



American Institute of Education

17632 IRVINE BLVD. SUITE 215
TUSTIN, CA. 92780
(714) 564-0417

CATALOG & CONSUMER INFORMATION

2016

REVISED 1/1/16 – 12/31/16

RON DAVIS - DIRECTOR
www.aielectrology.com

TABLE OF CONTENTS

WELCOME	_____	
<i>Introduction</i>	_____	5
A Brief History of Electrology	_____	5
Electrology as a Career	_____	5
History of the American Institute of Education	_____	5
<i>School Facilities</i>	_____	5
<i>Director and Faculty</i>	_____	6
Instructor Emeritus	_____	Error! Bookmark not defined.
Instructors	_____	6
<i>About the American Institute of Education Mission & Objectives</i>	_____	6
Philosophy	_____	6
Facility Location	_____	7
<i>600 Clock Hours Electrology Course Leading to State Licensure Policies and Procedures</i>	_____	7
Admission Requirements	_____	7
Statement of Non Discrimination	_____	8
Scheduling	_____	8
Class Schedule	_____	8
Vacation Schedule	_____	8
Instructional Schedule	_____	8
Credit for Previous Training	_____	9
Graduation Requirements	_____	9
600 Clock Hour Electrology Courses, Licensed States (Onsite and Online Academy)	_____	9
Tuition and Fees	_____	9
Additional Items Needed	_____	10
Notebook Requirements	_____	10
Curriculum for 600 Clock Hour Electrology Courses, Licensed States (Onsite and Online Academy)	_____	11
(I) General Theory	_____	11
(II) Clinical Practice	_____	12
Learning Modules (Onsite and Online Programs)	_____	12
Learning Structure and Course Credit / 600 Clock Hour Onsite Electrology Course	_____	13
Learning Structure and Course Credit – 600 Clock Hour California Online Academy Electrology Course, Licensed States	_____	15
For the California Online 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 Online Academy Electrology Course above.	_____	17

<i>The Online Academy – Non-licensed States</i> _____	17
Curriculum and Learning Structure for 600 Hour and Other State Requirements Courses, Non-Licensed States _____	18
600 Clock Hour Online Academy Electrology Course, Non-Licensed States _____	19
Hours of Course Credit _____	19
Tuition and Fees _____	20
Student Tuition Recovery Fund Disclosures: _____	20
Refund Policy/ Cancellation _____	21
Refund Policy for Veterans (and eligible persons under Title 38 US Code) _____	22
Student Complaints _____	23
<i>How to Find Us</i> _____	23
<i>Schedule A: Policies & Procedures</i> _____	24
Attendance _____	24
Grading System _____	24
Leave of Absence _____	25
Withdrawal _____	25
Student Academic Progress (SAP), Probation and Dismissal _____	25
Conditions for Interruptions for Unsatisfactory Progress (not applicable for Online Academy students, Unlicensed States) _____	25
Conditions for Re – Entrance after Dismissal for Unsatisfactory Progress _____	25
Student Housing _____	26
Placement _____	26
<i>Schedule B: Rules and Regulations for Students</i> _____	26
Alcohol and Drug Policy _____	26
Cell Phone Use _____	26
Changes to the Rules and Regulations _____	26
Dress Code _____	26
Eating _____	27
Equipment _____	27
Illness _____	28
Sanitation _____	28
Servicing Clients in our Clinic _____	28
Student Practical Instruction Worksheets _____	28
Smoking _____	29
Test Taking _____	29
Time Cards _____	29

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 programs of instruction encompass 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 maximum enrollment in A.I.E.'s electrology program is 40 students on an open enrollment schedule. We also offer programs that meet the requirements of other States. Please see Online Academy for details starting page 16.

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.

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

Donna De Pew LE, LE. Licensed Electrologist since 2005 and a Licensed Aesthetician since 2006 / AIE Graduate

Jennifer Combs LE. Licensed Electrologist since 2004 / AIE Graduate

Claudia Lira LE. Licensed Electrologist since 2003 / AIE Graduate

Brenda Vasquez LE. Licensed Electrologist since 2012. Fluent in English and Spanish / AIE Graduate

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

Qui Le, LE. Licensed Electrologist since 2002 and a Licensed Aesthetician since 1996. Fluent in English and Vietnamese. / 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 24.

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 now 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. Please note that the requirements and procedures differ somewhat between the two programs. The *online* version of the course is referred to as the "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 are required to pass an admissions test, professionally designed and recognized for that purpose.

Admission Requirements / 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,

wwwlbooe.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.

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 1st through August 14th and we are closed Labor Day, September 5th and for two weeks over Christmas and New Year's starting December 19th through January 2nd, 2017.

Instructional Schedule

The Institute is open fifty (60) hours per week on the following days:

Tuesday and Wednesday	9:30 AM - 9:30 PM
Thursday and Friday	9:30 AM - 7:30 PM
Monday and 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 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, 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.

600 CLOCK HOUR ELECTROLOGY COURSES, LICENSED & UNLICENSED STATES (ONSITE AND ONLINE ACADEMY)

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	\$ 8,750.00	\$ 6,125.00
Registration Fee	\$ 270.00	250.00
Equipment & Supply Fees + tax	\$ 825.00	\$ 825.00
	=====	
	\$9,845.00	\$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.

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 glossaries, 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. Ad designed for yellow pages / web page.
- () 6. Closing date for area yellow pages ad and a price list for the different ad sizes.
- () 7. Estimate of malpractice insurance.
- () 8. Examples of, or information about two bookkeeping systems.
- () 9. Two different samples of patron history / treatment record forms.

In addition, the student needs to complete four of the five following 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 5 different kinds of reports that would equal 40 hours if the student did *all* of them. The student can only receive credit for 4 reports totaling 32 clock hours. They are mix-and-match. The student can *choose* which ones they want to do:

► **Equipment Report:** A 2 typewritten page synopsis on one of the epilators. (your choice)
Manuals are available for students to check out *overnight*.

► **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 short articles, and then 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 has to do with Electrology or beauty services such as an Electrologists office, a salon or Spa and interview the operator. You should find out who they run their business in general and specifically how they generate clients, how they think about and do about their competition, how they've handled a downturn in the economy, 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:** This should be 2 typewritten pages. This is your consultation and a description of what you'll take new clients through on their first appointment. We require that you create your own consultation book. This book needs to have pictures and / or graphs that help illustrate 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.

Critique of a Consultation: This 2-page typewritten report is for people who go to see an electrologist outside of the school, or who are willing to pay to have an electrology session done by an outside electrologist. Your goal is to get a consultation from this licensed practitioner and write a critique of what they said and didn't say. How accurate is it? Does it match what you've learned? Or is it different? What could they have done better? What, if anything, will you re-use in your own practice? IF you are willing to spend money going to see an electrologist, THEN you CAN do both this report and the WRITTEN CONSULTATION report. The CRITIQUE of a CONSULTATION report is NOT REQUIRED.

CURRICULUM FOR 600 CLOCK HOUR ELECTROLOGY COURSE, LICENSED AND UNLICENSED STATES
(ONSITE AND ONLINE ACADEMY)

(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, antiseptics, 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 (Onsite and Online Programs)

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.

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 Onsite 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 is 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

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

Learning Structure and Course Credit – 600 Clock Hour California Online Academy Electrology Course.

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, 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.

Practical

Each student is given individual help with the practical part of the course. The instructors 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 is also administered toward the end of the program that simulates the practical methodology that is tested at the California State Board exam. These exams are optional for students sitting for licensing exams in other States.

Hours of Course Credit

Theoretical Training

The following 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*. Additional hours are 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 for Electrologists (categories in *italics*). Students sitting for licensing exams for other States are not required to take the California State Boards Rules and Regulations exam.

Chapter	Material	Earned Hours
<i>Health and Safety/Hazardous Substances AND Sanitation, Disinfection and Sterilization</i>		
5	Bacteriology & Disinfection	25
<i>Bacteriology, Anatomy and Physiology</i>		
1	The Causes of Hair Problems	10
2	Structure and Dynamics of Hair & Skin	10
3	A Practical Analysis of the Hair & Skin	10
4	Neurology & Angiology	10
6	Dermatology	10
<i>Electricity</i>		
7	Principles of Electricity and Equipment	25
<i>Electrolysis</i>		
8	Electrolysis	25
<i>Thermolysis</i>		
9	Thermolysis	25

<i>The Blend</i>		
10	The Blend	25
<i>Additional Training</i>		
11	The Needle	10
12	General Treatment Procedure	10
13	Treatment of Specific Areas	5
14	Developing a Practice	5
	Midterm	10
	Final Exam	10
	California State Boards Rules and Regulations	15
	Three written reports (equipment, consultations, etc) see pg. 10	32
	TOTAL	272

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 Online Academy Electrology Course** above. **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.**

Practical Training

The practical training 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	28
2. Electrolysis	80
3. Thermolysis	115
4. The Blend	105
	TOTAL 328

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

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.

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

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

Students will complete a curriculum as described below and follow the recommended Learning Module Structure (see page 12).

(I) General Theory

A: Introduction to Electrology

This includes 1) the history of electrology, 2) Current methods of permanent and temporary hair removal

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, re-growth
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 electrolysis: electrolysis, single needle method and multiple needle method, thermolysis, manual and automatic method, and the blend method
13. Electrolysis techniques and variables, a) techniques, b) variables, probes, intensity, timing, depth of insertion
14. Operation, care, maintenance of equipment and instruments.

Clinical Practice and Interpersonal skills

15. Health history assessment
16. Consultation
17. Contraindications
18. Positioning and draping
19. Lighting and optics
20. Pre – and post-treatment care
21. Modalities (electrolysis, thermolysis, blend)
22. Epilation techniques
23. Practice on all body areas
24. Aesthetic / cosmetic considerations
25. Side effects, tissue injury, and complications
26. Treatment records
27. Evaluation of treatment progress

C: Psychology

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

Example: 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 above (see page 11) following the recommended Learning Module Structure (see page 12). Students should complete the theoretical training before arriving for their practical training.

Hours of Course Credit

Theoretical Training

Students receive the following number of credit hours for successfully completing exams with at least the minimum passing grade for the following chapters of the provided text book, *Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal*. Online Academy students residing in non-licensed states need to complete the study guides and exams but not the exam for the CA State Boards Rules and Regulations. Taking the mid-term and final are also required.

<u>Chapter</u>	<u>Material</u>	<u>Earned Hours</u>
1	The Causes of Hair Problems	30
2	Structure and Dynamics of Hair & Skin	30
3	A Practical Analysis of the Hair & Skin	30
4	Neurology & Angiology	30
5	Bacteriology & Disinfection	30
6	Dermatology	30
7	Principles of Electricity and Equipment	30

8	Electrolysis	30
9	Thermolysis	30
10	The Blend	30
11	The Needle	15
12	General Treatment Procedure	15
13	Treatment of Specific Areas	10
14	Developing a Practice	10
	TOTAL	350

Practical Training

The practical operation consists of actual performance by the student of a complete service on another person. Students are required to complete **250** hours working on themselves, other students and/or clients of the student clinic performing all three modalities: electrolysis, thermolysis and the Blend.

Tuition and Fees

Tuition	\$6,125.00
Registration Fee	\$ 250.00
Text and Equipment	\$ 825.00
Total Program Cost	\$7,200.00

A deposit of \$1,000.00 is required upon enrollment. The balance is paid on a monthly basis. There is no interest charge calculated on the outstanding balance.

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.

A deposit of \$1,000.00 is required upon enrollment of any of the school's courses. The balance is paid on a monthly basis. There is no interest charge calculated on the outstanding balance.

STUDENT TUITION RECOVERY FUND DISCLOSURES:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 1. You are not enrolled in a residency program

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were attending schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. Inability to collect on a judgment against the institution for a violation of the “Act.” However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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 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, a \$20.00 STRF Fee 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

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

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



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 25 “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 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 and commitment, 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 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 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 will be cause for immediate dismissal.

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 but 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.

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. 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.

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.

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 only be retaken the subsequent day or later.

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 student's 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.

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 attending A

IE'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 sixty hours per week on the following days:

Tuesdays and Wednesdays 9:30 AM – 9:30 PM

Thursdays and Fridays 9:30 AM – 7:30 PM

Mondays and Saturdays 9:30 AM – 5:30 PM

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 9:30 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

Thursdays Fridays and Saturdays

Morning Session: 9:30 AM to 12:30 PM

Afternoon Session: 1:00 PM to 5:30 PM

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: _____

ORGANIZATIONAL CHART

STAFF

FACULTY

Mr. Ron Davis Owner / Director, since 1998
Jazmin Toscano..... Administrative Assistant /Student Services

INSTRUCTORS

INSTRUCTOR QUALIFICATIONS

Brenda Vasquez.....Licensed Electrologist,
Electrology Instructor BPPE Authorized
Lisa Atay..... Licensed Electrologist,
Electrology Instructor BPPE Authorized
Claudia Lira.....Licensed Electrologist,
Electrology Instructor BPPE Authorized
Qui Li..... Licensed Electrologist,
Electrology Instructor BPPE Authorized
Jennifer Combs.....Licensed Electrologist,
Electrology Instructor BPPE Authorized
Donna De Pew..... Licensed Electrologist and Esthetician
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.