



Monterey Bay  
Institute of Electrology

*The Study of Permanent Hair Removal*

# ELECTROLOGIST TRAINING COURSE CATALOG

Length of Course

600 Hours

Period Covered by the Catalog

January 01, 2019 – December 31, 2019

Trident Executive Center - West Bldg.

2600 Garden Road | Suite 207 | Monterey | CA 93940 | 831. 643. 2100

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Welcome

Are you excited about the prospect of changing people's lives, and becoming a professional in the field of permanent hair removal? If so, please take time to review Monterey Bay Institute of Electrology's (MBIE) catalog and fill out an **Enrollment Application**.

### Electrolysis as a Career

#### Why choose electrolysis as a career?

- \*Electrolysis changes peoples' lives!
- \*You can achieve a sense of self-accomplishment
- \*You can gain financial independence
- \*You have access to membership in professional associations
- \*To enjoy the fellowship and information sharing with other professionals in the field

### ABOUT MONTEREY BAY INSTITUTE OF ELECTROLOGY

#### Hands-On Training from Electrolysis Professionals

Monterey Bay Institute of Electrology offers a 600-hour course in Electrology. MBIE is a dedicated vocational school that has the aspiring Professional Electrologist in mind. We specialize in the *highest quality of education*. Our instructors are licensed electrologists who all hold a Certified Professional Electrologist (CPE) designation. Since opening in 2004 MBIE has been successfully teaching both the theory and practical elements of electrology curriculum, as evidenced by the high caliber of "graduates" who are now in the profession.

MBIE is committed to inspiring a professional, competent, and ethical electrologist, challenging the student to acquire not only the technical skills but also the professional acumen to achieve a successful career.

We provide a comprehensive survey of electrology, allowing every student the opportunity to attain *personal satisfaction and self-growth*. Graduates may choose to exhibit their new skills as a well-trained entry-level electrologist entrepreneur either in private practice, as an associate or an employee. This may include working in private practice, a medical office, a dermatology office, or perhaps a day-spa.

#### Institute Location

The Monterey Bay Institute of Electrology located at Trident Executive Center - West Bldg. 2600 Garden Road | Suite 207 | Monterey, CA. 93940-5311. Classes take place at the Institute.

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

## Accreditation

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.) The United States Department of Education does not accredit MBIE; students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

## Mission Statement, School Philosophy & Objectives

The program has been carefully designed to reflect and comply with specific training requirements specified in the California Board of 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 utilize traditional electrology technologies to serve their clients effectively. Students will receive thorough and comprehensive instruction in the theory and practice of safe, permanent hair removal.

The Institute utilizes the most advanced technological equipment available today for electrolysis, thermolysis and blend modalities, offering students the latest advances in permanent hair removal.

Students are under the supervision and guidance of qualified licensed instructors who provide individualized attention to each student. Upon completion of the program, graduates will be eligible to apply for the California State Board of Barbering and Cosmetology Electrology examination.



### The History of Electrology

The practice of *electrology* was started in 1875 when ophthalmologist Dr. Charles E. Michel, seeking a solution for ingrown eyelashes, was inspired to try using current (dc) from a battery to treat the problem. Through his efforts, the field of electrolysis (for hair removal) was born and is now known to be the first recognized method for permanent hair removal.

## THE THREE ELECTROLYSIS MODALITIES OF PERMANENT HAIR REMOVAL

### Thermolysis, Galvanic, and the Blend

Medical electrolysis devices destroy the hair germ cells either by a chemical reaction (technically speaking, This is "electrolysis") or by heat energy. Each of the three modalities are safe, effective, and destroy the germ cells that cause hair growth. The modality used is based on hair type, skin characteristics, and sensitivity. The term "electrolysis" is a catchall term used interchangeably throughout the cosmetology Industry to denote any of the three modalities. Scientifically, however, "electrolysis" is the term for a chemical reaction that takes place with the use of galvanic current.

**Galvanic Electrolysis** –Direct Current (DC), is real “electrolysis.”

This is a chemical method that utilizes direct current to convert normal 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 area. One probe or several probes working simultaneously can be used during this process. The term “electrolysis” refers to the chemical reaction that is taking place in the follicle.

**Thermolysis** - Alternating current (AC), sometimes referred to as high frequency or short-wave: This is a method that uses a high-frequency current to produce heat in the area influenced by the current. This heat cauterizes and destroys the dermal papilla and hair germ cells. One sterile probe is used for this type of process. Two variations of Thermolysis are "Flash" or "Automatic" Thermolysis which uses a split second impulse of current and "Manual" Thermolysis which requires several seconds at a lower intensity to achieve permanency.

**The Blend Method** (also referred to as Dual Modality) - The Blend method combines both currents (sequentially or simultaneously) in the same probe. Thermolysis enhances the action of the galvanic method to produce a faster process. The best method will be selected for you based on your hair type, skin characteristics and sensitivity.

Electrolysis is still the only FDA approved method for permanent hair removal back by over 130 years of experience and permanent results. No other treatment can claim such universal acceptability. It now boasts the best and longest track record for permanent hair removal if performed by a proficient electrologist. Not all Electrology is done the same. Technique matters: An experienced electrologist will select the modality best suited for the client's hair, skin type and sensitivity. The electrologists "equipment" settings should be manually adjustable to optimize the settings to meet the individual's needs. Electrolysis is an uncomplicated procedure that when performed correctly leaves the skin looking and feeling smooth, beautiful, and free of unwanted hair without scarring and side effects.

## ELECTROLOGY STAFF

### Learn From Industry Professionals

All instructors at MBIE are required to maintain a license in good standing with the California Board of Barbering and Cosmetology. Our instructors are required to maintain knowledge of current and revised BBC Rules and Regulations changes and updates, Health and Safety updates, and current equipment safety and regulations.

MBIE instructors are Certified Professional Electrologists (CPE), a designation earned through the American Electrology Association which requires 75 hours of continuing education over five years to maintain the credential.

Instructors and other staff members are required to attend an orientation/training meeting to ensure that they are proficient in the communication methods that will be used to interact with the Hybrid Distance Learning HDL course students. Methods include the use of email, Skype, texts, voicemail, the United States Postal Service, and FedEx and UPS (overnight express services).

Faculty will be required to answer student’s questions promptly and to exercise patience and understanding when interacting with students; every effort must be made to answer student’s questions by the end of the business day.

## **INSTRUCTORS**

### **Randa Thurman, LE, CPE**

#### **Director/Instructor**

- Director & Owner of Monterey Bay Institute of Electrology, 2004 - Present
- Owner, Pacific Coast Electrology
- Professional speaker/trainer of advanced training classes for the Electrologists
- Certified Professional Electrologist (CPE)
- California and 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 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 she opened the Monterey Bay Institute of Electrology in Monterey, CA. Ms. Thurman's business success is demonstrated having owned and operated four successful practices, including associates. Ms. Thurman is currently 2<sup>nd</sup> Vice President of the Electrolysis Association of California (EAC) and 3<sup>rd</sup> Vice President Membership Chair of the American Electrology Association (AEA). She has been a continuous member of both since 1991.

### **Robert F. Von Essen, LE, CPE**

#### **Administrator/Instructor**

- 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
- Lecturer 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 Regulations 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 both the electrology profession and the business world.

### **Karena Kalinuk, L.E., CPE**

#### **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
- In private practice from 2006 to present at Pacific Coast Electrology and Skincare

Karena's background in skincare and electrolysis is exceptional to the Institute and students.

### Jane Viera-Riddle, LE, CPE, Visiting Instructor

- Owner, Jane Riddle & Assoc., private practice, Retired 2017
- Former Director, Jane Riddle Institute of Electrology
- California Licensed Electrologist
- World-Renowned and Sought-After 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 the Jane Riddle Institute of Electrology (JRIE) located in Modesto, CA, for over 24 years. 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 Electrologists Association of California where she has held the positions of President and 2<sup>nd</sup> VP and was a board member of the National Commission for Electrolysis Certification.

### **CALIFORNIA STATE REQUIREMENTS FOR LICENSURE (9409)(a)(6)** **MBIE Complies With California's Training Requirements**

"The State of California requires completion of 600 clock-hours of practical and technical instruction in a State Approved Program prior to passing a State Board Examination."

The exam consists of both a practical and a written portion which must be passed to be granted licensure.

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. Completion of 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 or an Individual Taxpayer Identification Number (ITIN) in lieu of a Social Security Number (SSN).
5. Passing of the California State or National Interstate Council (NIC) Written and Practical examinations with an aggregate (combined) score of 75% or above
6. Professions Code

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.

### **MONTEREY BAY INSTITUTE OF ELECTROLOGY REQUIREMENTS** **Admissions, Enrollment & Financial Aid for Traditional Classroom Course** **& Hybrid Distance Learning Students**

#### **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/College or GED certificate from an accredited senior high school.

**NOTE:** Ability-to-Benefit (ATB) students are not eligible for the electrology program.



3. Have a good working knowledge of English, both reading and writing.
4. A copy of a birth certificate or another legal document to verify a minimum age of 17 years.
5. Copy of a picture ID (driver license)
6. 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 have been screened for the presence of tuberculosis.
7. Evidence of a recent eye examination within the past 12 months. (Distance Education student is to present the above health certificate and proof of eye examination at the start of the practical portion of the program.)

The Institute welcomes applications at any time. All applications will be reviewed in the order received. Applicants should complete and return the application form and pay the \$175.00 non-refundable application fee. This begins the enrollment process and reserves a place in the next available class. Currently, there is a waiting list of students eligible for future enrollment.

### 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, English as a second language (ESL) 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

Monterey Bay Institute of Electrology does not discriminate in its educational programs or activities based on race, color, national or ethnic group, ancestry, age, religion or religious creed, sex or gender, individuals with disabilities or handicap, or any other status or condition protected by Federal Laws Prohibiting Discrimination.

### Financing

The Institute does not extend credit or lend money to an individual for institutional and non-institutional 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.

The student must keep 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.



## Monterey Bay Institute of Electrology Curriculum

### Electrolysis Course 950.5 - 600 Clock Hours

The curriculum shall consist of six hundred (600) HOURS of technical instruction and practical training covering all topics pertaining to the practice 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 direct current. The application of direct current to the hair follicle produces a chemical reaction. This reaction causes the salt and water in the skin to break into individual constituent chemical elements which rapidly reorganize themselves to form an entirely new substance (lye), which is destructive to the hair follicle.

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

**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, anaphoresis /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 as well as 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: 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, HIV/AIDS, hepatitis, herpes, staphylococcal infections and other communicable diseases and their prevention; ergonomics, electrical safety and Safety Data Sheets (SDS).

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)**.

**Health and Safety Training Course:** (Training Course Booklet and Student Exam Booklet can be accessed at [www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](http://www.barbercosmo.ca.gov/schools/student_booklet.pdf).) Students are provided with electronic copies of the following:

1. California State Board of Barbering and Cosmetology Act Laws and Regulations
2. Health and Safety Training Course and Student exam book

**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 include: 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.

### Textbooks & Materials

- 1) Milady's Hair Removal Techniques – A comprehensive Manual by Helen R. Bickmore
- 2) 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.
- 3) The Blend Method, by Michael Bono, L.E.
- 4) Companion Study Guide Workbook, by Randa Thurman, L.E., CPE
- 5) Secrets of Your Skin & Hair, by Michael Bono, L.E.
- 6) The Blend Method, Students Guide, by Michael Bono, L.E.
- 7) AEA Infection Prevention Standards

## Facilities, Location & Equipment

The Institute is located in Monterey, CA and is convenient to public transportation, airport, free parking on-site, nearby motels, shopping and restaurants. This institution complies with all federal, state and local ordinances and regulations, including those requirements for fire safety, building safety and health. All equipment is owned and maintained by the MBIE.

### Facilities; Treatment rooms, classroom, sterilization room, library, student lounge and Waiting Room.

- Each Treatment Station includes 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, desks/chairs, lecture room and student study area. Visual Aids include Computers, Projector, TV, DVD player, screen and educational wall charts.
- Library provides: professional books, electrolysis related DVD's, videos and journals relevant to Electrology (made available during school hours)
- Student Classroom: provides a n area where students may relax before, during and after class breaks and lunch.
- 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 misuse equipment leading to breakage or loss will be responsible for replacing item(s) at their expense

### 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.**

### Holiday Schedule – 2019 - 2020

HOLIDAY	CLASSES RESUME
PRESIDENTS DAY – FEBRUARY 15	FEBRUARY 19
EASTER – APRIL 18	APRIL 23
MEMORIAL DAY - MAY 24	MAY 29
INDEPENDENCE DAY – JULY 4	JULY 9
LABOR DAY – SEPTEMBER - 3	SEPTEMBER 4
HALLOWEEN – OCTOBER 31	NOVEMBER 5
THANKSGIVING – NOVEMBER 22	DECEMBER 3
CHRISTMAS - NEW YEARS - DEC. 20, 2019	JANUARY 7, 2020

**NOTE: Changes to the schedule will be posted in the student lounge in advance.**

## TRADITIONAL CLASSROOM COURSE

600 Clock Hours

In this program, all 600-hours of course work are completed on location at MBIE. 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.

**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 an experienced licensed instructor demonstrating the proper techniques of insertion/epilation.

This course is designed to be a beginning-level clinical course in which students apply learned theoretical knowledge to the practical hands-on aspects of epilation. Students will observe, evaluate, practice and acquire the skill to perform and apply the procedures and techniques used by today's practicing professionals in the field.

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 Board Exam.

## HYBRID DISTANCE LEARNING (HDL) COURSE

600 Hour

MBIE now offers an alternative to the traditional 600-hour Electrology course. Potential students can now elect to complete the theory portion of the program as a home-study course utilizing our HDL Program.

An HDL course, refer to classes where there is a carefully planned blend of both traditional classroom instruction and home-study learning activities. Hybrid classes combine the best of both styles of instruction.

While students work at their own pace, they are still expected to make academic gains. Instructors track data on each student to see how each one is progressing, and struggling students can receive additional help during school hours.

The HDL program is designed to correspond with students utilizing the United States Postal service and to facilitate communication electronically by the Internet, Email, Text, voicemail and Skype.

**Self-evaluation assessment:** Before admission, each student is required to complete a self-evaluation which will be sent to each student via United States 2-day Priority Mail or electronically. The assessment is used to demonstrate whether a student has the skills and capabilities to succeed in a home-study environment. The successful HDL Education Student will be a self-motivated individual willing to work hard to succeed. It is recommended that the student be able to follow directions and be familiar with the use of a computer.

Students enrolled in the HDL course are required to have no less than 340-hours of theory and 260-hours of practical classroom training to meet the 600 minimum hours required by the California Board of Barbering and Cosmetology. It is important to note that if you select the Hybrid program, you will be completing only the theory portion outside of the Institute and that you must complete the practical portion at the Institute.

## HDL Alternative Program / Self-evaluation Assessment

“The HDL course offered is an alternative learning program to the 600-clock hour classroom course. Some of the required hours are completed by the student on an “independent studies” basis at their convenience, prior to physically attending/completing hours at MBIE. The student understands that because this is an alternative to the traditional classroom program, they are still bound by the Institute’s policies and procedures as outlined in the school catalog.”

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 license and allowed to practice in California.

**Self-evaluation assessment:** Before admission, each student is required to complete a self-evaluation which will be sent to each student via United States 2-day Priority Mail or electronically. The assessment is used to demonstrate whether a student has the skills and capabilities to succeed in a home-study environment.

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

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 time the length of the program. Once enrolled in the HDL program, you may begin at any time. Students work at their own pace on all assignments. There can be up to a two week waiting period to start the practical portion of the program after the theoretical portion has been completed.

Students enrolled in the HDL course are required to have no less than 340-hours of theory and 260-hours of practical classroom training to meet the 600 minimum hours required by the California Board of Barbering and Cosmetology.

It is important to note that if you select the Hybrid program, you will be completing only the theory portion outside of the Institute and that you must complete the practical portion *at* the Institute.

MBIE will transmit all course textbooks, the first lesson and course materials to the student via United States 2-day priority mail or electronically 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.

Once 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 page 26 & 27 of the student catalog for an explanation of “Student’s Right to Cancel”**

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, an additional fee of \$15.83 per hour will apply for the number 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 all financial obligations are paid in full.

## HDL Course Outline

### Student Responsibilities:

- 1) Read and review textbook chapters
- 2) Complete Companion Study Guide Book for each chapter
- 3) Successfully pass each chapter review test
- 4) Complete any additional assignments
- 5) Return completed test to MBIE promptly. Graded tests will be returned to the student within three days

**“Theory Hours vs. Practical Hours:** Course work is done by the student prior to starting the onsite work, test, lectures and discussions questions from both the Milady and Hinkel textbooks constitute *theory hours*. *Practical hours* are only those hours where hands-on epilations are done on oneself, another student, or model.”

Qualified instructors will be available at the Institute to answer questions and help guide you through the coursework.

Contact information during school hours:

Institute phone: 831-642-2100

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

### HDL Theory Portion 340-hours

The HDL course is conducted through a combination of printed materials and review test given at the end of each chapter. Students work at their own pace on all assignments.

Licensed and qualified instructors have exclusively designed all course material 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 recommended that you complete the theory portion of your program before beginning the practical part of your training. To ensure a better understanding of the course material, an instructor will be available during business hours via telephone, email, text or Skype to answer student’s questions, review assignments, evaluate coursework and provide feedback. Students are also welcome to visit the Institute in person if they feel it would aid them in understanding the material. The Institute provides all equipment and supplies needed to complete practical hours.

• Hybrid Distance Learning (HDL) Program 340 hours Theory Units	Minimum Hours of Technical Instruction
Barbering and Cosmetology Act/Rules and Regulation	5
Health and Safety Course/Hazardous Substances/Workers Rights, Independent Contractor	10
Unit 1 - The Causes of Hair Growth	20
Unit 2 - Structure & Dynamics of Hair and Skin	20
Unit 3 - Analysis of the Hair and Skin	20
Unit 4 - Neurology, Section I - Angiology, Section II	25
Unit 5 - Bacteriology, Section I	20
Disinfection, Sterilization, Sanitation Section	25
Unit 6 - Dermatology	20
Unit 7- Principles of Electricity & Equipment	15
Unit 8- Electrolysis Modality	20
Unit 9- Thermolysis (high frequency short-wave) Modality	25
Unit 10, Blend Modality (high-frequency and galvanic currents)	25
Unit 11, The Needle (aka: Probe)	10
Unit 12, General Treatment Procedure	15
Unit 13, Treatment of Specific Areas	20
Unit 14, Developing a Practice	10
Exam, Chapter Study Guide Booklet	30
Mid-Term Exam	2
Final Exam	3

### HDL Practical Portion 260-hours

Practical training shall include the actual performance by the student of a complete service on another person and the time it takes to perform the operation. A start date for the practical portion will be arranged after the theory portion has been completed.

Practical training is comprised of lectures, daily practice using all modalities on live clients, instruction of Proper insertions and epilations, how to set-up and use the electrology equipment, and proper settings. Also included are sterilization of tools, sanitation practices, review of BBC Rules and Regulations, health and safety, and creating a Safety Data Sheet (SDS) manual of products used in electrology practice.

When the student starts the practical portion of the program a second set of tests will be given at the Institute on units 1 to 14. Students are encouraged to attend lectures and presentations during their time at the Institute.

Your performance in various practical skills will be evaluated continually during the time you are attending the practical portion of the program.

Students are given individual help with the practical part throughout the course. Students shall work on themselves, other students and live clients. Instructors will guide each student throughout the process and are encouraged to ask for help.



<p style="text-align: center;"><b>Hybrid Distance Learning (HDL) Program</b> <b>260 hours of Practical Units</b></p>	<p style="text-align: center;"><b>Minimum Hours of Technical Instruction</b></p>
<p>A. CA. BOARD OF BARBERING AND COSMETOLOGY</p> <p>1) Cosmetology Act and Barbering and Rules and Regulations. Download book at <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a></p> <p>2) HEALTH AND SAFETY COURSE (Mandatory course.) Download the Health and Safety Training Course Textbook and Student Exam Book at <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a> <a href="http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm">http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm</a></p> <p>The student is given an exam on Rules and Regulations and Health and Safety</p>	<p style="text-align: center;">5 10</p>
<p>B. TREATMENT/ USE OF CURRENTS</p> <p>1) Health history assessment, patient history form, a photo of the client</p> <p>2) Importance of magnification (visual aid)</p> <p>3) Evaluate skin, type hair for treatment</p> <p>4) Electrolysis.....</p> <p>5) Thermolysis.....</p> <p>6) Blend.....</p> <p>7) MultiNeedle.....</p>	<p style="text-align: center;">60 60 60 30</p>
<p>C. Positioning the client and electrologist for comfort</p> <p>D. Lighting for the treatment room and electrologist</p> <p>E. Selecting the right modality/treatment</p> <p style="padding-left: 20px;">a. Proper Insertions / epilation</p> <p style="padding-left: 20px;">b. Insertion Epilation techniques</p> <p style="padding-left: 20px;">c. Side effects of treatment: Tissue injury and complications</p> <p style="padding-left: 20px;">d. Evaluating treatment and progress</p> <p style="padding-left: 20px;">e. Epilation on specific areas of the face and body</p>	
<p>F. SANITATION, STERILIZATION</p> <p>1) Sanitation vs.. sterilizing</p> <p>2) Sterilizing procedure, Sterilization/sanitation shall be practiced throughout the course.</p>	
<p>G. EQUIPMENT – a. Equipment used in electrology to include maintenance of equipment</p>	
<p>H. DEVELOPING A PRACTICE</p> <p style="padding-left: 20px;">a. Interpersonal skills</p> <p style="padding-left: 20px;">b. Business plan/ setting up an office</p> <p style="padding-left: 20px;">c. Location, design, floor space</p> <p style="padding-left: 20px;">d. Written agreements/lease (independent contractor, partnership, LLC or corporation)</p> <p style="padding-left: 20px;">e. Advantages and disadvantages of buying an established practice</p> <p style="padding-left: 20px;">f. Business laws, insurance</p> <p style="padding-left: 20px;">g. Advertising, business cards, booking appointments</p> <p style="padding-left: 20px;">h. Consultations (patient history)</p>	

## ACADEMIC POLICY

### Achievement Standards

#### Attendance

**Traditional classroom students** are expected to attend all scheduled class sessions and activities.

**Hybrid Distance Learning students** work at their own pace on all theory assignments.

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.

#### Completion of training & 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 an additional fee of \$15.83 per hour will apply for the number 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 all financial obligations are paid in full.

Each student will be quizzed 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. Students completing the course will be awarded a *certificate* from the Institute and will be eligible to take the State Board licensing examination.

#### Grading Policy

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.

#### Graduation Requirements (Traditional Classroom and Hybrid Classes)

Qualification for graduation requires completion of a 600-hour course as stated in the **CALIFORNIA 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 any additional fees owed 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.

## HDL Program Graduation Requirements - 600-Hour

Students must complete their 600-hours with a minimum of 340 theory hours and 240 practical hours, as outlined below.

To be considered for graduation, students completing the 600-hour electrology course must complete the following:

- a. Theory assignments, practical procedures, and exams with a score of 80% or above:
- b. Pass all Unit Tests
- c. Completion of the Companion Chapter Study Guide Book
- d. Create a Safety Data Sheet (SDS) binder of hazardous products used in an electrology office
- e. Written consultation
- f. Design a business card
- g. Barbering and Cosmetology Act/Rules and Regulations exam
- h. Barbering and Cosmetology Health and Safety course exam
- i. Mid-term and final exams
- j. A practical exam on insertion/epilation

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

Upon satisfactory completion of the above curriculum, the student will be issued a certificate of graduation from the Institute.

## Student Responsibility for a Timely Graduation

Check hours periodically to ensure current hours are accurate.

- 1) 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 the CA Board of Barbering and Cosmetology.
- 2) At 600-hours, the Assistant Director will prepare a Proof of Training document and submit it to the State Board of Barbering and Cosmetology.

Tuition, Fees, Expenses - 600 Clock-Hour Electrology Course  
**Traditional Classroom Course & Hybrid Distance Learning Program, HDL**

TUITION FEE	\$9,500.00	Prorated upon withdrawal. Refer to refund policy a provision within this Catalog.
APPLICATION FEE	\$175.00	Non-Refundable. Due when returning an Application for Enrollment Form. See page 30 for form
STUDENT KIT	\$585.50	Includes: Textbooks, Journals, Lab. supplies, Tools
STUDENT TUITION RECOVERY FUND FEE	\$0.00	Non-Refundable (\$.00 for every \$1,000.00 rounded to the nearest \$1,000)

<u>ESTIMATED DUE FOR THE ENTIRE PROGRAM</u> (Additional costs: \$280.00)	<u>\$ 10,365.50</u>
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	<u>\$ 10,085.50 *</u>
<u>CHARGES DUE</u> THE FIRST DAY OF CLASS OR ENROLLMENT IN THE HYBRID DISTANCE LEARNING (HDL) COURSE. Fees are to be paid before course books and materials are sent to the student.	<u>\$4,750.00</u>
<u>REMAINING BALANCE</u> Monthly payments are due in 30-day increments beginning with the student's enrollment date until paid in full.	<u>\$5,335.50</u>
<p>Fees are subject to change without notice. Enrollment Agreements signed and accepted by MBIE prior to a revision will be honored.</p> <p><b>ADDITIONAL FEES AS APPLICABLE:</b> \$35.00 late fee if tuition payment is not received within five (5) days of <b>the</b> due date. Returned check (NSF) fee \$35.00. A 3% surcharge will be added to fees paid by credit or debit cards.</p> <p>MAKE PAYMENTS PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (aka MBIE).</p>	

**TOTAL ESTIMATE OF ADDITIONAL COSTS: \$280.00**

Items not provided by MBIE for participation in the program: (Prices can vary subject to selection and preference)

1. Optical Lenses, \$160.00 (OTTO-FREI) 126 2<sup>nd</sup> Street, Oakland, CA. 800-772-3456 or online at [www.ottofrei.com](http://www.ottofrei.com)

Note: Magnification should be purchased within the first 30 days of starting the practical portion of the program.

2. Uniform
  - a) Black Scrubs or black ankle-length slacks/Docker-style pants and white top. Tops and blouse are to be long-sleeved (ripped or stained apparel is not acceptable).
  - b) White long-sleeved lab coat
  - c) Closed-toed shoes -black or white (no sandals, flip-flops, thongs, open or high-heeled shoes)
  - d) Optional: Solid colored sweaters can be worn over uniforms.

**\*Note:** The additional costs are included in the "ESTIMATED DUE THE FOR ENTIRE PROGRAM."

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

**350 HOUR HYBRID**

## Electrolysis Training Course

The following 18 states currently do not have licensure or regulations for the practice of Electrology: Alabama, Alaska, Arizona, and Colorado, Georgia, Kentucky, Minnesota, Mississippi, Missouri, New York, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Washington, West Virginia, and Wyoming.

Residents who plan to practice in one of the unlicensed states may opt to take the 350-hour electrology course. **This course does not qualify for licensure in the state of CA and is not approved by the CA Board of Barbering and Cosmetology. California Residents are required to enroll in the 600-hour course.**

### 200-hour Theory Portion (Independent Study)

The 350-hour HDL course is conducted through a combination of printed materials and review test given at the end of each chapter. You may begin your enrollment on any business day and progress at your own pace; however, you must complete the course within 1.5 times the length of the program. Once enrolled in the program, you may begin at any time. There can be up to a two week waiting period to start the practical portion of the program after the theoretical portion has been completed.

### 150-hour Practical Portion (hands-on), onsite at the Institute

Practical training shall include the actual performance by the student of a complete service on another person and the time it takes to perform the operation. A start date for the practical portion will be arranged after the theory portion has been completed.

MBIE will utilize the California curriculum of study as its standard for instruction. Students are awarded a certificate of completion from MBIE.

### Requirements for Completion

To be considered for graduation, students completing the 350-hour electrology course must successfully complete the following:

Students must complete their 350 hours with a minimum of 200 theory hours and 150 practical hours, as outlined below.

- Theory assignments, practical procedures, and exams with a score of 80% or above:
- Completion of the Companion Chapter Study Guide Book
- Design a business card
- Mid-term and final exams
- Hands-on practical exam on insertion/epilation

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

### Tuition, Fees, Expenses - 350-Hour Course

TUITION FEE	\$5,500.00	350 Hour Electrology Course
APPLICATION FEE	\$175.00	Non-Refundable (due with registration form)
DEPOSIT	\$1,500.00	Deposit is due with a signed enrollment agreement
STUDENT KIT	<u>\$585.50</u>	Includes: Textbooks, Journals, Lab. Fees, Supplies
TOTAL:	<u>\$6,085.50</u>	
REMAINING BALANCE	\$4,585.50	Balance due the first start day of the program.
<b>ADDITIONAL FEES AS APPLICABLE:</b> Return check (NSF) fee \$35.00. A 3% surcharge will be added to fees paid by credit or debit cards. MAKE PAYMENTS PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (aka MBIE.) NOTE: All student fees are to be paid in full before a certificate of completion is awarded.		

### 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. Rates for hotel/motel and individual rooms are estimated to be \$50.00 to \$100.00 per night. Housing resource information provided upon request.

## 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 intends 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.

## 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.

## Credits For Previous Training

The Board of Barbering and Cosmetology strictly regulates the acceptance of transfer credit from other electrology schools. 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 & Credentials Earned At Our Institute

“The transferability of credits you earn at Monterey Bay Institute of Electrology is 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 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 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. Credit Evaluation Transfer Fee: \$100.00.

## 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 daily.
- 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

## STUDENT CODE OF CONDUCT

### Students are expected to comply with the following policies

- Complete all assigned activities in a timely manner
- Wear appropriate professional attire at all times
- Be neat, clean and exercise proper hygiene at all times
- Treat staff members, other students, and clients with respect and kindness
- Exhibit good study skill and self-motivation
- 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 any of the following reasons:

- Delinquent tuition payment
- Breach of the school enrollment agreement
- Unsatisfactory academic progress, cheating or falsifying school records
- Stealing or damaging the property of the Institute, it's equipment or of another
- Having a concealed or potentially dangerous weapon
- Sexual harassment by discrimination, intimidation, or verbal abuse of a sexual nature

- Entering the class under the influence of alcohol, drugs, or narcotics of any kind (Exception: Prescriptions ordered by an MD)
- Smoking in restrooms, hallways, or classroom. No smoking signs are to be obeyed at all times
- No student may clock in or out for another student. This rule is strictly enforced and may lead to a suspension if violated.
- Disobedient or disrespectful behavior to other students, clients, administrators or instructor
- Behavior is creating a safety hazard for yourself or another person (s)
- Failure to keep desks and client treatment rooms sanitary and organized at all times
- 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.)

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.** Subject to the institutes refund policy.

### Providing Treatment on a Client

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

### School Dress Code

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

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

#### Unacceptable Wear

- Rips or tears in uniforms
- Halter, tank or crop tops
- Opened toed shoes, high-heeled shoes, boots, and sandals
- Levi, denim slacks, shorts or spandex pants.
- No Acrylic nails

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

### Time Clock & Time Cards



MBIE 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 entirely and accurately maintained. Each student is responsible for ensuring 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 timesheet. 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 are made upon 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.

### Tardy 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.

### Absence Policy

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, instructor, or a written excuse from an MD. The Institute will exercise reasonable discretion in excusing absences that are not chronic due to flu, sick children, or family emergencies.

### Makeup Policy

Students absent for any reason must make-up 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.

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

## Leave of Absence (LOA) & Grace Period

A leave of absence may be 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 with permission from the school Director make up missed time 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 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 observe policies and rules of conduct of the institute fully; 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:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- 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.

### “STUDENTS RIGHT TO CANCEL”

#### Refund Policy

1) 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.

***Notice can be sent 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 include 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. Note: Textbooks and lessons returned must be in the same condition they were received to receive a full refund – do not mark or write on the materials.

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 the 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.

### Determining Refund

The hourly rate is calculated by the dividing tuition cost by 600. For Example: \$9500.00/600 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

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 for \$7,917.00. We will also give credit for any unused items in the student kit according to the cost of each item.

## 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.

## CATALOG POLICY

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 Institute 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](http://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 before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an Enrollment Agreement.

## STUDENT'S RIGHTS & GRIEVANCES

### Complaints/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](http://www.bppe.ca.gov).

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

#### 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](http://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](http://www.bppe.ca.gov)."

#### 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

## 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 an inactive 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 to 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**

### **The Institute Shall retain all of The Following Student Forms:**

- Enrollment Forms
- Disciplinary Forms (complaints, attendance)
- Performance/Evaluations
- Timesheets
- Refunds
- Tuition Fees
- Enrollment Fees
- Tools and Equipment Fees
- Textbook Fees
- All Other Applicable Fees

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



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

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

✓ **Submit copy of current Driver License # or other acceptable Photo ID with application: License #** \_\_\_\_\_  
State: \_\_\_\_\_ Expire: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell/Other #: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Education:** \_\_\_\_\_ Email: \_\_\_\_\_

✓ **Submit copy of your High School Diploma, Equivalent or Higher with application:**

Name of High School or College: \_\_\_\_\_ City, \_\_\_\_\_ State: \_\_\_\_\_

**Work Experience, Duties and Responsibilities (Please Attach your Resume):**

\_\_\_\_\_

**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) 643-210

Robert F, Von Essen, LE, CPE

Assistant Director/Administrator

**HEALTH CERTIFICATE**

**DOCTORS FORM**

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 is obligated to protect their staff, students, and customers from possible infectious diseases.

Hepatitis                      Dates of vaccine \_\_\_\_\_

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: \_\_\_\_\_

**EYE EXAMINATION**

**DOCTORS FORM**

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 stating that you are in good health with no communicable diseases. You have received or are receiving the following vaccinations: hepatitis series, tuberculosis test, and a current tetanus vaccine.

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



*School Building*

## OFFICE LOCATION



### Electrologist Training School

2600 Garden Road, #207  
 Monterey, CA 93940  
 Call [831-643-2100](tel:831-643-2100)

*By appointment only. No walk-ins.*

## DRIVING DIRECTIONS

### From Northern or Southern California using US-101

- Merge onto Monterey Salinas Hwy/Ca-68 E via Exit 401B toward Salinas. (Follow the signs to the Monterey Peninsula and Monterey Peninsula Airport)
- Turn right onto Olmsted Road (also exit for the Airport)
- Take the 1<sup>st</sup> left onto Garden Road
- Trident Executive Center, 2600 Garden Road, West Bldg., Suite 207