



ELECTROLOGIST TRAINING

COURSE CATALOG

Length of Course 600 Hours

Period Covered by the Catalog
January 01, 2018 – December 31, 2018



**Monterey Bay
Institute of Electrology**

THE STUDY OF
PERMANENT HAIR REMOVAL

**We offer a Campus Based Classroom Training Course
and a Distance Learning- Home-Study Course**

School, Classes & Administration Offices

Located at:

2600 Garden Road | Suite 207

Monterey | CA 93940

(831) 643-2100

Website: ElectrologyCollege.com

Email: Info@ElectrologyCollege.com



Institute Code: 8173951

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WELCOME

Thank you for your interest in the **Monterey Bay Institute of Electrology**. The school is open to all individuals possessing a desire to be trained in the field of Electrology. The Electrology profession provides the prospective student with a rewarding career while simultaneously offering the public a much-needed personal service. The school makes every effort to determine the prospective student's ability to make satisfactory progress in the field. The school reserves the right to request a personal interview with the prospective student before admission. If an on-site visit is not possible, a telephone interview is acceptable. To call or schedule a tour; please call (831) 643-2100.

If you are interested in a career as an electrologist, a desire to change people's lives and to become a professional in the field of permanent hair removal, please take time to review **the Institute's Catalog** and fill out the application for enrollment.

INSTITUTE LOCATION

The Monterey Bay Institute of Electrology is located at;
2600 Garden Road | Suite 207 | Monterey, CA. 93940-5311
Classes are held at the above location

ELECTROLOGY AS A CAREER

- a. Providing service to others
- b. Self-Accomplishment
- c. Self-Fulfillment
- d. Financial Independence
- e. Membership in International and State Electrology Associations

PROFESSIONAL ELECTROLOGISTS

- a. Help clients feel more attractive and regain confidence.
- b. Support fellow Electrologists by sharing new information.
- c. Contribute to the profession through membership in Electrology Associations
- d. Maintain the ethical practices required by the Electrology profession.

THE HISTORY OF ELECTROLOGY

The art of Electrology was founded in 1875 by Dr. Charles E. Michel, an ophthalmologist who was seeking a solution to



the problem of ingrown eyelashes exhibited by many of his patients. He was inspired by the idea of using Galvanic current to remove the ingrown eyelash. Through his efforts the art of Electrology was born, the first recognized method of permanent hair removal.

Electrology is the art of permanent hair removal. It is achieved by gently inserting a fine sterile probe into the hair follicle and applying current. It is the only FDA approved and recognized method of permanent hair removal.

THE THREE MODALITIES OF PERMANENT HAIR REMOVAL

There are three acceptable Modalities for Permanent Hair Removal.

Medical electrolysis devices destroy the hair germ cells with chemical or heat energy. All three modalities are safe, effective and destroy hair germ cells that cause hair growth. The modality used is based hair type, skin characteristics and sensitivity. The term Electrolysis, which is used throughout the cosmetology industry denotes the entire field of Electrology.

Galvanic Electrolysis – Direct current (DC), and is called true electrolysis. This is a chemical method that utilizes a direct current to convert body salt and water in the follicle into a compound capable of destroying the dermal papilla and hair germ cells. The chemical is produced only in the follicle and does not affect any other areas.

Thermolysis – Alternating current (AC) this is a method that uses a high frequency radio wave to produce heat in the area influenced by the current: this heat cauterizes and destroys the dermal papilla and hair germ cells.

The Blend Method (also referred to as Dual Modality): The Blend method combines both currents together to remove hair efficiently. Thermolysis enhances the action of the galvanic current to accelerate the process.

Electrolysis is still the only FDA approved method for permanent hair removal. Electrolysis is a procedure that when performed correctly leaves the skin looking and feeling smooth, beautiful, and free of unwanted hair.

ABOUT MONTEREY BAY INSTITUTE OF ELECTROLOGY

MBIE is not accredited by the United States Department of Education: students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Division 7.5 of Title 5 the California Code of Regulations.

This institution has no pending petition in bankruptcy, is operating as a debtor in possession or filed a petition in the preceding five years, or has had a petition in bankruptcy filed against it in the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.)

MISSION STATEMENT, PHILOSOPHY & OBJECTIVES

The program has been carefully designed to reflect and comply with specific training requirements specified in the California Board Barbering and Cosmetology Act. 950.5. The program is intended to provide the student with the academic and clinical training to develop the skills necessary to effectively utilize traditional electrology technologies to serve their clients better. Students will receive thorough and comprehensive instruction in the theory and practice of safe, permanent hair removal. The institute uses the most advanced technological equipment available today for electrolysis, thermolysis and blend modalities, offering its students the latest advances in permanent hair removal. The students are under the supervision and guidance of qualified licensed instructors who provide individualized instruction to each student. Upon completion of the program, graduates will be eligible to apply for the CA State Board of Barbering and Cosmetology Electrology examination.

PURPOSE / FOCUS

The program is designed to prepare the student for a successful career as a professional electrologist.

CALIFORNIA REQUIREMENTS FOR LICENSURE (9409)(a)(6)

Prospective students should note that the State of California requires prospective Electrologists to undergo a maximum of 600 hours practical training and technical instruction in a State Approved Institute of Electrology and then must pass a State administered Board Examination that consists of both a practical and a written portion before they will be granted licensure and allowed to practice in California.

The Board shall admit any candidate who has made proper application to the board, paid the fee required, and is qualified as follows:

1. 17 years of age.
2. Complete the 12th grade from an accredited high school course of study or its equivalent. (GED certificate).
3. Completed a 600-hour course in electrology from an approved school
4. A Social Security Number is required to take the Electrology exam
5. Passes the California State Electrology examination with an aggregate (combined) score of 75% or above.
6. The candidate must not have committed a misdemeanor or felony constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions Code.

ACCEPTANCE ENROLLMENT POLICY

The Institute welcomes applications at any time. All applications will be reviewed in the order received. Applicants should complete and return the application form to begin the enrollment process and reserve a place in the next available class. Currently, there is a waiting list of students eligible for future enrollment.

Students who wish to practice in states that do not require the mandatory 600 hours may take the 350 or 500 hour electrology course. Additional hours may be contracted by the student who needs to fulfill various licensing requirements for their state. Theory hours can be easily adjusted to meet specific state requirements. The Institute reserves the right to modify the schedule at its discretion.

ADMISSION REQUIREMENTS

All Applicants Must Submit the Following

1. A completed application form, \$175.00 non-refundable registration fee payable to the **Monterey Bay Institute of Electrology**.
2. A copy of a high school or GED certificate from an accredited senior high school. **NOTE:** Ability-to-Benefit (ATB) students are not eligible for the electrology program.
3. A copy of a birth certificate or another legal document to verify a minimum age of 17 years.
4. Health certificate from a physician indicating that the candidate is in good health and free of communicable diseases. The candidate must also provide a certificate from a physician stating that they are receiving vaccinations for hepatitis and tetanus and that they have been screened for the presence of tuberculosis. Evidence of a recent eye examination within the past 12 months.
5. The applicant may be required to complete a manual dexterity coordination test on the first day of class.

ENGLISH PROFICIENCY

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California High school proficiency exam.

All course lessons and communications are written English only, (ESL) English as a second language is not available for this program. The Institute does not offer a tutor for the program.

VISA SERVICES

This institution does not admit students from other countries or who are in the United States on visa services programs

NON-DISCRIMINATION STATEMENT

Monterey Bay Institute of Electrology does not discriminate against any person based on race, religion, color, gender, sexual orientation, age, national origin, disabilities, veteran status, or any other status or condition protected by law.

CREDITS FOR PREVIOUS TRAINING

The acceptance of transfer credit from other electrology schools is strictly regulated by the Board of Barbering and Cosmetology. There are no matriculation or transfer agreements with other schools.

Students with previous training from an approved school of electrology in California will be provided with credit for their training as determined by the Board of Barbering and Cosmetology. The student has the responsibility of providing copies of all transcripts related training. It is recommended that students with a significant portion of their training completed, at another institution, who wish to transfer to a different school do so with abundant caution due to potential differences in curriculum requirements. Students with previous training outside of California must furnish documentation of training received and clocked hours earned to the California Board of Barbering and Cosmetology.

The Board will evaluate such training and notify the student in writing of the required number of hours and practical training that must be completed to qualify for the state licensing examination.

All such applicants must complete the enrollment process at the Monterey Bay Institute of Electrology and are subject to an additional charge for each extra hour of training required by the state to complete the course.

Monterey Bay Institute of Electrology (MBIE) has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE

“The transferability of credits you earn at Monterey Bay Institute of Electrology are at the complete discretion of the institution to which you may seek to transfer. Acceptance of the *certificate* you earned in Electrology Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or *certificate* that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the 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 Monterey Bay Institute of Electrology to determine if your credits or *certificate* will transfer”.

Note: Academic transcripts will not be released until tuition charges are paid in full. Transfer of Credit Evaluation Fee: \$100.00.

EXPERIENTIAL LEARNING CREDIT

The Monterey Bay Institute does not provide credit for students for experiential learning. The granting of credit is strictly regulated by the Board of Barbering and Cosmetology and must be earned through instruction at approved institutions.

RECIPROCITY

The CA Board of Barbering and Cosmetology grants reciprocity without examination to out-of-state applicants if the following are submitted: application, fees, and proof of current license that has been active for three of the last five years during which the applicant must not have been subject to disciplinary action or criminal conviction.

GRADUATION REQUIREMENTS & ACHIEVEMENT STANDARDS

Qualification for graduation requires completion of 600-hour course as stated in the **BARBERING & COSMETOLOGY ACT (950.5)**. Students are also required to complete all required classroom assignments, practical procedures, chapter tests and final written and practical examinations. All tuition and fees must be paid in full before the candidate is allowed to graduate. Upon passing the state board test with a minimum score of 75%, the candidate will be issued a license to practice Electrology in the State of California.

GRADUATION DEPENDS ON THE FOLLOWING:

- 1) Check hours periodically to ensure current hours are accurate.
- 2) At 450 hours of the course notify Robert Von Essen, Assistant Director, so that the pre-application form is processed and sent to the Board of Barbering and Cosmetology on-time.
 - a. Include with application payment for \$134.00 (\$9.00 pre-application fee and \$125.00 testing and license fee), made out to CA. Board of Barbering and Cosmetology.
- 3) At 600 hours, the Assistant Director will prepare a Proof of Training document and submit it to the State Board of Barbering and Cosmetology.

Each student will be tested weekly on theory and evaluated daily on their practical skills. The student must maintain a B grade (80%) in each electrology course unit to progress through the program and meet the graduation criteria of both the State Board of Barbering and Cosmetology and the Institute.

A duly qualified instructor performs all student testing and evaluations. Each student who completes the course of study will be awarded a **certificate** from the Institute. The student will also be eligible to take the State Board licensing examination.

GRADING POLICY

Students are evaluated on a regular basis on theory and clinical work.

The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade.

A clinical failure, due to unsafe or irresponsible practice, may result in dismissal from the program without the option to return. The following quantitative course grades will be given based upon the criteria established:

| | | | | |
|---|------------|--------------|---|--------------------------|
| A | (90 - 100) | Excellent | D | (60 – 69) Unsatisfactory |
| B | (80 - 89) | Average | F | (59% - Below) Failing |
| C | (70 - 79) | Satisfactory | I | Incomplete |

Clinical progress is based on the performance of work processes and acquiring proficiency in manual skills. Norms are determined by the number of hours accumulated in training and a minimum number of services (job processes) determined for each level.

ATTENDANCE & INSTRUCTIONAL TIME

Students are expected to attend all scheduled class sessions and activities.

Students are required to complete the course within the contracted time frame. Regular attendance is essential to graduating on time and being assigned the scheduled State Board Exam date. Students are allowed 1.5 times the program length to complete the course of study on a space available basis. Students are expected to complete their training within the maximum time allowed. If a student exceeds the time frame outlined in the contract, the student will pay an additional fee for the balance of the hours required to complete the course.

STUDENT TARDINESS POLICY

A student who, without prior permission, arrives to class more than 25 minutes late or leaves the class session more than 25 minutes early will be considered tardy for the scheduled class. Accumulation of (3) such incidences will equate to one class session absence.

NEW CLASSES - CAMPUS BASE CLASSROOM TRAINING

New students begin instruction the first Tuesday of each month on a space available basis. Students currently on the waiting list will be accepted first into the next open class.

DISTANCE EDUCATION ENROLLMENT (COURSE OUTLINE BEGINS ON PAGE 11)

We offer open enrollment for Distance Education students. You may begin at any time upon acceptance to the program. There can be up to a 2 week waiting period to start the practical portion of the program after the theoretical portion has been completed.

CLASS SCHEDULE

| DAYS | AM Clock-in | PM Clock-out |
|------------------------------|-------------|--------------|
| TUESDAY | 10:00 AM | 6:30 PM |
| WEDNESDAY, THURSDAY & FRIDAY | 9:00 AM | 5:30 PM |
| LUNCH | ½ HOUR | |
| SATURDAY, SUNDAY & MONDAY | CLOSED | |

NOTE: Changes to the above schedule are available with prior authorization.

2018 – 2019 HOLIDAY SCHEDULE / Closed

| HOLIDAY | CLASSES RESUME |
|-------------------------------------|-----------------|
| PRESIDENTS DAY – FEBRUARY 20 | FEBRUARY 21 |
| EASTER – MARCH 29 – APRIL 2 | APRIL 3 |
| MEMORIAL DAY - MAY 25 – 28 | MAY 29 |
| INDEPENDENCE DAY – JULY 3 - 9 | JULY 10 |
| LABOR DAY – SEPTEMBER - 3 - 5 | SEPTEMBER 6 |
| HALLOWEEN – OCTOBER 20 - NOVEMBER 5 | NOVEMBER 6 |
| THANKSGIVING – NOVEMBER 20 - 26 | NOVEMBER 27 |
| CHRISTMAS NEW YEARS - DEC. JAN. 7 | JANUARY 8, 2019 |

NOTE: Any changes to the above schedule will be posted in advance.

TIME CLOCK / CLOCKED HOURS

The institute is a private institution with a clock hour calendar measurement. One clock hour is equivalent to 50 minutes with a 10-minute break.

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. Failure to accurately report time earned may result in loss of hours and or penalties up to and including removal from the program.

Students are required to clock in and out on his/her own time sheet. It is against the rules to have another individual clock in or out on another student's time card. Time Cards are the basis for the accumulation of 600 credit hours.

Student's clock hours are reviewed at the end of every school week by the Assistant Director or Instructor and kept in the student file.

Missed class days can be made up on a space available basis at the end of the course; a two-week (64 hours) grace period is granted in cases of illness or emergency. However, time off for non-emergency reasons can cause the student to fall behind in training, graduation date, and State Board Exam date.



SYLLABUS CURRICULUM FOR ELECTROLYSIS COURSE 950.5

The curriculum for students enrolled in an electrology course shall consist of six hundred (600) of technical instruction and practical training covering all practices constituting the art of electrology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Technical instruction shall be defined as instruction by demonstration, lecture, classroom participation, or examination.

Practical training shall include the actual performance by the student of a complete service on another person and the time it takes to perform a practical operation.

The required subjects of instruction in electrolysis, thermolysis, and blend/dual modality and electricity shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

- **Electrolysis**

The removal of superfluous hair by galvanic current action.

Galvanic Action Theory

The application of direct electrical current to salt water solution produces an unusual reaction. The electrical current causes the salt and water to break into individual constituent chemical elements, which rapidly reorganize themselves to form an entirely new substance. This process is ***called electrolysis***.

- **Thermolysis**

The subject of Thermolysis shall include the study of epilation using automatic and manual thermolysis equipment, insertion techniques, the use of high-frequency current in both high and low intensities, skin reactions, and evaluating a client's health history for compatibility with thermolysis treatments.

- **Blend/Dual Modality**

The subject of Blend/Dual Modality shall include the study of epilation using a combination of high frequency and galvanic currents, insertion techniques, skin reactions and anaphoresis and cataphoresis, and evaluating a client's health history for compatibility with Blend/Dual Modality treatments.

- **Electricity**

The subject of Electricity shall include the nature of electrical current; principles of operating electrical devices; various safety precautions to be applied when operating electrical equipment, and proper maintenance of equipment.

- **Laws and Regulations**

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

- **Health and Safety Considerations**

The subject of Health and Safety shall include, but is not limited to, bacteriology, and HIV/AIDS, hepatitis, herpes, staphylococcal infections and other communicable diseases and their prevention, ergonomics, electrical safety and material safety data sheets.

- **(HEALTH & SAFETY TRAINING COURSE – Training Course Booklet and Student Exam Booklet can be accessed at www.barbercosmo.ca.gov/schools/student_booklet.pdf.)**

- **Sterilization**

The subject of Sterilization shall include, but is not limited to, the study of proper procedures and techniques for protecting the health and safety of the consumer as well as the technician, and sanitizing equipment used in establishments.

Sterilization and sanitation shall be emphasized throughout the entire training period and performed on all tools and equipment before use. Sterilization times and dates will be monitored and recorded.

- **Anatomy and Physiology**

The subjects of Anatomy and Physiology shall include but is not limited to human anatomy and physiology, dermatology and the analysis of skin and hair, and the study of the circulatory, nervous, and endocrine systems.

- **Business**

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, consultation, pre- and post-treatment care, salesmanship, decorum, record keeping, client service records, business skills, and basic tax information relating to independent contractors, employees, and employers.

- **Health and Safety**

In addition to the California Barbering & Cosmetology's **Health and Safety Regulations**. The Institute has incorporated into its program. "**Infection Prevention Standards for the Practice of Electrology**" developed by the American Electrology Association with the assistance of the Centers for Disease Control and Prevention (CDC) and Standards of practice for Electrologists.

COURSE TEXTBOOKS

- 1) The Principles and Practice of Permanent Hair Removal (Electrolysis, Thermolysis and the Blend) by A.R. Hinkel, is a state recommended textbook for the electrology course.
- 2) The Blend Method by Michael Bono, L.E.
- 3) Companion Study Guide by Randa Thurman, L.E., CPE

COURSE DESCRIPTION (Classroom Training) 600 clocked hours

Instructional Methods: The theoretical portion of the course is presented via lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, and verbal and written examinations. The practical portion of the course is facilitated by working directly with a licensed instructor demonstrating the proper techniques of insertion/epilation. The course is designed to be a beginning-level clinical course in which students apply learned theoretical knowledge to the practical hands-on aspects of electrology. Students will observe, practice, evaluate and acquire skill in applying the procedures and techniques currently used by professional electrologists.

The *600 clocked hour* course can be completed in approximately 15 weeks at 40 clock hours per week or 25 weeks at 24 hours per week, minus any scheduled holidays and missed class time. A total of 600 clock hours of practical training and technical instruction is required in California to qualify for the state licensing examination.

DISTANCE EDUCATION OPTION

The State of California requires students to complete a minimum of 600 hours of practical training and technical instruction in a state approved institute. The student must then pass a state administered written and practical examination before they are granted a licence and allowed to practice in California.

The distance learning course is offered as an alternative learning program to the 600 clocked hour classroom course offered at the institute. The student understands that because this is an alternative to the traditional classroom training course, they are still bound by the institute's policies and procedures as outlined in the school catalog.

Students enrolled in the distance learning program are required to have no less than 340 hours of theory and 260 hours of practical training to meet the 600 minimum hours required by the Board of Barbering and Cosmetology.

It is important to note that if you select distance education you will be completing only the theory portion outside of the institute and that you must complete the practical portion at the institute.

Students work at their own pace on all assignments and there are no attendance requirements.

Due to the nature of this program and individual aptitudes and abilities, students may actually spend more than a total of 340 hours on the theory portion of the training.

DISTANCE EDUCATION STUDENT REQUIREMENTS

Prior to admission, each student is required to complete a Self-Assessment Test which will be sent to each student via US mail or electronically. The assessment test is used to demonstrate whether a student has the skills and capabilities to succeed in a distance learning environment.

The successful distance education student will be a self-motivated individual willing to work hard to succeed. It is highly recommended that the student be able to follow directions and be familiar with the use of a computer.

ADMISSION

You may begin your enrollment period on any business day and progress at your own pace, however, you must complete the course within 1 ½ times the length of the program.

The Institute will transmit all course textbooks, the first lesson and course materials to the student within seven days (7 days) after the institute accepts the student for admission.

The Institute shall transmit all of the lessons and course material to the student if the student; A) has paid for the entire educational program: and B) after having received the first lesson requests in writing that all the remaining course material be provided to them.

If the Institute transmits the balance of the electrology program lessons and materials as the student requests, the institute shall remain obligated to provide all other education services it agreed to provide, however, the student is not eligible for a refund after all of the lessons and materials are transmitted.

The student has the right to cancel the agreement and receive a refund before the first lesson and materials are received. [Refer to the page 23 for the explanation of "Students Right to Cancel"](#)

TEXTBOOKS

- 1) The Principles and Practice of Permanent Hair Removal (Electrolysis, Thermolysis and the Blend) by A.R. Hinkel, is a state recommended textbook for the electrology course.
- 2) The Blend Method by Michael Bono, L.E.
- 3) Companion Study Guide by Randa Thurman, L.E., CPE

STUDY OUTLINE

Student Responsibilities:

- 1) Read and review each chapter
- 2) Complete study guide for each chapter
- 3) Successfully pass each chapter review test
- 4) Complete any additional activities assignments
- 5) Graded tests will be returned to the student within 3 days

NOTE:

A qualified instructor will be available at the institute to answer questions and help guide you through the course work.

Contact information during school hours.

Institute phone: 831-642-2100

Email Address: [www. mbie.electrologycollege@gmail.com](mailto:www.mbie.electrologycollege@gmail.com)

THEORY PORTION – 340 hours

The distance educational program is conducted through a combination of printed materials and review test given at the end of each chapter. All course material has been exclusively designed by licensed and qualified instructors for independent study. Each lesson includes written instructional materials with directions outlining the assignments to be completed. Examination and assignment results become a part of the student's permanent record.

It is required that you complete the theory portion of your program before beginning the practical part your training.

| THEORY TRAINING - SUBJECT | Earned Hours |
|--|--------------|
| Barbering and Cosmetology Act/Rules and Regulation | 5 |
| Health and Safety Course/Hazardous Substances/Workers Rights, Independent Contractor | 10 |
| Chapter 1 - The Causes of Hair Growth | 20 |
| Chapter 2- Structure & Dynamics of Hair and Skin | 20 |
| Chapter 3 –Analysis of the Hair and Skin | 20 |
| Chapter 4- Neurology, Section I - Angiology, Section II | 25 |
| Chapter 5- Bacteriology, Section I | 20 |
| Disinfection, Sterilization, Sanitation Section | 25 |
| Chapter 6- Dermatology | 20 |
| Chapter 7- Principles of Electricity & Equipment | 15 |
| Chapter 8- Electrolysis Modality | 20 |
| Chapter 9- Thermolysis (high frequency short-wave) Modality | 25 |
| Chapter 10, Blend Modality (high-frequency and galvanic currents) | 25 |
| Chapter 11, The Needle (aka: Probe) | 10 |
| Chapter 12, General Treatment Procedure | 15 |
| Chapter 13, Treatment of Specific Areas | 15 |
| Chapter 14, Developing a Practice | 10 |
| Exam, Chapter Study Guide Booklet | 30 |
| Mid-Term Exam | 5 |
| Final Exam | 5 |

PRACTICAL PORTION - 260 hours

A start date for the practical portion will be arranged once the theory portion has been completed.

Practical training shall include the actual performance by the student of a complete service on another person and the time it takes to perform a practical operation.

During the practical portion students are encouraged to attend lectures and power point presentations. There will a review of chapter 1-14, and a second set of exams will be given on each chapter.

Students shall work on live clients. The instructors will guide each student throughout the process.

Your performance on various practical skills will be evaluated on a continuous basis during the time you are completing the practical portion of the program.

The institute will provide all equipment and supplies needed to complete student’s practical hours.

| PRACTICAL – 260 HOURS at Institute | |
|--|--|
| A. CA. BOARD OF BARBERING AND COSMETOLOGY | 1) Cosmetology Act and Barbering and Cosmetology Rules and Regulations 2) HEALTH AND SAFETY COURSE (Mandatory) Note: An exam will be given on Rules and Regulations and Health and Safety |
| B. TREATMENT/ USE OF CURRENTS | 1) Health history assessment, patient history form, photo of client 2) Importance of magnification (visual aid) 3) Evaluate skin, type hair for treatment 4) Electrolysis 5) Thermolysis 6) Blend 7) Multi-Needle |
| C. Positioning the client and electrologist for comfort | |
| D. Lighting for the treatment room and electrologist | |
| E. Selecting the right modality/treatment | a. Proper Insertions / epilation b. Insertion Epilation techniques c. Side effects of treatment: Tissue injury and complications d. Evaluating treatment and progress e. Epilation on specific areas of the face and body |
| F. SANITATION, STERILIZATION | 1) Sanitation vs sterilizing 2) Sterilizing procedures Sterilization / sanitation shall be practiced throughout the course. |
| G. EQUIPMENT | a. Equipment used in electrology b. Maintenance of equipment |
| H. DEVELOPING A PRACTICE | a. Interpersonal skills b. Business plan/ setting up an office c. Location, design, floor space d. Written agreements / lease (independent contractor, partnership, LLC or corporation) e. Advantages and disadvantages of buying an established practice f. Business laws, insurance, g. Advertising, business cards, booking appointments h. Consultations (patient history) |

EXTRA HOURS OF INSTRUCTION

Students are expected to complete the training within the maximum time scheduled as specified in the Enrollment Agreement. If a student exceeds the scheduled graduation date as outlined in the enrollment agreement, additional \$15.83 additional fee per hour

fees will apply for the balance of the hours required to complete the course. Students will not be allowed to graduate, and the "Proof of Training" document will not be released until financial obligations are paid in full.

GRADUATION REQUIREMENTS

Complete 600 clock hours and satisfy the minimum credit hours stated in the outline below. Have a minimum of 340 hours of theory 240 practical experience.

In order to be considered for graduation, students completing the 600-hour electrology course must successfully complete the following:

- 1) Theory assignments practical procedures and exams with a score of 80% or above
 - a. Chapter Tests from the A.R. Hinkel Textbook
 - b. Completion of the chapter Guide Book
 - c. Create a Safety Material Data Sheet (MSDS) Binder of hazardous products used in an electrology office.
 - d. Written consultation
 - e. Design a business card
 - f. Barbering and Cosmetology Act/Rules and Regulations exam
 - g. Health and Safety course exam
 - h. Mid-term and final exams
 - i. Practical exam on insertion / epilation.

NOTE: All tuitions fees must be paid in full before the candidate is allowed to graduate.

Completion of the requirements above, the student will be considered graduated and issued a certificate from the institute.



ITEMIZATION OF TUITION & FEES

600 Clocked Hour Electrology Course

| | | |
|-----------------------------------|------------|--|
| REGISTRATION FEE | \$175.00 | Non-Refundable (due with registration form) |
| STUDENT KIT | \$585.50 | Includes: Textbooks, Journals, Lab. Supplies, Tools |
| STUDENT TUITION RECOVERY FUND FEE | \$ -0- | Non-Refundable (\$.00 for every \$1,000 rounded to the nearest \$1,000) the nearest \$1,000) |
| TUITION FEE | \$9,500.00 | Prorated upon withdrawal. Refer to refund policy provision within this Catalog. |

| | |
|---|-----------------------|
| <u>ESTIMATED DUE FOR THE ENTIRE PROGRAM</u> | <u>\$ 10,365.50</u> |
| <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u> | <u>\$ 10,085.50 *</u> |
| <u>CHARGES DUE UPON ENROLLMENT</u> (due with enrollment agreement) | <u>\$1,500.00</u> |
| <u>FIRST TUITION - CHARGES DUE FIRST DAY OF CLASS</u> | <u>\$4,000.00</u> |

Four subsequent monthly payments of \$1,146.37 will be due in 30-day increments beginning with the student's enrollment date until paid in full.

ALL PAYMENTS SHOULD BE MADE PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (aka MBIE)

Additional **FEES, AS APPLICABLE:** \$35.00 late fee if tuition payment is not received within five (5) days of due date. Returned check (NSF) fee \$35.00. A 3% surcharge will be added to fees paid by Credit or Debit Cards.

ADDITIONAL ESTIMATE OF COSTS: Items not provided by the Institute for participation in the program.

1. Optical Lenses \$160.00 (OTTO-FREI, 126 2nd Street, Oakland, CA. 800-772-3456 or online at www.ottofrei.com. Note: Magnification should be purchased within the first 30 days of starting the practical portion of the program.
2. Black Scrubs or black ankle length slacks/Docker-style pants and white top. Tops and blouses are to be long sleeved. (no torn/ripped/or stained)
3. White long-sleeved lab coat
4. Closed toed shoes -black or white (no sandals, flip-flops, thongs, open or high-heeled shoes)
5. Optional: Solid colored sweaters can be worn over uniforms

***Note:** The above items and fees are included in the "Total Charges for Current Period of Attendance."

ESTIMATED TOTAL: \$280.00 (Prices can vary subject to selection and preference)

Fees are subject to change without notice. Enrollment Agreements signed and accepted by the institute prior to a revision will be honored.

Students who fail to pay the instructional fees will be dismissed from the program. The CERTIFICATE will be withheld from any student with a delinquent account.

FINANCING

The institute does not extend credit or lend money to an individual for institutional and noninstitutional charges and will not require more than one term or four months of advance payment or tuition at one time. When 50 per percent of the program has been completed, the institution may require full payment. The student understands that if a separate party is financing his/her education that the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

The institute does not participate in any state or federal financial aid programs; it will be incumbent upon applicants to demonstrate the availability of sufficient financial resources to pay for the course of instruction.

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

Consumer Loan Agreements: Students may voluntarily choose a Third Party Private Lending Institution to receive a loan to pay for the cost of the electrology program. The third party lender is responsible for providing all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

REQUIREMENT TO REPAY LOAN

1. If a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid programs funds.
2. If the student obtains a loan to pay for an educational program, the student will have a responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on loan both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid in full.

FACILITIES AND EQUIPMENT

The Institute is located in Monterey, CA and is convenient to public transportation, airport, free parking on site, nearby shopping and restaurants. The institution complies with all federal, state and local ordinances and regulations, including those requirements for fire safety, building safety and health.

- **Each Treatment Stations Include** Treatment bed, Epilator, stool, Dazor lamp, utility cart, covered trash container, paper supplies, gloves, and medicaments.
- **Sterilization/Sanitation Room Include** Ultrasonic cleaner, dry heat sterilizer, heat sealer, heat indicators, plastic tubing.
- **Classroom & Visual Aids Include** desks/chairs, lecture room and student study area. Visual Aids include Computers, Projector, TV, DVD player, screen and educational wall charts.
- **Library:** Professional books, electrolysis related DVD's, videos and journals relevant to Electrology are made available during school hours.
- **Student Lounge:** provides a n area where students may relax before, after or during class breaks and lunch.
- **Waiting Room provides** a Reception area for clients coming in for services.

Students are responsible for the care and maintenance of all equipment and supplies they use while attending the institute. Students that mistreat equipment that leads to breakage or loss will be responsible for replacing item(s) at their expense.

STUDENT SERVICES

HOUSING

MBIE does not provide in-house residential housing facilities, and there are no dormitory facilities under its control. Students are responsible for making their housing arrangements. The Institute maintains a list of nearby hotel-motel accommodations. Housing resource information provided upon request. Rates for nearby hotel/motel rooms are estimated to be \$50.00 to \$100.00 per night.

EMPLOYMENT GUARANTEE DISCLAIMER

Placement Assistance: It is understood that the institute does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate. Limited job placement assistance is available by providing referral information. Attendance at the Institute does not constitute an offer of employment.

STUDENT PRIVACY

The Institute intent is to protect the privacy of a student's financial and academic records. The institute will not release such information to any individual without first receiving the student's written request to do so or if required by law.

RULES, POLICIES & PROCEDURES

Student Responsibilities

ALL students are required to assist whenever necessary during school hours.

- 1) Keep the area of the classroom clean and tidy.
- 2) The lab and the sterilizing room are to be cleaned and sanitized on a daily basis.
- 3) Laundry (wash/dry/fold).
- 4) Ultra-Sonic/Packaging/Sterilizing tools.
- 5) Booths: Supplies stocked as needed. Cleaned and sanitized after each client.
- 6) Take refuse (garbage) out daily, from all rooms at the institute.
- 7) Dishes washed after use

Students are expected to be neat, clean and exercise proper hygiene at all times.

Student Code of Conduct Policy

Students are expected to comply with the following policies:

- 1) Complete all assigned activities in a timely manner
- 2) Wear appropriate professional attire at all times
- 3) Maintain acceptable levels of personal hygiene
- 4) Treat staff members, other students, and clients with respect and kindness
- 5) Exhibit good study skills and self-motivation
- 6) Follow all Institute policies and procedures

Students are subject to dismissal for any inappropriate or unethical conduct or any act of academic dishonesty.

Students are expected to dress and act professionally while attending the institute.

MBIE reserves the right to dismiss a student for on any of the following reasons:

- 1) Delinquent tuition payments
- 2) Stealing or damaging the property of the institute, its equipment or of another.
- 3) Having a concealed or potentially dangerous weapon.
- 4) Sexual harassment by discrimination, intimidation, verbal abuse of a sexual nature.
- 5) Entering the class under the influence of alcohol, drugs or narcotics of any kind. (Exception: Prescriptions ordered by a medical Doctor)
- 6) Smoking in restrooms, hallways or classroom. No smoking signs to be obeyed at all times.
- 7) Unsatisfactory academic progress, cheating or falsifying school records.
- 8) No student may clock in or out for another student. This rule is strictly enforced and may lead to a suspension if violated.
- 9) Breach of school enrollment agreement.
- 10) Disobedient or disrespectful behavior to other students, clients, administrators or instructor.
- 11) Behavior is creating a safety hazard for yourself or another person (s).
- 12) Failure to keep desks and client treatment rooms sanitary and organized at all times.
- 13) The use of Cellular phones is disruptive to a learning environment, and therefore they must be on silent or vibrate during school hours and when working with clients. (Exception: If circumstances arise where you need to be reached immediately, please discuss with your instructor).

PROVIDING TREATMENT ON A CLIENT

- 1) Always be courteous and tactful
- 2) Never make derogatory remarks about other clients, students, the instructor, the school, or equipment.
- 3) Each student is required to keep his/her treatment area clean, tidy and sanitized
- 4) Thoroughly wash hands before and after serving a client.
- 5) The treatment area must be sanitized during and after each client treatment.

MBIE reserves the right to expel a student for violation of the “**STUDENT CONDUCT POLICIES**” listed above including the school rules contained in this document. A DISMISSED STUDENT MAY ONLY BE RE-ADMITTED INTO THE SCHOOL AT THE DISCRETION OF THE DIRECTOR OR ASSISTANT DIRECTOR.

SCHOOL DRESS CODES

Students are expected at all times to be neat, clean and exercise proper hygiene when working on the general public.

- 1) Black scrubs or black full-length pants and a white top. Tops and blouses are to be long sleeved.
- 2) White long-sleeve lab coat
- 3) Closed toed shoes (white or black)
- 4) Optional: Solid colored sweaters worn over scrubs.
- 5) Nails are to be clean and kept short. Clear nail polish is acceptable
- 6) Hair is to be kept clean, off the shoulders and tied back if long

Not Acceptable

- 1) Rips or tears in uniforms
- 2) Halter, tank or crop tops
- 3) Opened toed shoes, high-heeled shoes, boots, sandals

- 4) Levi, denim slacks, shorts or spandex pants.
- 5) No Acrylic nails

Students not complying with the uniform and dress policy will be asked to leave the premises and return when in compliance.

ABSENCES

Attendance is an essential part of the learning experience.

Students who have three or more unexcused absences in one month will receive a written warning notice and may be withdrawn depending on prior absences and their overall level of attendance. Three or more written warnings may lead to expulsion. Students who have three or more no-shows or absences without a medical excuse may be in jeopardy of dismissal from the program.

Unexcused Absences

Includes but are not limited to no-show, late for class, calling in late, calling in absent, calling in sick, leaving early and being sent home due to a disciplinary issue.

Excused Absences

With approval absences may be excused from the director or instructor or a written excuse from a doctor.

The institute will exercise reasonable discretion in excusing absences that are not of a chronic nature due to flu, sick children, or family emergencies.

Makeup Policy

Students who have been absent for any reason are required to make-up any missed classes and/or assignments before proceeding to the next course of study.

Please note, make-up hours do not excuse absent hours. Absent hours accumulate for both excused and unexcused absences.

- 1) The institute is not responsible for helping make up student's missed hours. The number of hours required by the State for graduation is 600 hours.
- 2) It is the responsibility of the student to keep track of hours earned.

LEAVE OF ABSENCE (LOA) & GRACE PERIOD

A leave of absence may be is approved on a case-by-case basis depends upon the reason the Leave of Absence is requested.

Students are allowed a two-week grace period of eight (8) class days or (64) class hours for excused illness and family emergencies.

It is the student's responsibility to NOTIFY THE SCHOOL if he/she is going to be absent. Any student missing more than two (2) weeks or 64 class hours without excuse may be expelled. Exceptions: medical, family emergencies or an approved leave of absence.

Students absent from class may make-up missed time with permission from a the school Director make up time in class sessions missed according to the availability of classroom space at the time of the request(s).

The student must submit in writing a request for medical or family emergency absence. The school reserves the right to refuse a leave of absence without written medical authorization.

If a student, on an approved leave of absence, notifies the school that they will not be returning, the date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date that the student notifies the institution in writing that they will not be returning. If a student does not return from a leave of absence, they will be automatically withdrawn within 14 days after their expected return date.

Students with LOAs will not be assessed any additional charges.. A student granted an LOA that meets these criteria is not considered to have withdrawn from the course. A student returning from an authorized LOA will retain all credit for clocked hours and work projects completed and will be returned to the academic progress status they held before the start of the leave of absence

PROBATION & DISMISSAL POLICY

The Institute reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive. Students will be expected to fully observe policies and rules of conduct of the institute; such conduct includes excessive absences or tardiness failure to maintain an eighty percent (80%) grade point average, inappropriate behavior or lack of respect shown to instructors or another student, staff member or client.

Probation Period will be 14 days. For students returning from probation, any further unacceptable behavior will be cause for immediate dismissal without re-entry to the program. Students who have been suspended or terminated may request reinstatement in writing to the director after a 30 day waiting period. Make-up work will be required to bring the student back up to the school's standards.

In the event a student is terminated due to unsatisfactory Academic Progress, all policies regarding the institute's refund policy will apply.

REINSTATEMENT AFTER DISMISSAL

The decision to accept or reject such students is at the sole discretion of the director the student will either be allowed to continue in the program or will be dismissed by the institute. Re-entry Fee: \$50.00. Any fees owed at the time of dismissal will be subject to the institute's refund policy.

WITHDRAWAL FROM PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days within the program. Refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition within 45 days of withdrawal. Textbooks, tools, supplies, and equipment that was issued and accepted by the student are non-refundable if used or removed from its original packaging.

If the student has completed more than 60% the program (including absences) the tuition paid is not refundable. To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- 1) The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- 2) The institution may terminate the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations policies; absences in excess; inability to meet financial obligation of the school; or failure to attend classes for two (2) school weeks and did not inform the school that you are not withdrawing. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

STUDENT'S RIGHT TO CANCEL

REFUND POLICY

- 1) A student has the 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, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw from school at any time; and you have the right to receive a pro-rata refund if you have completed 60 percent of the program through the last day of attendance.
- 2) Cancellation may occur when the student provides a written notice of cancellation sent to the attention of Randa Thurman, CPE Director or Robert F. Von Essen, CPE, Asst. Director at the following address:
Monterey Bay Institute of electrology | 2600 Garden Road | Suite 207 | Monterey, CA 93940-5311. This can be done by mail or hand delivered.
- 3) The written notice of cancellation, if sent by mail, is effective when deposited in the mail adequately addressed with proper postage.
- 4) The written notice of cancellation need not take any particular form and should express the fact that the student no longer wishes to be bound by the Enrollment Agreement.
- 5) If the Enrollment Agreement is canceled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and will included a deduction for equipment not returned in good condition within 45 days after the notice of cancellation is received. Textbooks, tools, supplies, and Equipment that were issued and accepted by the student are non-refundable if used or removed from its original packaging.

The amount owed equals the daily charge for the program (total institutional cost minus non-refundable fees divided by the number of days in the program), multiplied by the number of days scheduled to attend before withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will not receive a refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

~~DISTANCE EDUCATION- STUDENTS RIGHT TO CANCEL~~ This institution offers distance educational program where the theory portion of instruction is not offered in real time. The Institute shall transmit the first lesson and any material to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson, materials and supplies are received. Cancellation is effective on the date the written notice of cancellation is sent to: Monterey Bay Institute of Electrology, 2600 Garden Road | Suite 207 | Monterey, CA. 93940. If the institute sent the first lesson, materials and supplies before an effective cancellation notice was received, the institute shall make a refund within 45 days after the student's return of the materials less registration fee not to exceed \$250.00 and will included a deduction for Textbooks, equipment and supplies not returned in good condition. Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institute accepts the student for admission.

Determining Refund

The hourly rate is calculated by the dividing tuition cost by 600. For Example: $\$9500.00 \div 600 \text{ hours} = \15.83 per hour .
 Refund table: Computation based upon percentage of the course completed, i.e. 10%, 25%, 50%, 60%.

| Percentage Completed | Hours Completed | Hourly Rate \$15.83 | Balance |
|----------------------|-----------------|---------------------|------------|
| 10% | 60 | \$949.80 | \$8,550.20 |
| 25% | 150 | \$2,374.50 | \$7,125.50 |
| 50% | 300 | \$4,749.00 | \$4,451.00 |
| 60% | 360 | \$5,698.80 | \$3,801.20 |

HYPOTHETICAL EXAMPLE

Assume the student paid the tuition, \$9,500.00 (nine thousand five hundred) in full and completed one hundred hours (100) of training before deciding to withdraw from the course. The cost of the 100 hours of training total is deducted from the total tuition.

The hourly rate is \$15.83 therefore, 100 hours of training is worth \$1,583.00. This amount would then be deducted from the \$9,500.00 already paid and we issue a refund check in the amount of \$7,917.00. We will also give credit for any unused items in the student kit according to the cost of each item.

STUDENT'S RIGHTS AND GRIEVANCES

COMPLAINT/GRIEVANCES

A student with a complaint or grievance has the right to seek a satisfactory resolution. The policy of the Institute is to acknowledge and respond to student complaints concerning any aspect of their educational process to include facilities, programs, instructors, employees, or services offered by the Institute. Students are encouraged first to discuss complaints with the person who is directly involved in the complaint to arrive at a satisfactory resolution. A student can at any time ask to speak to the school Asst. Director Robert F. Von Essen or request to speak with the Director of the institute. The student also has the right to pursue the matter further if the resolution issue is not resolved.

The student may also at any time, direct any unresolved matters to the Bureau for Private Postsecondary Education via mail, phone or completing a complaint form online, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Bureau for Private Postsecondary Education
 2535 Capitol Oaks Dr.
 SACRAMENTO, CA 95833
www.bppe.ca.gov / (888)370-7589 toll free

CATALOG

School Catalog

This catalog contains essential information about the programs we offer that will help guide you as you take the next necessary steps toward obtaining your Electrology license.

The catalog adheres to state and federal requirements and is published by the Monterey Bay Institute of Electrology. The catalog contains policy statements and is for informational use only; it is subject to revision at the discretion of institute. This document is not a contract and not designed as such.

Catalog Availability

The institution makes its current catalog available to the public and prospective students at no charge. Individuals who wish to obtain a copy can by request to have it mailed to them via United States Postal Service or sent electronically. The catalog is downloadable from the Institute's website at www.electrologycollege.com.

Catalog Updated Annually

This catalog is updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change occasionally and that these changes may alter the information contained in this publication.

The Institute reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations, and requirements at any time and without notice.

Review Catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice

For services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless another act of law has extended the period.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
08/2018

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Questions: “Any questions a 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 Drive, Suite 400
Sacramento, CA 95798-0810
Telephone: (916) 431-6959
Fax (916) 263-1897
Website: www.bppe.ca.gov.”

Complaints: “A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s website: www.bppe.ca.gov.”

RETENTION OF STUDENTS RECORDS POLICY

The student’s confidential files/records will be kept in a locked fireproof filing cabinet containing two file sections for each student. Student records will be kept in active reserve for five (5) years; however, student’s transcripts will be maintained indefinitely. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the information to be reviewed. Each student’s file will contain student’s records, including a transcript of grades earned. Transcripts will only be released to the student upon receipt of a written request bearing the student’s live signature. No transcript will be issued until all tuition and other fees due the institution are paid current. Official Transcript Fee (After one free copy): \$50.00.

Monterey Bay Institute of Electrology
Administrative Office
2600 Garden Road | Suite 207
Monterey | CA 93940
(831) 643-2100

Section One - All forms relating to the student’s academic

- a. Enrollment forms
- b. Disciplinary form – complaints, attendance
- c. Performance and grade and test evaluations

- d. Timesheets
- e. Refunds

Section Two – All student financial information

- a. Tuition fees – textbooks enrollment, require instrument and equipment fees, and all other applicable fees required maintaining their student academia.

All records are maintained in alphabetical order by the last name of the student.

Section One - All forms relating to the student's academic

Enrollment forms

Disciplinary form – complaints, attendance

Performance and grade and test evaluations

Timesheets

Refunds

Section Two – All student financial information

Tuition fees – textbooks enrollment, require instrument and equipment fees, and all other applicable fees required maintaining their student academia.

All records are maintained in alphabetical order by the last name of the student.

STAFF AND INSTRUCTORS

Randa Thurman, LE, CPE, Director

- Director & Owner of Monterey Bay Institute of Electrology, 2004 - Present
- The owner, Pacific Coast Electrology Center
- Professional Speaker / and trainer of advanced training classes for the Electrologists'.
- Certified Professional Electrologist
- Calif. & Nevada Licensed Professional Electrologist
- Certified Instructor in the Jane Riddle technique

Ms. Thurman has been a Licensed professional Electrologist since 1991. Her expertise is based on her electrology training at the Jane Riddle Institute where Ms. Thurman also became a certified instructor, both BPPE Authorized Instructor as well as in the Jane Riddle Technique. She was Assistant Director of the Jane Riddle Institute from 1994 through 1999. In 1996, having sold her Grass

Valley, CA practice, she moved back to the Monterey Peninsula and opened a new office in Pacific Grove, CA. In 2004, began the Monterey Bay Institute of Electrology in Monterey, CA. Ms. Thurman's technical expertise is demonstrated by the success of accurately diagnosing and treating her clients and owning and managing four very successful practices. Ms. Thurman is 2nd Vice President of The Electrolysis Association of California (EAC) and Membership Chair of the American Electrology Association (AEA)

Robert Von Essen, LE, CPE

Administrator

- Assistant Director and Co-Owner Monterey Bay Institute of Electrology, Since 2004
- Co-owner of Pacific Coast Electrology Center
- Licensed Electrologist
- Certified Professional Electrologist (CPE)
- Certified Instructor – Jane Riddle technique
- BPPE Authorized Instructor
- Lecture for the Electrologist Association of California, 2012, 13 and 14.
- Key Note Speaker for the American Electrology Association Annual Convention, Florida 2014
- Member of the CA Board of Barbering and Cosmetology Task Force review of Rules and Regulation for the practice of Electrology

Mr. Von Essen became a Licensed Electrologist in 1995. As an entrepreneur and successful businessperson, the Institute and students will benefit from Mr. Von Essen's extensive knowledge of the electrology profession and the business world.

Jane Viera-Riddle, LE, CPE, Visiting Instructor

Ms. Riddle, a leader in the field of electrology.

- The owner, Jane Riddle & Assoc., private practice, Retired 2017
- Previous Dir., Jane Riddle Inst. of Electrology
- Certified Clinical Electrologist
- California Licensed Electrologist
- Professional Speaker in the field of Electrology

Ms. Riddle, a leader in the field of electrology, began her electrology profession in 1968. She was the owner/ director and instructor of Jane Riddle Institute of Electrology located (JRIE) in Modesto, CA for over 24 years. A member of the Barbering and Cosmetology Program Task Force on Curriculum, hair removal laser and test writing. She established JRIE in Japan in association with OZ International and was a member of the Barbering and Cosmetology Program Task Force on Curriculum updates and laser hair removal. Ms. Riddle is an honorary member of the Electrologist Assn of Calif. where she held positions of President and 2nd VP of EAC and was a board member of National Commission for Electrolysis Certification.

Karena Kalinuk, L.E., C.P.E.

- **Clinical Instructor, MBIE – 2012 to Present**
 - California Licensed Electrologist and Esthetician
 - A graduate of Monterey Bay Institute of Electrology, 2005
 - Certified Professional Electrologist (CPE)
 - New Jersey Licensed Esthetician
 - Spa Director at Ventana Resort, Big Sur CA.
 - She has been in private practice from 2006 to present at Pacific Coast Electrology and Skincare Center

All instructors at MBIE are required to maintain a license in good standing with the California Board of Barbering and Cosmetology. Utilizing continuing education programs, Instructors are required to maintain knowledge of current BBC Rule and Regulation changes, Health and Safety updates, equipment, and teaching techniques, and regulations updates.

**Monterey Bay Institute of Electrology
APPLICATION FOR ENROLLMENT**

Select Salutation: () Mr. () Mrs. () Miss () Ms. () Other

Name: _____ Birth Date _____

Social Security #: _____ Driver's License: _____ State: _____ Exp: _____

Home Phone # (____) _____ Cell/Other # (____) _____

Current Address _____ City _____ State _____ Zip _____

Education:

High School/City, State: _____ Year Graduated or GED _____

College/Other: _____

Personal References:

Name _____ Address _____ Phone # _____

1. _____

2. _____

In Case of Emergency Contact:

Name _____ Address _____ Phone # _____

1. _____

2. _____

Hobbies & Interests:

Why are you interested in the Field of Electrology?

How were you referred to the Monterey Bay Institute of Electrology? _____

Signature: _____ Date: _____ Proposed Start Date: _____

ENCLOSE \$175.00 APPLICATION FEE (NON-REFUNDABLE) PAYABLE TO:

Monterey Bay Institute of Electrology
2600 Garden Road, Suite 207
Monterey, CA 93940
(831) 643-2100
Assistant Director/Administrator

DOCTOR(S) FORM

HEALTH CERTIFICATE

In order for (Name) _____ to enroll as a student at *Monterey Bay Institute of Electrology*, the student must have a health certificate indicating good health and no communicable diseases. The student must receive vaccinations or show proof of vaccination for the following.

The Institute has physical requirements that must be satisfied prior to a student's attendance. The Institute of obligated to protect their staff, students, and customers from possible infectious diseases.

Hepatitis Date of vaccines _____

Tuberculosis (TB) Date of vaccine _____

Tetanus

Date of vaccine _____

Signature of Doctor: _____ Date: _____

“MBIE is to be notified by attending Doctor if any results are positive.”

I authorize the doctor to share the required information with MBIE.

Attach copies of proof of vaccinations. I understand this information will be kept in my confidential student file.

Student signature: _____ Date: _____

DOCTOR’S FORM

EYE EXAMINATION

In order for (Name) _____ to enroll as a student at **Monterey Bay Institute of Electrology**, certain physical requirements must be met. The student must show proof of their visual acuity to perform detailed operations. A document providing information of an exam no older 1 year (12 months) must be submitted prior to being accepted into the program.

Last Date exam performed: _____ Prescription glasses required: Yes () No ()

Signature of Optometrist/Ophthalmologist: _____ Date: _____

I authorize the doctor to share the required information with, MBIE.

Attach a copy of the document from the last exam. I understand this information will be kept in my confidential student file.

Student signature: _____ Date: _____

The Monterey Bay Institute of Electrology requires a health certificate from a physician showing good health and no communicable diseases stating you have received or are receiving the following vaccinations; Hepatitis, Tuberculosis Test, and current tetanus vaccination.

If you decline to have the vaccination (s), you will be required to complete and sign this form.

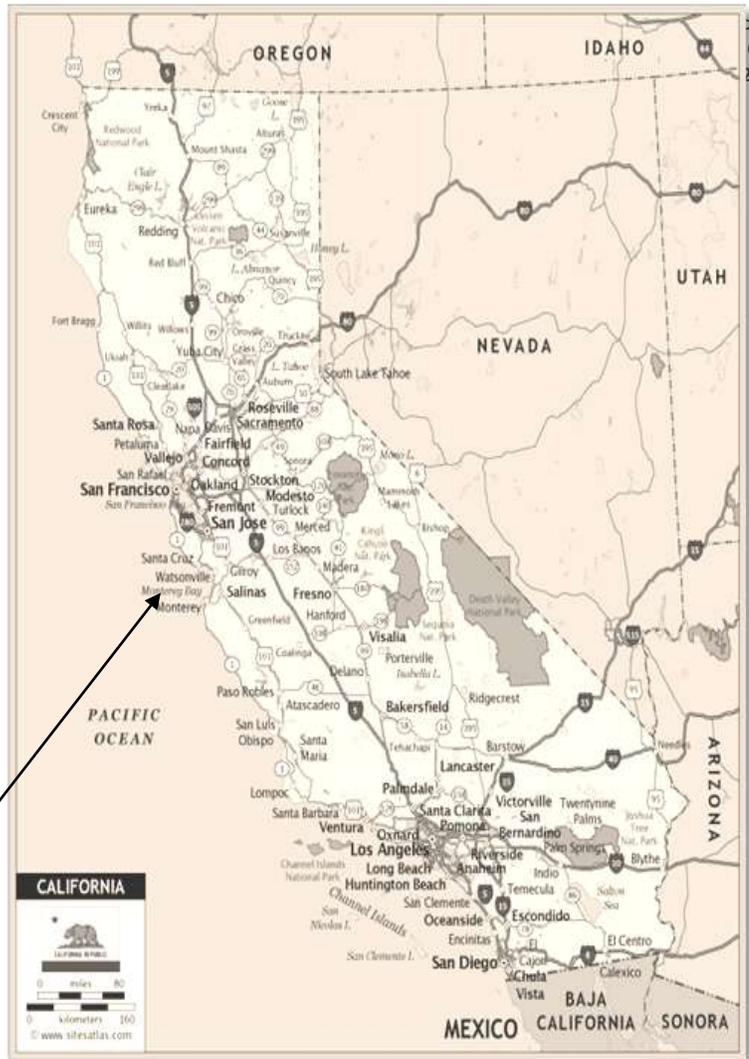
Student signature _____ Date: _____

Monterey Bay Institute of Electrology | 2600 Garden Road, Suite 207 | Monterey, CA 93940
(831) 643-2100

MONTEREY BAY INSTITUTE OF ELECTROLOGY
2600 Garden Road | Suite 207
Monterey | CA 93940
831. 843. 2100



School Bldg.



DRIVING DIRECTIONS

From Northern or Southern California using US-101

1. Merge onto Monterey Salinas Hwy/Ca-68 E via Exit 401B toward Salinas. (follow signs to the Monterey Peninsula and Monterey Peninsula Airport)
2. Turn right on to Olmsted Road (also exit for the Airport)
3. Take the 1st left onto Garden Road
4. 2600 Garden road is on the left side in the Trident Executive Center