDING OPTIONS**

## Alberta Student Aid

Cree8iv Ink Training Ltd. is a post-secondary institution. The Tattoo Program is licensed for student loans from Canada/Alberta Student Aid. All Students are responsible for loan repayments regardless if the Program is completed.

## Other funding sources include:

- Student personal funding
- Medicard Financial

# **PAYMENT OPTIONS**

- Debit or Credit (on site)
- Cash (Application/Registration Fees Only)
- Email money transfer
- Money Order or Bank Draft, or Sponsor Business cheque (no postdates)

# **PAYMENT DEADLINES**

Please refer to the Info/Tuition tab on our website: [www.cree8iv.ca](http://www.cree8iv.ca) for current tuition costs, accommodations, and upcoming dates, thank you!

# **COURSE CANCELLATION**

If a course is cancelled because of insufficient enrollment or other unforeseen circumstances on the part of the Company, a choice of 2 replacement course dates will be offered to the Student.

# **REFUND POLICY:**

- There is no refund for any fees paid, including Accommodations Fees.
- All students are eligible to withdraw from the Program up to the end of the 6<sup>th</sup> day after the start of the program to receive a partial refund. The withdrawal must be in writing. After this date, Students will be assessed 100 percent of fees.

# **ATTENDANCE REQUIREMENTS**

Students will be expected to be in class and on time for the duration of the course. If any material is missed, the Student must make arrangements with the Instructor to have this material covered on his/her own time with an additional instructor training expense if the material will not be covered again during the rest of the course.

5 consecutive absent days will result in an automatic assumption of withdrawal. The Student will have been deemed to have withdrawn after 10 school days. The Student may contact the school to re-enroll.

# PROGRESS TRACKING AND REPORTING

- All students will be required to complete quizzes at pre-determined intervals throughout the course, as well as a Final Exam at the end. This is to assess student retention, as well as course content.
- Should a Student fail one or more quiz, completion of an Action Plan will be required.
- Should a Student be denied live model training due to skill level, completion of an Action Plan will be required, with associated instructor after hours' fees  
*\*see make up fees.*
- Certificates of Completion will be mailed to the Student if not ready on the final day of class. *\*see Graduation Requirements*
- One on one feedback/assessment meetings will occur twice minimum and as needed.
- Course feedback is requested from each Student
- Program Testimonials are appreciated

## MAKE UP FEES

If the missed material/content was:

- a Guest Speaker, no make-up is required but is available for retake during the next course option for a fee;
- certificate instruction, such as Bloodborne Pathogens, St. John Ambulance, etc., the Student will be required to obtain this training on their own and provide certificate to Graduate;
- anything else, the Student may be required to complete after the course if not covered again, in order to complete all components to Graduate. These hours will require an extra instructional expense beyond the cost of the program;
- an exam or quiz, a \$100 fee will apply to administer outside program hours;



# REQUIRED ITEMS FOR FIRST DAY

- Indoor shoes
- Government Issued Photo Identification
- Original copies of application artwork
- Original signed copies: Enrollment Contract
- Parking payments
- Personal dietary requirements
- Any preferred personal artwork tools
- 4 digit code for Accommodation alarm, if applicable
- Payments in full have been made

# GRADUATION REQUIREMENTS

The Certificate of Completion will be issued to all Students who:

- complete all requirements of the Program; and
- have maintained satisfactory attendance (or have made up missed classes), and
  - have achieved a final mark of 75% or better;
  - have no outstanding payments owing

# PROGRAM POLICIES

- All Adult Students are expected to be committed to their own learning throughout the Program. Example: cell phone use during class is discouraged but not prohibited unless it becomes a distraction to others in the room;
- While a Dress Code is not currently in place, Students are expected to maintain a professional appearance and observe customary daily hygiene practices;
- In preparation of career requirements, Students are required to disinfect individual stations between procedures and including floors of Lab areas, and trash bins, at the end of each day prior to leaving;

- Guests are not permitted in the facility unless requested for adult model purposes, including family and children;
- Students are welcome to enjoy a 25% discount (after base costs) on all available adjacent Studio Services during the Program;

## **TATTOO SUPPLIES & KIT**

Supplies will be provided the student as needed throughout the Program. The Complete Tattoo Kit is NOT a mandatory expense and is available for purchase to Graduates Only, no exceptions.

***DISCLAIMER: There is a 7-day warranty on the power supply and each tattoo machine, supplied during the course. \*Warranty covers manufacturer defaults or shipping damage - There must not be any signs of submersion/mishandling damage in order to receive a replacement machine or power supply. (We will have limited supply of replacements available for purchase if warranty runs out or you damage your machine or power supply). Students are responsible for top up of all supplies in the kit after purchase.***

## **MODEL RULES & REQUIREMENTS**

The Student is encouraged to find their own Tattoo Models as needed and to have back up models as well. If unable to, the facility will provide. Student models should be aware of the following:

- Tattoos for practice purposes are free to the Model, except for the Public Days;
- These tattoos are for the Student to learn, not for a free tattoo for the Model;

- Must be able to complete during the allotted time (size and complexity needs to be approved) simple designs are best;
- Location is restricted to easier areas;
- Models must commit to the return date for shading/color. This is the only day it will be free, no exceptions. If they can't return, they will have to pay to have their tattoo completed;
- Models cannot be pregnant, nursing, under 18 years old, or be their first tattoo,
- Models must understand that: the quality will not be what they're expecting, variations and errors can and will occur from the original to completed tattoo, the tattoo may not get finished,
- Models are unable to bring children or guests to their appointments in the lab;
- Waiver and ID is required.

**CONDUCT** – *subject to Disciplinary Action up to and including Expulsion, and in some cases, prosecution:*

- Failure to attend class, too much content has been missed;
- Failure to adhere to rules and regulations of the Program and Facility;
- Failure to adhere to Accommodations Rules;
- Willfully damaging, destroying, or theft of property belonging to fellow students, Students, employees, or the Company;
- Willfully or habitually violating safety or health regulations, possessing firearms or weapons of any kind on Company property;
- Coming to class under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs onto Company property, smoking inside the building contrary to established policy or violating any other fire protection regulation;

- Intentionally giving any false or misleading information, falsifying any records;
- Not taking proper care of, neglecting, or abusing Company equipment and tools, or using in an unauthorized or unsafe manner, use of Company supplies or products without permission, theft;
- Fighting or engaging in horseplay or disorderly conduct,
- Using threatening or abusive language toward a fellow Student, Instructor, Guest Speaker, Company employee or customer;

## **OFF SITE TATTOOING**

**\*\*\* This action is grounds for immediate expulsion, as it contravenes the Grande Prairie Bylaw. All tools and equipment are to be left in the class until the course is complete. \*\***

## **PARKING**

Students are responsible for their own street meter parking. Designated parking stalls may be available for a fee. This is a separate, optional expense and may not always be available. Please inquire.

## **PRIVACY POLICY**

The personal information that applicants provide when they apply for admission, will be collected under the authority of the Post-Secondary Learning Act and Statistics Act (Canada) and in accordance with the Freedom of Information and Protection of Privacy legislation of the Government of Alberta. Information collected is used to maintain records, monitor progress of both the Student and the Program. Files are maintained for every student that include all information and documents related to the Students' involvement with the Program and company. Individual information will not be released to any person or agency, without the student's written approval.

# **ACCOMMODATIONS**

## **TERMS AND CONDITIONS**

- This is a hostel type accommodation that is offered as a less expensive option when compared to a hotel.
- The living areas include a partial kitchen, sleeping, and washroom/shower. Use is shared with other occupants.
- There is no stove in the suite.
- The sleeping areas include multiple single beds.
- Genders will be separated as able.
- Guests are not permitted. If additional privacy is required, a hotel may be a better alternative.

## **INCLUSIONS**

- Free WIFI
- Video surveillance and monitoring
- Dish set, drinking glasses and utensils
- Cleaning supplies, dish soap, hand soap, kitchen linens and paper products
- Fridge, washer, dryer, microwave, TV/DVD and stand, dining table, sofa and coffee table, nightstands, night light, clothes rack and 8 hangers each
- Individual twin curtained bed, pillow, sheet set, duvet and cover, winter blanket, mattress protector, and towels

- Janitorial and laundry services are not provided; Students are expected to maintain and upkeep the premises by cleaning, etc.;
- City of Grande Prairie amenities information sheet

## **DRUGS/ALCOHOL**

- Drugs and Alcohol are not permitted inside the Dorm area at any time. This is grounds for immediate eviction.

## **GUESTS**

- Guests are not permitted inside the Dorm area at any time. This includes spouses, friends, family and children. This is for safety and insurance and there is no exception. Students may rent a hotel room as an alternative.

## **SECURITY**

- All occupants will receive a rear exit door key to enter the Dorm area.
- The door needs to be locked AND alarm set before leaving.
- \$10 charge for replacement keys will be charged back.
- Occupant will provide their own security code and shown how to use it.
- This code is not to be written down, and not to be shared with any other person for any reason.
- Emergency phone list will be posted in each area of the Dorm.

## **HEALTH, SAFETY & LEGAL**

- All occupants will be provided a Dorm Orientation, which will

cover Evacuation and Fire Extinguisher instructions.

- Occupants are required to notify Management of any issues pertaining to equipment malfunction, odors, security system issues, plumbing, safety concerns, etc. immediately.
- Occupants are not to engage in or be a part of any illegal or illicit activities in the Dorm.
- Dorm eviction may affect program participation, depending on the severity of the action/breach.

### **DORM ETTIQUETTE**

- Occupants must respect others' privacy, personal belongings, usage of shared areas
- Occupants are advised against Verbal abuse or Bullying towards fellow occupants
- Occupants must maintain an acceptable level of noise and refrain from waking other Occupants if coming in late
- Occupants must clean all areas used immediately after use
- Occupants must share shower facilities appropriately and respectfully regarding duration, or use in the evening if possible to avoid a morning lineup

### **SMOKING & PETS**

- Smoking outside rear exit only. Occupants found to be smoking inside the building will result in a \$250 fine.

- Animals are not permitted inside any part of the building at any time for any reason. Animals found inside the building will result in a \$250 fine.

**\*\*\* this includes smoking by windows and is cause for eviction if repeated.**

### **DVD MOVIE RENTALS**

- Complimentary movies to borrow.
- Must be signed out.
- Return first to re-borrow
- \$15 charge for unreturned or damaged movies

### **LAUNDRY**

- Use of the Washer and Dryer is provided at no charge as a courtesy. Posted laundry rules must be followed.
- Occupants will provide own laundry supplies.
- Last load of laundry in washer by 8pm out of courtesy;
- Occupants are responsible to wash own bedding and towels as desired or required

### **HOUSEKEEPING**

- Occupants are required to clean up own dishes, and clean all areas used, immediately after use. This includes microwave and fridge splashes, washroom splashes, countertops and dining table, and individual trash bins.

## **ALARM INSTRUCTIONS TO ENTER**

- Use the key provided to open the Dorm door.
- Once inside, enter your code into the keypad within 30 seconds. **Enter only these 4 digits. You won't need to press any other buttons.**
- **If the alarm is disarmed properly, the green checkmark will light up and the beeping will stop.**

## **IF YOU ARE THE LAST TO LEAVE:**

- Gather your things first.
- Make sure all lights and heaters are off.
- Will need to stand still for the motion sensors. When the green checkmark lights up, enter your code into the keypad.

**Enter only these 4 digits. You won't need to press any other buttons.**

- **If the alarm is set properly, the red lock symbol will light up.**
- You will have up to 30 seconds to leave and shut the door.
- Make sure the door handle button is pressed IN.

***IF YOU ENTER THE WRONG NUMBERS, OR THE ALARM GOES OFF, YOU WILL NEED TO PUSH THE # BUTTON AND RE-ENTER YOUR CODE.***

*If you don't remember the code, OR if there is any issue, please refer to the Emergency Numbers posted throughout the facility.*

## COMPLAINTS & EVICTIONS

- A complaint from one or more co-habitant (for a minor infraction):
    - First offense is a warning letter from the facility;
    - Second offense is a mandatory meeting with Management;
    - Third and final offense results in eviction.
  - Severe breaches result in automatic eviction.
  - Should the Occupant be evicted for breach of these Terms and Conditions, depending on the severity of the cause, he/she will have 1-8 hours to remove belongings. Cree8iv Ink Training Ltd. will assume no responsibility to provide/obtain replacement accommodations.
  - Keys are to be returned immediately upon departure. Replacements are \$10 for unreturned keys.
  - Security System door code will be inactive immediately.
- All payments for damages, will be deducted from damage deposit and any surplus not covered will result in legal action

## COMPLAINT POLICY

It is a students' responsibility to familiarize themselves with institutional policies and regulations before enrollment. These can be found within this document as well as the Orientation document provided on the first day of classes and posted within the facility. You are encouraged to talk to the instructor first, before or after class, to resolve any issues. Alternatively, you may also email [admissions@cree8ivtraining.ca](mailto:admissions@cree8ivtraining.ca). If you are unsatisfied with the result, you may escalate by submitting a handwritten complaint. A formal meeting will be scheduled with the program facilitator to discuss. Please note, that while every effort will be made to ensure the concern is resolved in a respectful and fair manner, the institutions' policies and procedures are not available for negotiation or change unless at the discretion of the institution.



# LEGAL & DISCLAIMER

- There are no Provincial or Federal regulations regarding formal training requirements to be a tattoo artist in Alberta or Canada, while Tattoo Facilities are governed by Alberta Health Services;
- The facility has taken great care to ensure the accuracy of the information provided within the course, though much of it is individual personal perception and no legislation exists at this time regarding content or instructional practices or techniques, most of which are considered common knowledge and are not owned by the Institution;
- The completion of this Program does not guarantee that the Student will be able to produce tattoo work similar or comparable to the Instructors', fellow Students;
- The Student is not guaranteed to be capable of earning a living selling tattoo services to the public, either on their own or in a Tattoo Shop setting;
- The Student may face barriers to a career that are outside of the control of Cree8iv Ink Training Ltd.;
- The Student assumes all liability for their actions;
- There will be no compensation to the Student for any tattoo procedures performed during this training;
- There will be no compensation to the Student for any photos taken;
- Cree8iv Ink Training Ltd. retains the right to refuse a Student to perform Live Model Tattooing in any case the Company believes additional training is required;
- The terms in this document, including Policies or Procedures, Curriculum, Delivery, Prices etc., may be Amended at any time by the Company without notice.

## **DISCLAIMER - LIABILITY FOR PROGRAM CONTENT**

Cree8iv Ink Body Studio Ltd. has taken as much effort as possible to provide current and correct information. Nothing in this program should be considered official regulation or advice as far as Province or Federal related tattoo or body modification legislation, aside from the material provided by and governed Alberta Health Services and Health Canada. This information is not to be utilized as a substitution for local written laws that may apply to the student/artist.

## **FACULTY INFORMATION:**

Owner/Tattooist/Instructor - Bobbi Jo Matheson  
Cree8iv Ink Training Ltd.

Address: 10024 100 Avenue Grande Prairie, AB T8V 0V3

Call: 780-831-7387

Email: [admissions@cree8ivtraining.ca](mailto:admissions@cree8ivtraining.ca)

Facebook: Cree8iv Training Ltd.

Instagram: @cree8ivtraininggp