



American Institute of Education

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**CATALOG &
CONSUMER INFORMATION**

2019

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RON DAVIS - DIRECTOR
www.aielectrology.com

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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.).

ORGANIZATIONAL CHART

STAFF

Mr. Ron Davis **Owner / Director, since 1998**
Jazmin Toscano **Administrator / Student Services**

FACULTY

INSTRUCTORS

INSTRUCTOR QUALIFICATIONS

Roxanne Whitney Electrology Instructor and Director of Education	Licensed Electrologist BPPE Authorized
Shawna Campbell Electrology Instructor	Licensed Electrologist BPPE Authorized
Lisa Atay Electrology Instructor	Licensed Electrologist BPPE Authorized
Jennifer Combs Electrology Instructor	Licensed Electrologist BPPE Authorized
Elizabeth Mendia Electrology Instructor	Licensed Electrologist BPPE Authorized
Thu Nguyen Electrology Instructor	Licensed Electrologist 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.

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 the 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. 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 its Online Academy and through the use of enhanced teaching aids, PowerPoint presentations, audio– visual equipment as well as hands on training.

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

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.

NOTES/QUESTIONS: _____

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.

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

Roxanne Whitney L. E. Licensed Electrologist, 2008 / AIE Graduate & Licensed Manicurist since 1998 and **Director of Education** / AIE Graduate

Shawna Campbell L.E. Licensed Electrologist, 2014 / AIE Graduate

Elizabeth Mendia L.E. Licensed, 2015 / Owner of Mandala Electrolysis. Specialty: transgender clients / AIE Graduate

Jennifer Combs L.E. Licensed Electrologist, 2004 / AIE Graduate

Lisa Atay L.E. Licensed Electrologist, 2013 / AIE Graduate Licensed Esthetician, 2018 fluent in English and Spanish

Diethu (Thu) Nguyen L.E. Licensed Electrologist, 2013 / 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 SCHEDULE:

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 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 HOUR ELECTOLOGY COURSE LEADING TO STATE LICENSURE

POLICIES AND PROCEDURES

The Institute offers a variety of Electrology courses to fit the training requirements of various 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 or a (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.

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.

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 days' 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.

Policy on Student Catalogs

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, sexual orientation, 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 5th through to August 17th. We reopen Monday August 19th, 2019. We are closed Labor Day, September 2nd. We return September 3rd. Our Christmas vacation runs for two weeks starting December 16th through to New Year's Day, returning January 2nd 2020.

Instructional Schedule

The Institute is open fifty (52) hours per week on the following days:

Monday, Tuesday, Wednesday	9:30 AM - 5:30 PM
Thursday and Friday	9:30 AM - 7:30 PM
Saturday	9:30 AM - 5:30 PM
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 an 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 and acceptance of credits you earn at AIE as well as the certificate you earn here, is at the complete discretion of the institution to which you 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.

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 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 Reentry 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 written explanation needs to be received by the school Director within 7 days after probation ends. 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.

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 these 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 in this catalog or failure to meet tuition costs or for failure to meet AIE's academic standards as previously described, an average grade of 80%. 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. Academic probation can be imposed upon students who have failing grades, who are tardy, have recurring unapproved absences and who ignore the rules of attending AIE. Upon receiving two written warnings, a 7 day probation period will be imposed. Written warnings will be placed in the students file. During this period and at the schools discretion, make-up work may 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.

Probationary Period

Unexcused absences, tardiness, failing grades and unacceptable behavior that is contrary to

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.

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
Total	\$ 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.

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

(I) General Theory

Section #1 Scientific Considerations

Chapter 1: Anatomy &
Physiology of Hair and
Skin

Chapter 2: Skin Disorder
& Diseases

Chapter 3: Endocrine System

Chapter 4: Hirsutism, Hypertrichosis

Chapter 5: Bacteriology, Sanitation, Sterilization

Section #2 Alternative Methods of Hair Removal

Chapter 6: Home Hair-Removal Methods

Chapter 7: Threading

Chapter 8: Sugaring

Section #3 Waxing

Chapter 9: Introduction to Waxing

Chapter 10: Hard Wax, Non-strip method

Chapter 11: Hot Wax Method

Section #4 Introduction to Permanent Hair Removal

Chapter 12: History and Evolution of Electrolysis

Chapter 13: The Right Modality & Treatment Application

Chapter 14: Thermolysis

Chapter 15: Galvanic Electrolysis

Chapter 16: The Blend Method

Section #5 Laser & Light-Based Epilators

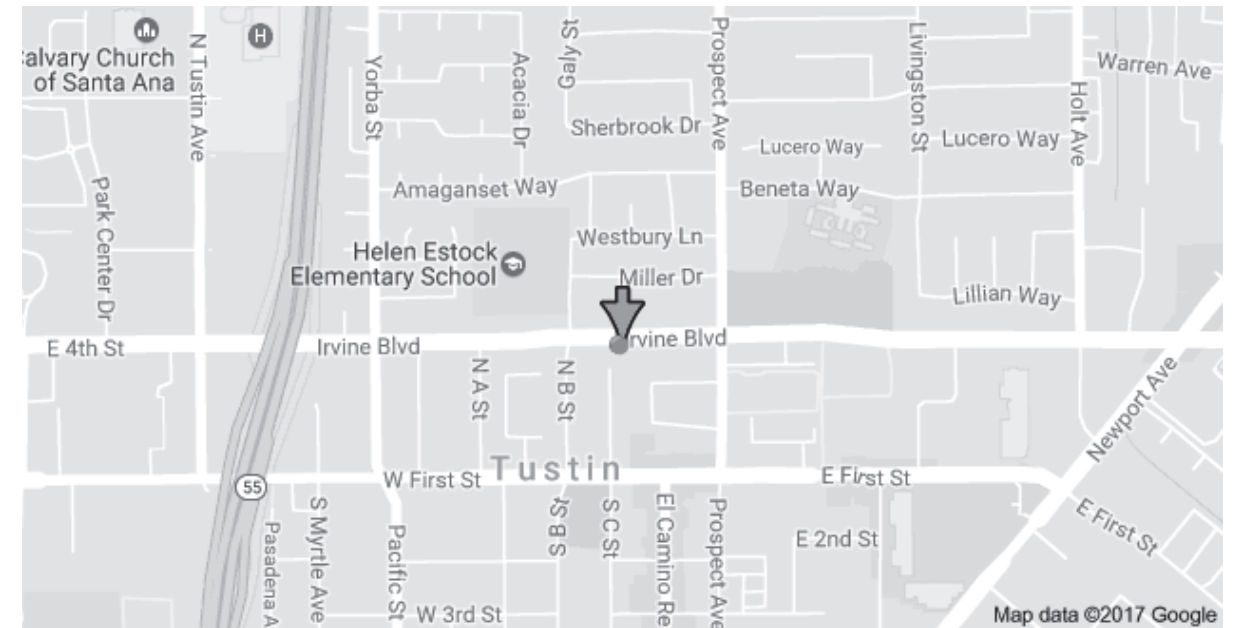
Chapter 17: Laser Physics, Equipment & Safety

Chapter 18: Laser Hair-Removal Treatment

Section #6 Business Practices

Chapter 19: Licensure & Starting a Practice

Chapter 20: Professional Ethics, Professional Organizations & Continuing Ed.



American Institute of Education

SCHEDULE A: POLICIES & PROCEDURES

ATTENDANCE

Students should attend classes regularly to obtain the maximum benefit from the course. AIE operates as an open-enrollment school with an outside timeline of 6 months for online theory and one year for clinical instruction, a total of 18 months to complete. Students are required to schedule themselves for weekly attendance. If a student is unable to attend class it is incumbent upon them to notify the school promptly by calling the instructor for that day, the administrator or the Director, Ron Davis. This allows the staff to reassign clients to other students and avoids disruption of the student clinic. Any absence of over 3 weeks that is not requested in writing will be considered an unapproved leave of absence and may be cause for dismissal from the school.

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

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

ONLINE / DISTANCE LEARNING REFUND POLICY

An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all lessons and other materials to the student if the student: A) has fully paid for the educational program; and B) after having received the first lesson and initial materials, requests in writing that all of the materials be sent. Note; by signing their enrollment document a student is giving AIE written permission to deliver full access to the school's Online Academy and its entire theory curriculum in accordance with the payment plans agreed to in the first part of this enrollment agreement. When AIE transmits the balance of the material, as the student requests, which includes a textbook and access to its online theory curriculum, the institution shall remain obligated to provide the other educational services it agreed to provide, including but not limited to evaluation and comment on lessons submitted by the student, (student and faculty interaction) in-class theory lectures, online and in-class theory tests and exams, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

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

(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 *Hair Removal Techniques. A comprehensive Manual by Milady*; 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 1-11
- a final exam covering all chapters
- a test on the State Board Rules and Regulations for Electrologists.

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 time on our Online Academy, in class lectures, demonstrations as well as classroom participation and examinations. The textbook for the course consists of 20 chapters. Each student will receive a chapter review or lecture on each of the most relevant 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 6 through 11 and 18 through 20 are **open book exams**.

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 *Hair Removal Techniques, A Comprehensive Manual by Milady*. 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.

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

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, 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 and does not accept V A funding.

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

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 a student has past 60 percent of the entire enrollment period in the course **(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** are not 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.

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

Subject	Earned Hours
1)The Barbering and Cosmetology Act / Board Rules & Regulations	20
2) Health and Safety / Hazardous Substances	45
3) Sanitation, Disinfection and Sterilization	20
4) Bacteriology, Anatomy and Physiology	20
5) Electricity	15
6) Electrolysis	45
7) Thermolysis	45
8) Combination high frequency & galvanic currents (The Blend)	45
<i>Additional Training</i>	
Endocrine System	10
Hirsutism and Hypertrichosis	10
Hair Removal	5
Waxing	5
Modality and Treatment Application	10
Laser Physics and Safety	10
Laser Hair Removal	10
Starting a Practice, Business, Licensure, and Marketing	10
Ethics, Professional Organizations and Education	10
Midterm	15
Final Exam	15
California Board of Barbering and Cosmetology Health and Safety Course	25

Three written reports (equipment, consultations, etc.) see pg. 16 30

TOTAL 420

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.

Subject	Earned Hours
1. Sanitation, Disinfection and Sterilization	
Additional Training	*10
2. Electrolysis	60
3. Thermolysis	60
4. The Blend	60
TOTAL	190

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. All school supplies & books are provided.

Notebook Requirements (30 credit hours only)

Students are required to maintain a notebook containing the following items listed below completed and in this order. This notebook is due upon completion of 600 hours.

1. All 20 study guides and tests 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. Design a business card & provide a sample.
5. Design an AD for any publication or design a web page for your future business.
6. Produce publication prices for various ad sizes or web site hosting prices.
7. Obtain quotes for Electrology malpractice insurance. (Emailed quotes acceptable)
8. Examples of, or information about two bookkeeping systems.
9. Two different samples of patron history / treatment forms. You can create your own.

All students must complete all Note Book Assignments including Clinic Tasks: Reports **must** be typewritten. The Notebook is a mandatory requirement for all student.

Assignments:

► **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.

► **Equipment Report:** A 1 typewritten page synopsis on one of the epilators you've worked with. Epilators not used in our school are not eligible. Manuals are available for students to check out.

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.

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. Students will add 32 hours for written reports and tasks, total 272 hours when done. 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 STATE & 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.

► **Clinic Tasks / Freshman Students:** It is common practice in the beauty profession for new employees to have a working knowledge of the fundamental practices and chores associated with daily operations. Our CA Board of Barbering and Cosmetology knows that many newly licensed professional will not have retail / shop experience. For that reason, they encourage all schools to include a module that focuses on the daily chores associated with operating a practice, regardless of the discipline. For that reason we are including the following 3 day module that counts toward your transcript. Instructions will be provided during your orientation.

► **Field Trip Report/ Interview:** This is a 2-page typewritten report. Choose any location that offers Electrology or beauty services, whether in a salon or Spa and interview the operator. Ask about 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. AIE has sample questions to get you started.

AIE is offering the California Board of Barbering and Cosmetology Health & Safety Course.

Each student should be provided a copy or have digital access to the Health and Safety Training Course Textbook and Student Exam Booklet (both documents can be printed or downloaded on a computer, tablet, or smart phone from the Board’s website at www.barbercosmo.ca.gov under the “Schools” tab under “Health and Safety Course”

Please follow the link to download the Health and Safety Training Course Textbook:
https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf

A printed copy of the Student Exam Booklet is available to you inside your NOTEBOOK binder which you will receive on orientation day.

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.

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 20 chapters. Students will receive a chapter review or lecture on each of the key chapters in the book that directly relate to the licensing exam materials. 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 6 through 11 and 18 through 20 *do not* need to be retaken at the school. Their online grades are accepted. **Students for licensure will repeat the exams for Chapters 1-5, and 12-17, plus 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.