



American Institute of Education

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**CATALOG &
CONSUMER INFORMATION**

2018

REVISED 1/1/18 – 12/31/18

RON DAVIS - DIRECTOR
www.aielectrology.com

ORGANIZATIONAL CHART

STAFF

Mr. Ron DavisOwner / Director, since 1998
Jazmin Toscano..... Administrator /Student Services

INSTRUCTORS

Shawna Campbell.....Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Lisa Atay.....Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Roxanne Whitney..... Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Jennifer Combs.....Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Thu Nguyen..... Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Paige Elders.....Licensed Electrologist,
Electrology Instructor **BPPE Authorized**
Alana Dzurek.....Licensed Electrologist,
Electrology Instructor **BPPE Authorized**

Instructors maintain their knowledge by participating in AIE training programs specifically written to update technical understanding of today’s modern epilators and the new techniques required for successful operation of these machines.

FACULTY

INSTRUCTOR QUALIFICATIONS

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Evening Session: 6:00 to 7:30
 Lunch Break 12:30 PM to 1:00 PM
 AM Break 15 minutes
 PM Break 15 minutes

Specific to Veterans, breaks may not be included in total instructional time under any circumstances. Veterans must clock out during break times.

Attendance and Eligibility for Veterans

Veterans must maintain a 90% attendance average of their schedule. Should ongoing tardiness or absences occur placing the veteran below this average, a probation period of one week will be imposed during which make-up work in the programs' theory will assigned. The assigned work will focus on material from the textbook followed by multiple-choice test(s). Should un-excused absences occur during the probation period further placing the veteran below the 90% attendance average, an additional week of probation will be imposed. Failure to comply with probation will result in termination of the veteran's enrollment.

NOTES/QUESTIONS:

Most students must complete between 3-5 hours of “hands on practical” during each day of their attendance in order to meet the minimum required hours per program. Students attending 20 hours per week need a minimum of 3 hours per day; full-time students may need 6 hours per day.

A seven-minute grace period is allowed for tardiness. Over seven minutes, one quarter of an hour must be deducted from the time card.

Students seeking licensure in the State of California are required to notify the school’s administration at least two business days before completing 450 clock hours so that the pre-application paperwork can be completed. Failure to pre-apply for a preferred testing date will result in several months wait for exam scheduling by the State.

VIOLATIONS

Persistent violations of the school rules and regulations will be cause for expulsion.

VETERANS AFFAIRS ADDENDUM TO THE AIE CATALOG

Instructional Policy

Due to the nature to the training program in Electrology, the school maintains a year round schedule and is state approved as an open enrollment institution. Students can enroll anytime and proceed at their own pace. Veterans Affairs requires all instruction to be delivered in school. Online instruction is not allowed.

Veterans attending AIE’s Electrology program must attend at least 37 hours per week according to the following schedule. On this schedule, a veteran will complete this 600-hour program in 17 weeks.

Instructional Schedule

The Institute is open fifty hours per week on the following days:

Tuesdays and Wednesdays 9:30 AM – 8:30 PM
Mondays and Thursdays 9:30 AM – 7:30 PM
Saturdays 9:30 AM – 5:30 PM
Fridays and Sundays we are CLOSED

Class Schedule

Classes are held according to the following schedules:

Tuesdays and Wednesdays
Morning Session: 9:30 AM to 12:30 PM
Afternoon Session: 1:00 PM to 6:00 PM
Evening Session: 6:30PM to 8:30 PM
Lunch break 1:00 PM to 2:00 PM
AM Break 15 minutes
PM Break 15 minutes
Dinner Break 6:00 PM to 6:30 PM

Mondays and Thursdays
Morning Session: 9:30 AM to 12:30 PM
Afternoon Session: 1:00 PM to 5:30 PM

This Institution’s approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010”. Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Dear Student:

WELCOME TO AMERICAN INSTITUTE OF EDUCATION, we are pleased to have you as a member of our student body. The environment here is genial and supportive, enabling you the student to strive for and achieve excellence. A progressive and updated program has been developed for your instruction. Full advantage should be taken of it. You are required to familiarize yourself with The Barbering and Cosmetology Act, the Rules and Regulations of the school and the Board of Barbering and Cosmetology. These objectives are well intentioned and important to you as a professional Electrologist. Our program of instruction encompasses both theory and practical training. They are equally important. Good study habits should be developed. Excellent equipment and instruments are provided for your use. Familiarize yourself with their operation, use and care. The open enrollment policy of the school is directed to accommodate the needs of every student. At AIE, the theory portion of our curriculum can be completed online or in school. Simply advise us of your preference at time of enrollment or while your attend should your preference change. Frank discussions of individual concerns are encouraged. Much like any post secondary institute of higher education, the full purpose of instruction will only be realized when you assume responsibility for your progress.

Please Note:

We do not offer English-as-a-second language instruction for this program. Proficiency in English is required.

We look forward with enthusiasm to be at your side as you work to complete your required hours of instruction for Electrology.

May you have a successful and pleasurable experience at AIE and an even more fulfilling practice as you embark on your new career.

Ron Davis, Director

INTRODUCTION

The American Institute of Education offers a six hundred (600) clock hour Electrology Course as required by the California State Board of Barbering and Cosmetology. Upon successful completion of this State Board exam, a California student becomes a Licensed Electrologist in the State of California. The annual maximum enrollment in A.I.E.'s electrology program is 65 students on an open enrollment schedule. We also offer programs that meet the requirements of other States.

The Institute does not provide English-as-a-second language instruction.

A BRIEF HISTORY OF ELECTROLOGY

Cosmetic electrolysis had its early beginnings in 1875 when Charles E. Michel, M.D, a practicing ophthalmologist in St. Louis, Missouri, developed a method of permanent hair removal for his patients using an electric current, which destroyed the hair follicle.

Since those early experiments, the study of electrology has advanced to a state of the art cosmetic service. Today's modern electrology practice utilizes computerized equipment for the comfortable yet permanent destruction of unwanted hair over a series of personalized treatments.

Electrology as a Career

Electrology is truly a unique and rewarding profession that spans over one hundred years of exciting achievement.

Electrology is the study of permanent hair removal with the use of an energized needle or probe, utilizing three modalities known as Electrolysis, Thermolysis and Blend.

HISTORY OF THE AMERICAN INSTITUTE OF EDUCATION

The American Institute of Education was incorporated in the State of California, June 12, 1986 as the American Institute of Electrology and opened its doors in October in the City of Long Beach, California. On March 9, 1999, the school owners formally changed its name to The American Institute of Education with the Bureau for Private Postsecondary Education. The school has been State Approved with the BPPE since it opened. It is not accredited by a federally recognized accrediting agency and therefore does not offer federal loans or grants of any kind. The School owner: For 22 Inc., DBA American Institute of Education.

SCHOOL FACILITIES

The American Institute of Education is located in a well-lighted, air-conditioned building, designed with equipment, supplies and implements to provide each student the opportunity to become proficient in both technique and speed.

The Institute delivers lectures and theory through the use of enhanced teaching aids, audio – visual equipment as well as hands on training. Students utilize our Online Academy for part of their theory training.

There are sufficient workstations to assure adequate student practice of clinical procedures. Student lunch area and restrooms are also provided.

Teachers and the administration will select which student will work on pre-booked clients in the event of a previously scheduled student who does not show up for school.

Refusal to work on clients at a teacher or the administration's discretion will result in the loss of three clock hours for that day.

STUDENT PRACTICAL INSTRUCTION WORKSHEETS

Students are required to complete and maintain a workbook consisting of Practical Instruction Worksheets for each major body area, delineating their progress in practical instruction. At the end of each session, ***before the client or fellow student has left the workstation***, the student must complete an entry for the session and have the instructor evaluate and sign off on their performance. The student has the option of including his or her own comments for each entry.

Failure to complete the required entry for each session and receive the instructor's evaluation will result in a penalty of one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

SMOKING

Smoking is not allowed in the school building. Smoking is permitted outside away from the schools entranceways, only during authorized breaks or lunch hours.

TEST TAKING

Each test can only be taken once per day. Tests not passed can be retaken the subsequent day or later. Mock Board trail exams must be completed 10 days prior to your licensing exam date.

TIME CARDS

Student time cards are extremely important since they become the basis for the accrediting and licensing for each student.

All students must clock in and out on his or her own time card to reflect the accumulation of credit hours. It is strictly against the rules to allow another person to clock in or out on another students' time card. Students must sign their time cards daily.

Students must submit each time card no later than the following attendance day. Students ***must leave*** their time card in the provided time card holder next to the time clock while they are clocked in.

It is necessary to track both your total hours and your **total practical hours** as a *subset* of the total hours. The state of California requires that "hands on practical" training be completed to the fullest. Practical hours are broken down into four categories: Sanitation, Electrolysis (Galvanic), Thermolysis and the Blend. Hours are considered "hands on practical" only if the student him/herself is doing the work. ***Do not*** include hours spent having electrolysis done ***to*** you by another student or instructor in this section of your time sheet. Hours spent receiving electrolysis count towards your total clock hours, but not practical clock hours.

EATING

Food and drink are not allowed at the workstations or in the classroom area.

A lunchroom is provided for eating and drinking. It's the responsibility of students to clean up after themselves, including wiping down tables, the microwave and cleaning the coffeemaker after use, plus keeping the refrigerator clean and free of rotting or excess food and beverages.

If a student fails to clean up after him or herself or brings food and/or beverages onto the clinic floor or into the classroom, and ignores reminders or warnings, the penalty for non-observance will be one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

EQUIPMENT

Students are responsible for the proper care and maintenance of the school's equipment including but not limited to the epilators, beds, lamps, chairs, sterilizer, tweezers and the high frequency machine. Lost, mutilated, or stolen items will be replaced at the expense of the student.

Students are responsible for setting up, cleaning and unplugging all of the cords from any machine they use, and ensuring that all cords are returned to their proper boxes each day.

ILLNESS

Credit hours will not be given to any student who is ill and cannot take patrons or participate in class. If you become ill while in school you will be excused but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school. According to state law, it is not permissible to work upon the public while suffering from any contagious disease.

SANITATION

Students are required to observe and put into practice proper rules of sanitation and the sterilization of all Electrolysis instruments. Students will be provided a handout during orientation delineating the required sanitary and sterilization practices. Students must also maintain a sanitary workstation at all times.

If a student fails to maintain the required sanitary practices, and ignores reminders or warnings, the penalty for non-observance will be one clock hour per offense. Repeated offenses will be grounds for disciplinary review.

SERVICING CLIENTS IN OUR CLINIC

In every business, the customer comes first. Our priority as electrologists is to assist those who come to us for treatment. As representatives of our school clinic, we view our clients as a connection to the real world of service and professionalism. Please note that they ***always take priority over treating another student or family member.***

Client clinic work always takes precedent over study time.

Students are ***required*** to work on clients, whether they are booked appointments or walk-ins. Students are not allowed to choose which clients they will or will not work on.

DIRECTOR AND FACULTY

Ron Davis is the Director of the American Institute of Education. Educated in business administration and marketing, his work background spans 45 years and ownership of several successful businesses in both Canada and the United States. His responsibilities are in the area of curriculum compliance with State agencies, student enrollment, tuition funding and the business management of the school.

Instructors and Qualifications

Shawna Campbell LE. Licensed Electrologist since 2014 / AIE Graduate

Alana Dzurek LE. Licensed since 2012. Owner of Beverly Hills Hair Free, specializing in multi-needle electrolysis. Graduate of the Berkowitz School., New York.

Jennifer Combs LE. Licensed Electrologist since 2004 / AIE Graduate

Lisa Atay LE. Licensed Electrologist since 2013. Fluent in English and Spanish / AIE Graduate

Paige Elders LE. Licensed Electrologist since 2013. / AIE Graduate

Diethu (Thu) Nguyen L.E., Licensed Electrologist since 2013. / AIE Graduate

Roxanne Whitney L. E. Licensed Electrologist since 2008, Licensed Manicurist since 1998/ AIE

Graduate

ABOUT THE AMERICAN INSTITUTE OF EDUCATION

MISSION & OBJECTIVES

The objective of the American Institute of Education is to deliver to its students, the best possible education in Electrology. We provide the most modern equipment coupled with superior teaching staff and work together to promote and encourage the graduates to achieve the highest career goals. Our primary objective is to have each student obtain Professional Certification through State Licensing for Electrology and to produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level in an Electrology practice as self-employed practitioners. Normal progression based on individual efforts and job experience, should move him/her to positions such as Salon Manager, Salon Owner, Electrology Instructor, School Supervisor/Director, or School Owner.

Class Schedules:

Due to the popularity of our Electrology program, AIE may delay entry into the school clinic for practical instruction based upon the total volume of students enrolled.

At AIE we maintain an extensive roster of teachers all of whom are practicing Electrologists. This allows us to find back-up teachers in the event of schedule changes of any of our teachers throughout the year. In the unlikely event that an assigned teacher is unable to cover their class due to an emergency such as a car accident or sudden illness and the schools administration cannot find a substitute, AIE reserves the right to cancel that day's class and reorganize future dates to make up the time missed.

Philosophy

The philosophy of the American Institute of Education is based upon the belief that learning should be an enjoyable and rewarding experience for every student. Gaining independence through education develops self-confidence and self-fulfillment, enriching the lives of all that participate.

FACILITY LOCATION

The American Institute of Education's location is in Santa Tustin, CA at 17632 Irvine Blvd., Suite #215, Tustin, CA 92780. There is free parking adjacent to the school. For more details, please refer to the map printed on page 20.

600 CLOCK HOURS ELECTROLOGY COURSE LEADING TO STATE LICENSURE POLICIES AND PROCEDURES

The Institute offers a variety of Electrology courses to fit the training requirements of State licensing boards and the needs of the student body. As of January 2007, the California State Board of Barbering and Cosmetology and the Bureau for Private Postsecondary Education granted A.I.E. the option of offering a second version of the traditional 600-clock hour Electrology course. California-based students (and students from some other licensed states) can elect to complete the theory portion of the program *online*.

This section describes both the *onsite* and *online* versions of the 600-clock hour Electrology course leading to State licensure. The *online* module covers theory only and is found on the school site's "Online Academy".

ADMISSION REQUIREMENTS

Applicants must be at least 17 years of age (no maximum age as long as the applicant demonstrates ability to perform) and have a high school diploma or the equivalent (GED). To improve the probability of admitting only those students whose aptitude suggests that they will benefit from the training and will successfully complete the program, applicants without a H S diploma or GED are required to pass an admissions test, professionally designed and recognized for that purpose.

Admission Requirements / Policy on Student Catalogs

DRESS CODE

Our dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people, but caters to the expectations of the public and the accepted standards of the Electrology profession and the CA Board of Barbering and Cosmetology. All students are expected to present themselves as professionals.

In order to ensure compliance with the school dress code, the following enforcement policy is in effect:

- Students arriving at the school without the proper attire will result in the loss of two clock hours on that day's time card for first and second offenses.
- For third and subsequent offenses, students will not be allowed to attend school that day.
- The only exception to the above policy applies to students wearing false nails. The first offense will result in a warning. The second and subsequent offenses will result in the loss of two clock hours per incident.

A clean white or black lab coat is to be worn and buttoned during all treatment times with a patron. The lab coat should be long sleeved, however if a long sleeved coat is not available, the student must wear a long sleeved top underneath. This requirement is designed to minimize skin-to-skin contact with clients.

Comfortable shoes with low to moderate heels are required and should be neat and clean. Sneakers/trainers *are* allowed. **Open toed shoes including sandals are not allowed for safety reasons. Boots are not allowed.**

Students must wear full-length black pants; jeans are not allowed.

Make-up, if worn, should be applied tastefully. Perfume or shaving lotions if worn should be subtle and not overwhelming. As a general rule it is best to avoid wearing them, as some patrons may be allergic and hyper-sensitive to these fragrances.

Overall cleanliness and neatness should be practiced. Good grooming habits include:

- Regular bathing and shampooing—hair is to be neat and tied back if long,
- Use of deodorants,
- Hands must always be clean with nails kept short. Only clear nail polish is allowed. Acrylic nail tips are not allowed,
- Proper oral hygiene must be maintained to insure fresh breath, along with regular dental checkups.

Unacceptable attire and deportment includes:

- Clothing with holes patches or tears.
- Low-cut blouses or tops are unacceptable.
- Body piercing / rings, studs etc., should not be visible except for ears.

recommended to bring the failing student up to the schools standards. Should the nature of the probationary period be to bring attention to the behavior or attendance of the student, any further unacceptable behavior including misuse of school equipment, will be cause for immediate dismissal. The cost of repair to damaged equipment will be paid by the offending student.

Conditions for Re – Entrance after Dismissal for Unsatisfactory Progress

For a student to be readmitted after dismissal, the school requires a written explanation from the student as to how they will proceed from the point of reentry onward. The Director and the teaching staff will examine the recommitment of the student to the program and will review any make-up work the student may have completed. At the sole discretion of the Director, the student will either be allowed to continue in the program or at this point will be dismissed in accordance with the schools refund policy.

STUDENT HOUSING

The Institute does not provide dormitory facilities but will provide a list of rentals, hotels, rooms in private homes or other facilities to any student in need of housing accommodations. Rates for accommodations in private homes ranges from \$650 to \$750 per month.

PLACEMENT

The American Institute of Education is contacted by prospective employers, clinics, salons, beauty studios and Electrologist offices looking to add an associate, as well as by Electrologists wishing to sell their practices. It is our policy to post this information and to contact our graduates and those soon to graduate and inform them of any opportunities that present themselves. We cannot however guarantee placement, and only act as a referral service for our students.

SCHEDULE B: RULES AND REGULATIONS FOR STUDENTS

ALCOHOL AND DRUG POLICY

When on school premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. No intoxicating liquors or drugs (except a prescription from an M.D.) may be brought on to the school premises or into the school building. Violation of this condition is just cause for dismissal. If you feel you are in need of assistance you may contact the following: Family Recovery Foundation, 12822 Hewes Avenue, Santa Ana, CA 92705.

CELL PHONE USE

Phones are not allowed in the student clinic. They may be kept in the break room or in each students locker and must be off or to vibrate. All calls are to be made or taken outside of the school or in the lunchroom.

CHANGES TO THE RULES AND REGULATIONS

Any changes in school rules will be posted within the school or included as an addendum.

Prior to enrollment, our school provides prospective students, either in writing or electronically, a school catalog containing complete details on program offerings and state and school requirements that lead to licensure. Any questions a prospective student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Sacramento, CA 95833, www.bppe.ca.gov, phone (888) 370-7589. As a prospective student you are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A prospective student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov. **AIE updates its catalogs annually. Mid year changes may also be made using supplements or inserts to the catalog.**

The Institute recognizes the student's rights to privacy and any release of student information will be governed by the policy established by the Federal Inter – Agency Committee on Education. Student records are retained for fifty (50) years.

Statement of Non Discrimination

The American Institute of Education does not discriminate on the basis of race, color, religion, sex, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies or handicap, providing said handicap does not interfere with proper technique or use of equipment and the ability to perform and work in this profession.

SCHEDULING

Class Schedule

Due to the nature of the training program in Electrology, the school maintains a year round schedule on an open-enrollment basis. Students can enroll anytime. The Institute has a flexible class schedule, and students can attend at their own pace.

Vacation Schedule

The Institute is closed for the following holidays: Easter, Memorial Day, Independence Day and Thanksgiving. Summer Vacation is August 19th through to September 3rdth. We are closed Labor Day, September 3rd. We return September 4th. Our Christmas vacation runs for two weeks starting December 16th through to New Year's Day, returning Tuesday January 2nd 2019.

Instructional Schedule

The Institute is open fifty (50) hours per week on the following days:

Monday and Thursday	9:30 AM - 7:30 PM
Tuesday and Wednesday	9:30 AM - 8:30 PM
Saturday	9:30 AM - 5:30 PM
Friday and Sunday	CLOSED

A time clock is used to comply with the law requiring that time and attendance records be completely and accurately maintained. Each student is responsible for insuring that his or her time record is accurate and complete. Any oversight, failure or other irregularity, which might cause inaccuracies in the time and or attendance record, should be brought to the attention of the instructor promptly. The school will furnish time cards for that purpose requiring daily

completion by the student including the student's signature and the signature of the administrator.

CREDIT FOR PREVIOUS TRAINING

Students with in-state previous training and /or experience in electrology must present their training documents to the schools Director for validation and credit. Students with out-of-state training must complete forms "A, B or C" of the California State Board of Barbering and Cosmetology dependent upon which apply of the California State Board of Barbering and Cosmetology and submit them to the state Board for credit. If granted, you will be provided with such credit in writing in the form of an evaluation letter and the Institute will honor such credit toward your graduation. For out-of-country students, your training documents must be submitted for evaluation to International Educational Credential Evaluation Services, Dr. Joseph Strazzeri, Ed. D. 436 S. Nectar Avenue, Galloway, New Jersey, 08205, USA. Their phone number is (609) 748-9336 and website <http://www.iecesstrazzeri.com>.

Transferability of Credits and Credentials Earned at AIE

The transferability of credits you earn at AIE is at the complete discretion of the institution to which you seek to transfer. Acceptance of the certificate you earn in electrology is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AIE to determine if your certificate will transfer.

GRADUATION REQUIREMENTS

The student must complete the required hours, all classroom assignments and required procedures for applied credit, and all tuition fees must be paid for or school loans in place and in good standing, in order to graduate. The required hours of the course must be evidenced by student time cards and required procedures completed as indicated on work slips signed by the instructor and student. Upon completion of all requirements, the student will be graduated and issued a certificate, along with the necessary documents for application to the California State Board of Barbering and Cosmetology for the state board examination. California State licensing is granted the day the examination is passed.

CURRICULUM FOR 600 CLOCK HOUR ELECTROLOGY COURSE, LICENSED AND UNLICENSED STATES

A 75% score is required for passing the California State examination. Students of other states will receive proof of training documents to provide their State's regulatory agency.

be deficient in any portion of the training program, a conference with the director and / or instructor will be scheduled. All efforts to assist the student in achieving their goals will be made.

The school uses common grading indicators as follows:

Excellent	A	90 –100%
Satisfactory	B	80 – 89%
Poor	C	70 – 79%
Un-Satisfactory	D	60 – 69%
Failing	F	0 – 59%

LEAVE OF ABSENCE

A leave of absence is considered an approved interruption in the student's program. Students may be granted a leave of absence from the school if they follow the following steps:

1. Submit in writing the request stating the duration, reasons for the leave and the estimated date of return.
2. Obtain written approval from the Administrator or Director.

WITHDRAWAL

A student seeking withdrawal from the Institute must do so in writing, describing the –reasons with sufficient detail and thereafter, at the option of either party meet for a personal review of the circumstances.

A student may be terminated for failure to obey the rules of the Institute, which are posted, or failure to meet tuition costs. Students terminated by the Institute may petition for readmission in writing and by meeting with the Director. Decisions on the request for readmission are final.

STUDENT ACADEMIC PROGRESS (SAP), PROBATION AND DISMISSAL

Conditions for Interruptions for Unsatisfactory Progress (not applicable for Online Academy students, Unlicensed States)

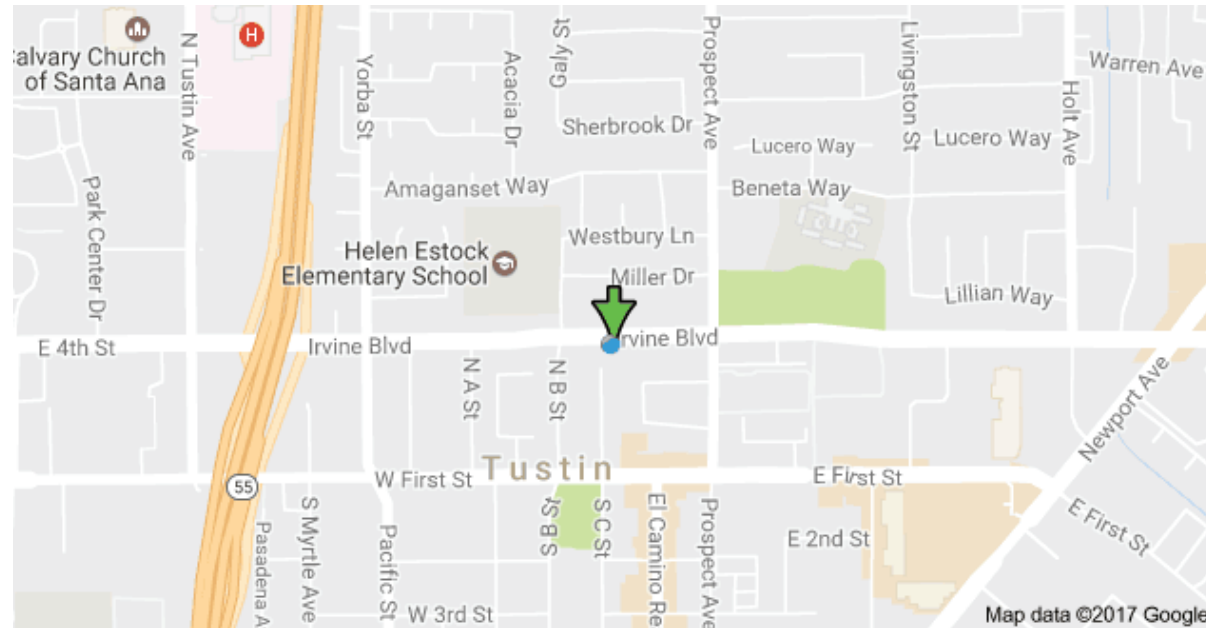
A student is required to maintain a grade average of 80% in order to achieve academic progress. If a student's grade average falls below 80% they will be placed on academic probation for a period of one week. During this period make-up work will be assigned to bring the student up to the school's standards. If the student fails to bring their grades up to standard, a further period of one week of probation will be assigned. Additional make-up work will be offered along with individual attention to the area of study the student is having difficulty with. This extra week will also provide an opportunity for the student to reassess their commitment to the program and dialog their thoughts with the school Director. If unsatisfactory progress continues largely due to the student's lack of study, commitment or behavioral issues, the student could be dismissed from the school. Benefits for VA applicants will be terminated at the end of week two if they fail to meet the minimum grade average.

Probationary Period

Unexcused absences, tardiness, failing grades and unacceptable behavior that is contrary to the school's rules and regulations are reasons for the enforcement of a probationary period. The probation period will be 14 days. During this period additional make-up work will be

HOW TO FIND US

AMERICAN INSTITUTE OF EDUCATION
 17632 Irvine Blvd. Suite 215
 Tustin, CA 92780
 Phone (888) 844-4247
 Fax (714) 564-0417
 Web Site: www.aielectrology.com
 Email: info@aielectrology.com



American Institute of Education

SCHEDULE A: POLICIES & PROCEDURES

ATTENDANCE

Students should attend classes regularly to obtain the maximum benefit from the course. If a student is unable to attend class, the school should be notified promptly.

Veterans must maintain a 90% attendance average of their individual schedule in this open enrollment program. Should ongoing tardiness or absences occur, the veteran will be given make-up work, and placed on probation (see page 21 "Probationary Period"). Satisfactory attendance is a requirement for course completion.

GRADING SYSTEM

Students are tested regularly on their classroom theory as well as their practical laboratory procedures. Students must maintain a minimum grade average of 80%. If a student is found to

TUITION AND FEES LICENSED STATES	UNLICENSED STATES
TUITION FEE \$ 7,870.00	\$ 6,125.00
Registration Fee \$ 250.00	250.00
Equipment & Supply Fees + tax \$ 825.00	\$ 825.00
=====	
\$8,945.00	\$7,200.00

A deposit of \$1,000.00 is required upon enrollment. The balance is paid on a monthly basis with no interest charges calculated on the outstanding balance. Other funding options can apply.

V A students: Veterans Affairs mandates that all students funded through any of their benefits programs must attend school for the entire 600 hours and that online theory is not allowed. V A students participate in the same curriculum as all other students who share the goal Electrology licensure. The following is a description of this curriculum.

(I) General Theory

A: Introduction to Electrology

This includes 1) the history of electrology, 2) Current methods of permanent and temporary hair removal, 3) Overview of the school program, 4) State laws and regulations, school rules, 5) Study skills.

B: Basic Science

A specific study of the following as these areas pertain to Electrology;

1. Anatomy and physiology
2. Cytology
3. Histology
4. Survey of body systems: nervous, endocrine, lymphatic, cardiovascular, digestive, respiratory, excretory, reproductive, skeletal, muscular, and integumentary
5. Dermatology: normal integument, diseases of the skin
6. Hair: structure and function, growth cycles, regrowth
7. Hypertrichosis, hirsutism: causes, evaluation, treatment
8. Contraindications to electrology
9. Microbiology: a study of microorganisms, personal hygiene, hand washing, sanitation, antisepsis, disinfection, sterilization, aseptic techniques
10. Immunology
11. Basic electricity
12. Modalities of electrology: electrolysis, single needle method and multiple needle method, thermolysis, manual and automatic method, and the blend method
13. Electrology techniques and variables, a) techniques, b) variables, probes, intensity, timing, depth of insertion
14. Operation, care, maintenance of equipment and instruments.

C: Psychology

1. Psychology as related to unwanted hair
2. Interpersonal skills
3. Stress management and relaxation techniques.

D: Professional Considerations

1. Maintenance of professional standards
2. Professional associations
3. Ethical issues
4. Legal issues
5. Business principles and practices
 - a) Organization and supervision of an office
 - b) Office procedures and management
 - c) Record keeping
 - d) Bookkeeping and accounting
 - e) Taxes,
 - f) Insurance liability (malpractice, property damage)
 - g) Public relations and advertising
 - h) Time management

(II) Clinical Practice

1. Interpersonal skills
2. Health history assessment
3. Consultation
4. Contraindications
5. Positioning and draping
6. Lighting and optics
7. Pre – and post-treatment care
8. Modalities (electrolysis, thermolysis, blend)
9. Epilation techniques
10. Practice on all body areas
11. Aesthetic / cosmetic considerations
12. Side effects, tissue injury, and complications
13. Treatment records
14. Evaluation of treatment progress

Learning Modules

The following Learning Modules represent chapter designations in the textbook *Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal* that should be studied together in modular sequence.

In addition to taking an exam on each chapter, the students are responsible for:

- a mid-term exam covering chapters 4-9
- a final exam covering all chapters
- a test on the State Board Rules and Regulations for Electrologists.

600 Clock Hour Electrology Course Refund Table

<u>% of Course Completed</u>	<u>Refund Amount</u>
10%	\$7,245.00
25%	\$6,037.50
50%	\$4,025.00
60%	\$3,220.00
75%	\$2,012.50

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the institution.

STUDENT COMPLAINTS

It is the policy of the Institute to receive, acknowledge and respond to student complaints concerning any aspect of their educational process, programs, facilities, Institute employees, or services offered by the Institute.

Complaints relating to any of the above subjects whether presented orally or in writing to the Institute will be promptly acknowledged by the Institute with an office interview. The response will propose corrective action and / or describe relevant remedial action in process or completed. The student may direct any unresolved matters by mail to the:

Bureau for Private Postsecondary Education
 2535 Capitol Oaks Dr.
 SACRAMENTO, CA 95833
 www.bppe.ca.gov / phone: 888-370-7589

45 days after receipt of the notice of cancellation. A student may withdraw from school at any time and receive a refund of unused tuition. If a student withdraws or is suspended or expelled after the aforementioned 7-day period for cancellation, all tuition and fees less registration fee not to exceed \$250.00 shall be refunded on a pro-rata basis.

Once purchased, equipment and school supplies become the property of the student. The school may keep the documented cost of the listed equipment and supplies at its sole discretion.

The refund of tuition and other fees (excluding equipment and supply fees) shall be equal to the total amount of tuition multiplied by the fraction or percentage of time remaining.

The amount charged to the student shall not exceed the pro-rata portion of the total charges for tuition. The percentage of program completion is based upon program completed as a percentage of total hours.

Third Party Loans / Federal Aid / VA Funding

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, or VA funding, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. AIE does not participate in any federal loan programs but does accept V A funding through a variety of V A programs.

Refund Policy for Veterans (and eligible persons under Title 38 US Code)

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges, does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. (Note: the maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.)

A Hypothetical Refund Example of a pro-rata refund policy, (according to the state pro-rata policy).

Assume that a student, upon enrollment in a 600 hour course, pays \$8,050.00 for tuition, \$250.00 for registration, and \$825.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 200 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$5,366.00 based on the calculation stated below. Issued equipment is non-refundable due to sanitary conditions and public protection.

Total amount paid	\$9,145.00	Tuition cost	\$8,050.00	Paid for instruction	\$9,145.00
Less registration fee (not refundable)	\$250.00	Hours in the course	600	Hours attended	200
Less cost of un-returnable equipment	\$825.00	Hourly charge	\$13.42	Tuition balance owed 200 x \$13.42	\$2,684.00
Equals amount paid for instruction	\$3,779.00	Minus Reg. STRF & Equip.	\$1,095.00	Refund due	\$5,366.00

Module #1

Chapter 2: Hair and Skin

Chapter 3: Insertions

Chapter 1: Hair Growth Problems

Module #2

Chapter 8: Electrolysis

Chapter 9: Thermolysis

Chapter 10: Blend

Module #3

Chapter 4: Neurology/Angiology

Chapter 5: Bacteriology/Disinfection

Chapter 6: Dermatology

Module #4

Chapter 7: Electricity

Module #5

Chapter 11: The Needle

Chapter 12: General Treatment Procedures

Chapter 13: Treatment of Specific Areas

Module #6

Chapter 14: Developing a Practice

Learning Structure and Course Credit / 600 Clock Hour Electrology Course.

The curriculum for students enrolled in the Electrology course consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Electrologist pursuant to the California Barbering and Cosmetology Act.

Theory

The theoretical instruction consists of lectures, demonstrations, classroom participation and examination. The textbook for the course consists of 14 chapters. Only the first 10 chapters are examined on the California State exam. Each student will receive a chapter review or lecture on each of the ten chapters. In addition, more help is provided to students with areas of study when and as needed.

Study guides are distributed for each chapter to help students focus on the relevant information in each chapter. When a student is ready they are expected to ask for a test on the chapter just completed. Each test is written in multiple-choice format similar to the licensing exam. The exams for chapters 2, 11, 12, 13 and 14 are **open book**.

To insure a complete understanding of the material, the instructors are available to review errors made on any test. Mid term and final exams are also administered. At the 500-hour point in the program, study guides specifically written for the State-licensing exam are provided to each student. These outline the key areas of focus for study and review. Two weeks prior to the exam the school instructor will conduct a review of the important points with the students soon to take the State-licensing exam.

Practical

Each student is given individual help with the practical part of the course. The teachers work with each student one on one throughout the program. Students are encouraged to ask for help,

as they require it. A minimum of four practical exams are administered toward the end of the program that simulates the practical methodology that is tested at the California State licensing exam. These exams are not optional for students sitting for licensing exams in other States.

Hours of Course Credit

Theoretical Training

The curriculum for students of Electrolysis consists of six hundred clock hours of theory instruction and practical operations covering all practices of an Electrologist pursuant to the Barbering and Cosmetology Act. The theory instruction consists of online work and / or in school theory lectures, demonstrations, classroom participation and examination. The practical operation consists of actual performance by the students of a complete service on another person, repeated throughout the duration of their time in school. Credit hours are allocated to each of the areas of study delineated by the State of California’s recommended textbook *Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal*. Hours are also assigned to the required midterm and final exams as well as the exam on the State Board Rules and Regulations. These hours meet or exceed the California State Board of Barbering and Cosmetology’s requirements proscribed for Electrologists. Students sitting for licensing exams for other States are not required to take the California State Board Rules and Regulations exam.

<u>Subject</u>	<u>Earned Hours</u>
1) The Barbering and Cosmetology Act / Board Rules & Regulations	15
2) Health and Safety / Hazardous Substances	15
3) Sanitation, Disinfection and Sterilization	25
4) Bacteriology, Anatomy and Physiology	25
5) Electricity	25
6) Electrolysis	25
7) Thermolysis	25
8) Combination high frequency & galvanic currents (The Blend)	25
<i>Additional Training</i>	
The Needle	5
General Treatment Procedure	5
Treatment of Specific Areas	5
Developing a Practice	5
Midterm	10
Final Exam	10
California State Board Rules and Regulations	10
Three written reports (equipment, consultations, etc) see pg. 10	32
TOTAL	272

Practical Training

The practical operation consists of actual performance by the student of a complete service on another person. Students are required to complete the following *minimum* number of hours working on themselves, other students and/or clients of the student clinic.

<u>Subject</u>	<u>Earned Hours</u>
1. Sanitation, Disinfection and Sterilization	28
2. Electrolysis	80
3. Thermolysis	115
4. The Blend	105
TOTAL	328

STUDENT TUITION RECOVERY FUND DISCLOSURES:

CALIFORNIA’S FORMER ASSESSMENT FOR THE STUDENT TUITION RECOVERY FUND (STRF) WAS DISCONTINUED IN 2015. NEITHER CA NOR OUT OF STATE STUDENTS WILL BE CHARGED AN STRF FEE.

REFUND POLICY/ CANCELLATION

A student's right to cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes) or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Director or his Administrator, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including but not necessarily limited to, a student’s lack of attendance.

Refund Policy: After the cancellation period, the institution provides a **pro rata** refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. All monies paid by the student will be refunded if the student is denied admission. After the cancellation period, the institution provides a pro rata refund of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred **(including absences)**, there will be no refund to the student.

A registration fee of **\$250.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student’s notification or school’s determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

A student who cancels in writing at any time until midnight of the date that is the seventh business day following the day on which the student attended their first class, shall be refunded all monies paid within

Once the student has completed the theoretical portion of the program, the practical portion is to be completed at AIE in Tustin, CA.

Curriculum and Learning Structure for Electrology Program, Non-Licensed States.

Students will complete a curriculum as described on page 8 and follow the recommended Learning Module Structure.

600 Clock Hour Online Academy Electrology Course, Non-Licensed States

Students of the Online Academy's 600-Hour program, unlicensed states, will complete the entire curriculum for the *onsite* program as specified on page 8 following the recommended Learning Module Structure (see page 8, 9, 10, 11,12). Students should complete the theoretical training before arriving for their practical training. **Non- Licensed states student are NOT required to complete the Notebook Assignments.**

Other State's Requirements & Individually Created Electrology Courses

Instruction complying with the training requirements of other State Licensing agencies has been offered at AIE since the schools inception in 1986. The licensing requirements for electrology in states other than California are met here at AIE and tuition costs vary and are provided to each out of state student before they enroll. These state's courses vary in length from Florida's 320 hours and up to, but not exceeding 600 hours of training. AIE does not offer training to the few states that require more than 600 hours in instruction. Tuition similarly varies. Out of state students should contact Ron Davis, Director, for specifics relating to their state's training requirements.

In addition to the minimum requirements established by the State Board of Barbering and Cosmetology, the American Institute of Education also provides training in the following subject areas:

1. Establishing a Practice
2. Communication Skills
3. Professional Ethics
4. Salesmanship
5. Decorum
6. Record Keeping
7. Client Service Record Cards

Additional Items Needed

Students are not responsible for purchasing any further equipment or supplies to complete their course of studies other than what the school supplies for them.

Notebook Requirements (32 credit hours only)

Students are required to maintain a notebook containing the following items. This notebook is due upon completion of 600 hours.

- 1. All 14 study guides, tests, and charts completed.
- 2. List of Electrolysis facility code requirements / State Board Rules & Regulations.
- 3. List of items and supplies needed to begin an Electrolysis practice.
- 4. Designed business card.
- 5. Design an AD for any written publication or design a web page for your future business.
- 6. Local publication ad / price list for a variety of ad sizes or web site hosting prices.
- 7. Obtain email quotes for Electrology malpractice insurance.
- 8. Examples of, or information about two bookkeeping systems.
- 9. Two different samples of patron history / treatment forms. You can create your own.

In addition, the student needs to complete four assignments. The student can receive a total of 32 clock hour credits for reports done *outside of school hours*. These reports must be typewritten. Listed below are 4 different kinds of reports. The Notebook is a mandatory requirement for any student in a license state.

► **Equipment Report:** Minimally a 2 typewritten page synopsis on one of the epilators you've worked with. Manuals are available for students to check out *overnight*.

► **2 Magazine Reviews:** AIE has a stock of 30 or so electrology magazines that students can check out for 1 week *with a \$5 deposit per magazine* to be returned to the student when the magazine is returned. Read two articles and write a *one-page type written report* on **each** of the articles, describing what you've read.

► **Field Trip Report:** This is a 2-page typewritten report. Choose any location that offers Electrology services, whether in a salon or Spa and interview the operator. You should find out how they run their business, how they generate clients, how they think about their competition, how they've handled a downturn in the economy and how they advertise, etc. The school provides a list of interview questions to work from. The Electrologist / business owner should know that you are an Electrology student.

► **Written Consultation: Part 1)** this should be at least 1 typewritten page, describing how you plan on consulting with new clients. This is your consultation and should be a description of what you'll take new clients through prior to their first appointment.

Part 2) you are required to create your own consultation book. This book needs to have pictures and / or graphs that assist new clients in understanding the treatment process. This information will come from: lectures you've attended on health history screenings and consultations; listening to the teachers and more senior students give consultations; and coaching sessions with your teachers on how to do consultations.

Learning Structure and Course Credit – 600 Clock Hour California Electrology Course. (This outline applies to students attending from CA and all licensed and unlicensed out-of-state students.) As previously stated, this curriculum also applies to VA students. Online theory instruction however is not allowed by Veterans Affairs students. VA theory is completed in class.

On January 2nd 2007, AIE received approval from the California Board of Barbering and Cosmetology to allow CA residents to take electrology theory online. Since that date, other States licensing electrology have followed CA's lead. The curriculum is essentially the same but credit for time spent online is only allowed after re-taking tests in school as described below. The curriculum for students enrolled in the Electrology course consists of six hundred (600) clock hours of technical instruction covering all practices of an Electrologist pursuant to the California Barbering and Cosmetology Act.

Theory

The bulk of the theoretical instruction for students of AIE's Online Academy is *self-study*. Students registering for the Online Academy will be given a textbook, or an online textbook a workbook, and a user ID and password for accessing the Online Academy.

The textbook for the course consists of 14 chapters. Only the first 10 chapters are examined on the California State Board exam. Each student will receive a chapter review or lecture on each of the ten chapters. In addition, more help is provided to students with areas of study when and as needed.

Required study guides that are designed to help students focus on the relevant information in each chapter are to be *downloaded* from the Online Academy website by the student. When a student is ready they are expected to complete practice tests for all required exams *online*. Each test is written in multiple-choice format similar to the State Board exam.

The exams for chapters 11, 12, 13 and 14 *do not* need to be retaken at the school. Their online grades are accepted. **Students for licensure will repeat the exams for Chapters 1-10, the midterm, final and State Board Rules and Regulations at AIE in a proctored environment to receive full credit for having completed the theory portion of the program online.**

Exams being repeated at AIE for online credit will be taken at the school under the following conditions:

- No books, notes, purses, or electronic items of any kind may be taken into the examination area.
- Tests must be taken in silence if other students are present.
- The school reserves the right to have the area supervised during the examination period.
- Consistent with school policy, all tests for the purposes of final grading CAN be taken as many times as a student desires under the conditions described above.
- Passing grade for these exams is 80%.
- Internet access to the Online Academy will be cancelled the day after the theoretical portion of the State Licensing exam has been passed.

To insure a complete understanding of the material, the instructors are available to review errors made on any test. At the 500-hour point in the program, study guides specifically written for the State Board exam are provided to each student. These outline the key areas of focus for study and review. Two weeks prior to the exam an instructor will conduct a review of the important points with the students soon to take the State-licensing exam.

For the **California Licensing program**, students are required to complete a minimum of 15 additional hours of time in school, retaking exams in a proctored environment. When successfully done, a total of 240 hours will be awarded the student for the online work they complete in this manner. For details on obtaining credit for online theory see **Learning Structure and Course Credit – 600 Clock Hour California Electrology Course. Retaking all required exams in this manner complies with the Board's training requirements for online theory instruction. Students from unlicensed states are not required to retake theory tests in school but they must complete.**

NON-LICENSED STATES & INDIVIDUALIZED PROGRAMS

Our Online Academy was originally created for people who live in States (and Canada) where **there are no licensing regulations** for Electrologists. Residents of the following States can attend AIE's Online Academy: Alabama, Alaska, Arizona, Colorado, all of Canada, Georgia, Kentucky, Minnesota, Mississippi, Missouri, New York, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Washington, West Virginia and Wyoming.

Individually created programs provide out of state students from unlicensed jurisdictions with the ability to, upon successful completion, work to a professional level in their home state or country. AIE will in every instance utilize the California curriculum of study as its standard for instruction when the training requirements of other states fall below California's curriculum standards. One-on-one clinical instruction can vary in length for each student depending upon his or her educational and work background. Pricing will be determined before the course commences and will be in line with the hourly instructional costs of AIE's California Licensing program. Students will be given a textbook and a user ID and password for accessing the Online Academy.

All of the online theoretical instruction is *self-study*. Study guides are downloaded by the students from our Online Academy found through our website. All exams are to be taken by the student online. Students must complete each required exam for their program as specified below with a score of **at least 75%** to be eligible to receive a certificate of completion for their selected program. Lectures are provided daily when students are attending AIE for their hands-on practical training. This lecture series supports the online self-study work completed at home.