



# Monterey Bay Institute of Electrology

## Student Catalog

Length of Course: 600 Hours

Period Covered by the Catalog  
January 01, 2023 – December 31, 2023

### **The Study of Permanent Hair Removal**

**We offer two methods of training.**

- 1) Distance Learning Hybrid
- 2) Campus-Based Classroom Training

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## WELCOME

Thank you so much for being interested in the Monterey Bay Institute of Electrology (MBIE).

Are you excited about the prospect of changing people's lives and becoming a professional in permanent hair removal? If so, please take the time to review the Monterey Bay Institute of Electrology's (MBIE) Catalog and fill out an **Enrollment Application**. *The enrollment application is available on page 32 of this catalog.*

## ELECTROLYSIS AS A CAREER

### Why choose electrolysis as a career?

- \*Electrolysis changes peoples' lives!
- \*Achieve a sense of self-accomplishment
- \*Gain financial independence and flexible hours
- \*Access to membership in professional associations
- \*Enjoy the fellowship and information sharing with other professionals in the field

## ABOUT MONTEREY BAY INSTITUTE OF ELECTROLOGY

### Training from Electrolysis Professionals

Monterey Bay Institute of Electrology offers a 600-hour course in Electrology. MBIE is a dedicated vocational school with the aspiring Professional Electrologist in mind. Therefore, we specialize in the ***highest quality of education***. Our instructors are licensed electrologists with a Certified Professional Electrologist (CPE) designation.

Since its opening in 2004, MBIE has successfully taught theory and practical elements of the electrology curriculum, evidenced by the high caliber of "graduates" in the profession.

MBIE is committed to inspiring a professional, competent, and ethical electrologist and challenging the student to acquire the technical skills and professional acumen to achieve a successful career.

We provide a comprehensive survey of Electrology, allowing every student to ***ATTAIN PERSONAL SATISFACTION AND SELF-GROWTH***. In addition, graduates may exhibit their new skills as well-trained entry-level electrologist entrepreneurs in private practice, as associates, or as employees. This may include working in a private practice, a medical office, a dermatology office, or a day spa.

### Institute Location

The Monterey Bay Institute of Electrology is at 444 Pearl Street | Suite B-1 | Monterey, CA. 93940-3040. All practical sessions take place at the Institute.

The institute is convenient for public transportation, Monterey Airport, free parking, nearby motels, shopping, and restaurants. This institution complies with all federal, state, and local ordinances and regulations, including fire safety, building safety, and health requirements.

### Accreditation

This institution is a private institution approved to operate by the Bureau, and approval to operate means compliance with state standards as outlined in the CEC and 5, CCR.

This institution does not have a pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 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.

## **FACULTY / INSTRUCTORS**

### **Learn From Industry Professionals**

All instructors at MBIE must maintain a license in good standing with the California Board of Barbering and Cosmetology. In addition, our instructors must know the current and revised BBC Rules and Regulations changes and updates, Health and Safety updates, and existing 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 must attend an orientation/training meeting to ensure they are proficient in the communication methods used to interact with the Hybrid Distance Learning HDL course students. Methods include email, Skype, Zoom, texts, voicemail, the United States Postal Service, FedEx, and U.P.S. (overnight express services).

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

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

##### **Director and Instructor**

Ms. Thurman has been a California 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 the 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 with Robert Von Essen, CPE, and Jane Riddle, L.E., in Monterey, CA. Ms. Thurman's business success is demonstrated by owning and operating four successful practices, including associates. Ms. Thurman is the 2<sup>nd</sup> Vice President of the Electrolysis Association of California (EAC) and the 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 and Instructor**

Mr. Von Essen became a California Licensed Electrologist in 1995. In addition, he became a certified instructor in the Jane Riddle Technique. He also earned his Certified Professional Electrologist (CPE) credential in 1996. He is a co-owner and Instructor at the Monterey Bay Institute of Electrology. 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.

Robert was a keynote speaker at the American Electrology Association Annual Convention in Florida 2014. In addition, he has served as a member of the CA Board of Barbering and Cosmetology Task Force review of Rules and Regulations for the practice of Electrology.

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

Ms. Riddle, a leader in the field of Electrology, began her electrology profession in 1968. She was the owner/director and instructor of the world-renowned Jane Riddle Institute of Electrology (JRIE), located in Modesto, CA, for over 24 years. Jane also established JRIE in Japan in association with O.Z. 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. She has held the President and 2nd V.P. positions and was a National Commission for Electrolysis Certification board member.

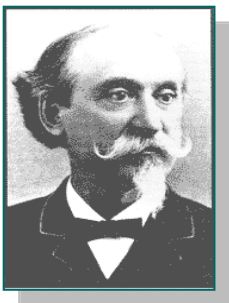
## MISSION STATEMENT, SCHOOL PHILOSOPHY, OBJECTIVES

The Electrology 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 academic and clinical training to develop the skills necessary to utilize traditional electrology technologies to serve their clients effectively. In addition, students will receive 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 supervised and guided by qualified licensed instructors who provide individualized attention to each student. Upon completion of the program, graduates will be eligible to apply for California State Board of Barbering and Cosmetology Electrology examination.

## A BRIEF HISTORY OF ELECTROLOGY



The practice of *Electrology* 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 it is now known to be the first recognized method for permanent hair removal.

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 is safe and effective and destroys the germ cells that cause hair growth. The modality 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, "electrolysis" is the term for a chemical reaction with a galvanic current.

**Galvanic Electrolysis** –Direct Current (DC) is actual "electrolysis."

This chemical reaction utilizes direct current to convert ordinary 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 area outside the follicle. 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 method uses a high-frequency current to produce heat influenced by the current in the area. This heat cauterizes and destroys the dermal papilla and hair germ cells. A sterile probe is used for this type of process. Two variations of thermolysis are "Flash" or "Automatic" and "Manual." Flash thermolysis uses a split-second impulse of current and "Manual" requires several seconds...

**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 for a faster process. The appropriate method will be selected based on the hair type, skin characteristics and sensitivity.

Electrolysis is still the only FD-approved method for permanent hair removal backed by over 146 years of experience and results. No other treatment can claim such universal acceptability. In addition, it boasts the best and longest track record for permanent hair removal if performed by a proficient electrologist.

Not all Electrology is done the same. Again, technique matters: An experienced electrologist will select the modality best suited for the client's hair, skin type and sensitivity.

The electrologist's 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 or side effects.

## **MINIMUM REQUIREMENTS ESTABLISHED BY THE CA STATE BOARD OF BARBERING AND COSMETOLOGY**

**California State Requirements for Licensure (§9409) (a)(6)**

**MBIE Complies with California's Training Laws and Requirements**

"The State of California requires completion of 600-clock hours of technical instruction and practical training covering all practices constituting the art of electrology in a State Approved Program before passing a State Board Examination.

The exam is a written exam that 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. Has completed the 12<sup>th</sup> grade or an accredited senior high school course of study in public schools of this state or its equivalent. (GED certificate) or college degree.
3. Completed a 600-hour course of training in electrolysis from a school approved by the board.
4. A Social Security Number or an Individual Taxpayer Identification Number (ITIN) is required to take the Electrology exam in lieu of a Social Security Number (SSN).
5. Pass the California State Board (BBC) written examination with a 75% or above score.

The candidate must not have committed a misdemeanor or felony, constituting grounds for denying licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions Code.

## **MONTEREY BAY INSTITUTE OF ELECTROLOGY ADMISSION REQUIREMENTS**

**Campus-Based Classroom Training & Distance Learning Hybrid (HDL) Students**

**All Applicants Must Submit the Following**

1. Complete the application form, including a \$175.00 non-refundable registration fee payable to the Monterey Bay Institute of Electrology. *The enrollment application is available on page 32 of this catalog.*
2. A copy of a High School Diploma or GED certificate from an accredited senior high school or college degree.
3. Applicants must have an excellent 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.
5. Copy of a government-issued driver's license or photo ID.
6. Health certificate from a physician indicating that the candidate is in good health and free of infectious diseases. The candidate must 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. Good visual acuity and proof of a recent eye examination within 12 months.

**Self-Evaluation Assessment**

Before admission, the student must complete a self-evaluation form sent from MBIE by the United States 2-day Priority Mail or electronically. The assessment demonstrates a student's skills and capabilities to succeed in a home-study environment.

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

The Institute welcomes applications at any time, and all applications are reviewed in the order they are received. Applicants should complete and return the application form and pay the \$175.00 non-refundable fee. This begins enrollment and reserves a place in the next available class.

**English Proficiency**

The student must be able to read and write English at the level of an American high school graduate, as demonstrated by possessing a high school diploma, G.E.D., or passage of the California High School Proficiency Exam. All course lessons and communications are written in English; English as a second language (E.S.L.) is unavailable for this program. The Institute does not offer a tutor for its electrology program.

**Job classifications(s)**

The United States Department of Labor's Standard Occupational Classification code as of May 2021. #39-5094 Skincare Specialists/ Personal Care and Service Occupation. Provide skincare treatments to the face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

**Visa Services**

This institution does not admit students from other countries or 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 handicaps, or any other status or condition protected by Federal Laws Prohibiting Discrimination.

**Financing**

The Institute does not extend credit or lend money to individuals for institutional and non-institutional charges. It will not require more than one term or four months of advance payment or tuition at one time. The institution may require full payment when 50 percent of the program is complete. The student understands that if a separate party is financing their education, the student and the student alone are 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.

**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. According to the Truth in Lending Act of Title 15 of the United States Code, the third-party lender is responsible for providing all disclosures to students.



## TUITION, FEES, AND EXPENSES

### D. EXPENSES

<b>600-Hour Electrology Program</b> <b>Tuition, Fees, Expenses</b> <b>Campus-based Classroom Program &amp; Hybrid Distance Learning Program (HDL)</b>		
Application- Enrollment Fee	<b>\$175.00</b>	<b>Nonrefundable charge.</b> Due when returning the application (refer to page 32 of this catalog for an application form)
Tuition Fee	<b>\$9,500.00</b>	600-Hour Electrology Program
Student Kit	<b>\$585.50</b>	Includes all training, program textbooks, study guides and tests, use of the equipment, and disposable supplies for use in the clinic.
Student Tuition Recovery Fund Fee	<b>\$25.00</b>	<b>Nonrefundable charge.</b> \$2.50 for every \$,1000.00 rounded to the nearest \$1,000.00 (refer to the page 30 & of this catalog for explanation.)
<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u></b>	<b><u>\$10,110.50</u></b>	Tuition, Student Kit, and Student Recovery Fund Fee
<b><u>*ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM</u></b>	<b><u>\$10,500.50*</u></b>	Includes estimated costs <b>not provided by MBIE.</b> 1) Uniform and shoes, *\$200.00 2) Optical Magnifying glasses, *\$190.00
<b><u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b><u>\$5055.25</u></b>	Payment is due on the first day of enrollment in the Campus-Based Electrology program. Or with a signed Enrollment Agreement in the Hybrid Distance Learning (HDL) program. <b>(Payment is due before course materials can be mailed to the student.)</b>
<b><u>REMAINING BALANCE</u></b>	<b><u>\$5,055.25</u></b>	The tuition balance of <u>\$5,055.25</u> will be payable in four monthly payments of \$1,263.79 or upon program completion, whichever occurs first. Payments are due in 30-day increments beginning with the student's enrollment date.
<b>FEES AS APPLICABLE:</b> 1) Late Tuition Fee 2) Returned Check (NSF) Fee 3) Surcharge Fee	<b>\$35.00</b>  <b>\$35.00</b>  <b>3.5 %</b>	<b>If tuition payment is not received within five (5) days of the due date.</b>  <b>1. \$35.00 returned check (NSF) fee.</b>  <b>2. A 3.5% bank surcharge is added to credit or debit card fees.</b>  <b>PAYABLE TO: MONTEREY BAY INSTITUTE OF ELECTROLOGY (MBIE)</b>

**ITEMS NOT PROVIDED BY MBIE FOR PARTICIPATION IN THE PROGRAM. EACH STUDENT IS RESPONSIBLE FOR THEIR OWN.**

- 1) MAGNIFYING GLASSES - Optical Lenses:** (OTTO-FREI) 126 2<sup>nd</sup> Street, Oakland, CA. 800-772-3456 online at [www.ottofrei.com](http://www.ottofrei.com). Magnification is to be purchased within the first 30 days of starting the practical part of the program.
- 2) UNIFORMS: SCRUBS ARE CUSTOMARY.** (Prices can vary, subject to student's selection and preference.)  
**Pants and Tops are solid colors:** black, white, or gray. Optional: Solid black, white, or gray colored sweaters worn over scrubs.
  - Long-sleeved tops, blouses, and shirts.
  - White long-sleeve lab coat to be worn over scrubs.
  - Closed-toed shoes (white or black) thin-soled. Stockings or socks are worn.

## **DUE TO SAFETY AND INSURANCE REGULATIONS, THE FOLLOWING SHALL APPLY.**

### **Unacceptable attire:**

- Sandals or other open shoes (high-heeled, boots, or flip-flops) are not permitted. Additionally, the following items are not allowed:
- Rips or tears, halter, tank, or crop tops
- Revealing outfits (excessive slits in skirts, excessive body exposure including midriff, arms, or legs)
- Levi's, denim slacks, shorts, or spandex pants
- Tank tops or other sleeveless clothing
- Tight-fitting outfits (top and bottom); see-through outfits
- Clothing that is considered unsuitable in the classroom and workplace and detracts from the learning process
- Fingernails in good condition, kept short—no acrylic or gel. Clear nail polish is acceptable
- Tattoos are to be covered
- Hair to be cleaned and pulled back off the shoulders during clinic hours

**Students enrolled in a Distance Learning Hybrid (HDL) program are only required to purchase uniforms or magnifying glasses once their practical portion starts at the Institute.**

**All students must have their Health Certificates and Eye Examination requirements completed and on file with MBIE on or before starting practical studies at the institute.**

## **PROGRAM CURRICULUM FOR ELECTROLYSIS COURSE**

**CA Board of Barbering and Cosmetology: 16 CCR §950.5 – 600 Clock Hours**



The curriculum shall consist of 600 hours of technical instruction and practical training covering all topics about the practice of Electrology under Section 7316 of the Barbering and Cosmetology Act.

Technical instruction is identified as instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service to another person. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following.

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:

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

**Electrolysis:** This shall include the study of epilation using single and multiple-needle techniques, galvanic current, skin reactions and anaphoresis, and cataphoresis, and evaluating a client's history for compatibility with electrolysis treatments.

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

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

**Laws and Regulations:** The subject of Laws and Regulations shall include, but is not limited to, 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 safety data sheets (SDS).

In addition to the California Barbering & Cosmetology's Health and Safety Regulations, the Institute has incorporated Infection Prevention Standards for the Practice of Electrology into its program, developed by the **American Electrology Association** with 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 shall include, but is not limited to, the study of proper procedures and techniques for protecting the consumer's health and safety and the technician's sanitizing equipment used in establishments. Sterilization and sanitation shall be emphasized throughout the 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 are 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**, a state-recommended textbook for the electrology course.
- 3) The Blend Method, by Michael Bono, LE
- 4) Hinkel Workbook, *Hereafter, referred to as Hinkel WB*, by Randa Thurman, LE, CPE
- 5) MBIE Class Syllabus study chapters, by Randa Thurman, LE, CPE
- 6) Secrets of Your Skin & Hair, by Michael Bono, LE
- 7) American Electrology Association (AEA) Infection Prevention Standards

## **FACILITIES**

All practical sessions are held at the Monterey Bay Institute of Electrology's location at 444 Pearl Street, Suite B-1, Monterey, CA 93940. There is free offsite parking available.

This institution complies with all federal, state, and local ordinances and regulations, including fire safety, building safety and health requirements. **All equipment is owned and maintained by the Institute. Equipment is serviced by Clareblend, Inc., in Reno, NV. U.S. Manufacture of electrolysis equipment.**

### **EACH TREATMENT ROOM**

SIX TREATMENT STATIONS INCLUDE THE FOLLOWING:

- TREATMENT BED, EPILATOR, STOOL, LAMP, UTILITY CART, COVERED TRASH CONTAINER, PAPER SUPPLIES, GLOVES, AND MEDICAMENTS.

### **ELECTROLYSIS EQUIPMENT**

- 6-BLEND EPILATORS
- 3-THERMOLYSIS EPILATORS
- 3-GALVANIC EPILATORS
- 1-MULTIPLE NEEDLE EPILATOR

### **STERILIZATION LAB**

STERILIZATION/SANITATION LAB. INCLUDES THE FOLLOWING:

- ULTRASONIC CLEANER, 2- DRY HEAT STERILIZERS, HEAT SEALER, HEAT INDICATORS, PLASTIC TUBING, AND DISINFECTANT SANITATION SUPPLIES RELEVANT TO THE PRACTICE OF ELECTROLYSIS.

### **STUDENT CLASSROOM**

THE CLASSROOM CONSISTS OF THE FOLLOWING:

- DESKS/CHAIRS, LECTURE ROOM, VISUAL AIDS, AND STUDENT STUDY AREAS. VISUAL AIDS INCLUDE COMPUTERS, PROJECTOR, T.V., DVD PLAYERS, SCREENS, AND EDUCATIONAL WALL CHARTS.

### **LUNCH & BREAKROOM**

MBIE PROVIDES

- STUDENT LUNCH AREA
- RESTROOMS PROVIDED

### **LIBRARY**

- PROFESSIONAL BOOKS, ELECTROLYSIS-RELATED DVDS, VIDEOS, AND JOURNALS RELEVANT TO ELECTROLOGY.

The materials are made available to the students during school hours. With prior authorization, students can check out library materials. (Hybrid-Distance Learning (HDL) students have previously received the textbooks and additional materials to learn the electrolysis program's theory portion.)

### **MAIN RECEPTION AREA**

FOR CLIENTS COMING IN FOR SERVICES.

Students are responsible for maintaining all school equipment and supplies while attending the Institute. Students who misuse equipment leading to breakage or loss will be responsible for replacing the item(s) at their expense.

### CLASS AND HOLIDAY SCHEDULE

**NOTE:** Until further notice, the school will be open on Mondays (except Holidays).  
 Classes start at 10:00 AM, Monday through Friday.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Open
Closed	10:00 AM To 6:00 PM	10:00 AM To 6:00 PM	10:00 AM To 6:00 PM	10:00 AM To 6:00 PM	10:00 AM To 6:00 PM	Closed	40 hours per week

**Lunch - 1 hour every day. Two 15-minute breaks per day.**  
**NOTE: Changes to the above schedule are available with prior authorization.**

### Academic Holiday Schedule 2023, 2024 and 2025

Holiday	Dates School Closed Holiday Break	Classes Resume
Christmas, December 25, 2023	December 23	_____
New Year, January 01, 2024		January 22, 2024
Easter, March 31, 2024	March 28	April 1
Memorial Day, May 27, 2024	May 24	May 29
Independence Day, July 04, 2024	July 05	July 08
Labor Day, September 01, 2024	September 2	September 04
Halloween, October 31, 2024	October 30	November 01
Veterans Day, November 11, 2024	November 11	November 12
Thanksgiving, November 24, 2024	November 27	December 2
Christmas, December 25, 2024	December 23	_____
New Year, January 01, 2025		January 6

**NOTE:** Any other holidays or school closures are posted in advance.

## CAMPUS-BASED CLASSROOM TRAINING 600 CLOCK HOURS

In this program, all 600 hours are completed on location at MBIE. New students begin instruction on the first Tuesday of each month on a space-available basis. Students on the waiting list will be accepted first into the next open class.

**Instructional Methods:** The theoretical part of the course is presented via lectures, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, and oral and written examinations. The practical hours of the course are facilitated by working directly with an experienced licensed instructor who demonstrates the proper techniques of insertion/epilation.

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

The 600-hour program can be completed in approximately 15 weeks at 40 or 25 weeks at 24 hours per week, minus any scheduled holidays and missed class time. In California, 600 hours of practical training and technical instruction are required to qualify for the State Board Exam.

A student has the right to cancel the agreement and receive a refund before the first lesson and materials are received. **Refer to pages 25-26 of this catalog to explain "Student's Right to Cancel."**

## DISTANCE LEARNING HYBRID (HDL) PROGRAM - 600 HOURS (Pages 14-17 of this catalog)

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

An HDL course is a planned blend of traditional classroom instruction and home-study learning activities. Hybrid classes combine the best of both styles of education.

The HDL program is an alternative learning program to the 600-clock-hour Campus-based classroom program. The student completes some of the required hours on an "independent studies" basis at their convenience before physically attending the school and completing 260 hours of practical training.

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

**Once enrolled, you may start at any time. Students work at their own pace on all assignments. Once you complete the theory portion, contact the institute to discuss a proposed start date for the in-class class.**

The student understands that because this is an alternative to the Campus-Based classroom program, they are still bound by the Institute's policies and procedures outlined in the school catalog.

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

It is important to note that if you select the Hybrid program (HDL), you will complete only the theory component outside of the Institute and the practical component at the Institute.

The State of California requires students to complete 600 hours of training in a state-approved institute. The breakdown of the course hours is 340 hours of theory and 260 hours of practical classroom training to meet the 600 minimum hours required.

The student must pass a state-administered written exam before being granted a license and allowed to practice in California. Effective January 1, 2022, the Practical exam will no longer be required.

## HDL Course Materials and Lessons

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 lessons and course material to the student if the student a) has paid for the entire educational program and b) requests in writing that all the remaining course material be provided to them after receiving the first lesson.

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 the lessons and materials are transmitted.

A student has the right to cancel the agreement and receive a refund before the first lesson and materials are received.

**"Student's Right to Cancel." Refer to pages 25-26 of this catalog.**

**"Theory Hours vs. Practical Hours:** The student completes the theory before starting the clinical portion. Quizzes, lectures, and discussion questions from 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 a model."

### **Student Responsibilities:**

- 1) Read and review the Hinkel textbook chapters 1-14
- 2) Complete Hinkel WB that corresponds with each chapter
- 3) Successfully pass all MBIE Class Syllabus exams for each chapter
- 4) Pass the Final theory exam covering chapters 1-14 and the final practical exam
- 5) Complete any additional assignments
- 6) Return the completed test to MBIE promptly. Scored tests will be returned to the student within three days.

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

### **Contact information during school hours:**

Telephone: 831-642-2100

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

## HDL Theory - 340 hours

The HDL course is conducted through a combination of printed materials and review tests 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.

You must 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, Zoom, or Skype to answer students' questions, review assignments, evaluate coursework, and provide feedback. Students are also welcome to visit the Institute if they feel it would aid them in understanding the material.

<b>HYBRID DISTANCE LEARNING (HDL) PROGRAM (Home Study) THEORY - 340 HOURS</b>	<b>Hours of Technical Instruction</b>
Barbering and Cosmetology Act/Rules and Regulation	5
Health and Safety Course/Hazardous Substances/Workers Rights, Independent Contractor, BBC Health and Safety Course	25
1) The Causes of Hair Growth	20
2) Structure Dynamics of Hair and Skin	20
3) Analysis of the Hair and Skin	20
4) Section I, Neurology, Section II, Angiology	20
5) Bacteriology, Section I and II (Disinfection, Sterilization, Sanitation Section)	20
6) Dermatology	20
7) Principles of Electricity & Equipment	20
8) Electrolysis Modality	20
9) Thermolysis (high frequency short-wave) Modality	20
10) Blend Modality (high-frequency and galvanic current)	20
11) The Needle (aka Probe)	20
12) General Treatment Procedure	20
13) Treatment of Specific Areas	20
14) Developing a Practice	15
Chapter Study Guide Booklet	30
Exams: Mid-Term and Final	5
<b>TOTAL HOURS EARNED</b>	<b>340</b>

### **HDL Practical - 260 hours**

The Institute provides the equipment and supplies needed to complete practical hours.

After the theory portion has been completed, a start date for the practical will be assigned.

When the student starts the practical part of the program, the second set of tests covering chapters 1-14 is given.

Students are encouraged to attend lectures and presentations at the Institute. It is required that the student brings their textbooks, workbooks, and theory materials to class daily.

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

Instructors will guide each student throughout the process and are encouraged to ask for help. The students' practical skills are evaluated daily at the Institute.

Practical training is comprised of lectures, daily practice using all modalities on live clients, instruction of proper insertions and epilations, setting up and using the electrology equipment and appropriate settings.

Also included is the 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.

Students are given individual help with the practical part throughout the course. Students shall work on themselves, other students, and live clients.



<b>HYBRID DISTANCE LEARNING (HDL) PROGRAM</b> <b>(Practical sessions completed onsite at the Institute)</b> <b>PRACTICAL - 260 HOURS</b>	<b>Hours of Practical Instruction</b>
<b>A. CA. BOARD OF BARBERING AND COSMETOLOGY</b> 1) Cosmetology Act and Barbering and Rules and Regulations. Download the booklet at <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a> 2) HEALTH AND SAFETY COURSE (the BBC requires this course.) Download the Health and Safety Training Course Textbook and Student Exam Book at <a href="http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm">http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm</a> 3) Rules and Regulations <a href="https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf">https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</a>	<b>5</b> <b>10</b>
<b>B. Treatment and use of Currents</b> 1) Health history assessment, patient history form, a photo of the client 2) Importance of magnification (visual aid) 3) Evaluate skin and type of hair for treatment 4) Electrolysis..... 5) Thermolysis..... 6) Blend..... 7) MultiNeedle.....	    <b>60</b> <b>60</b> <b>60</b> <b>15</b>
<b>C. Positioning the client and electrologist for comfort</b> <b>D. Lighting for the treatment room and electrologist</b> <b>E. Selecting the correct modality/treatment</b> 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	<b>15</b>          <b>15</b>
<b>F. Sanitation, Sterilization</b> 1) Sanitation vs. sterilizing 2) Sterilizing procedures and sanitation shall be practiced throughout the course.	<b>15</b>
<b>G. Equipment – a. Equipment used in Electrology, including maintenance of equipment</b>	<b>5</b>
<b>TOTAL HOURS EARNED</b>	<b>260</b>
<b>H. Developing a Practice</b> 1) Interpersonal skill 2) Business plan/ setting up an office 3) Location, design, floor space 4) Written agreements/lease (independent contractor, partnership, L.L.C. Corporation) 5) Advantages and disadvantages of buying an established practice 6) Business laws, insurance 7) Advertising, brochures, business cards, booking appointments, and website 8) Consultations (patient history, before and aftercare)	<b>Class dialogs</b>

**UNLICENSED STATES**  
**350-HOUR HYBRID (HDL) PROGRAM**  
(Refer to pages 18-19 of this catalog)

### **Electrolysis Training**

The following 18 states currently do not have licensure or regulations for the practice of Electrology: Alabama, Alaska, Arizona, 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. However, **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.**

### **Application for Enrollment**

Applications are accepted at any time. Once approved, you may begin the course at any time. Students may work independently on all assignments; however, you must complete the theory and practical training within the maximum time specified in the enrollment agreement.

### **225-hour Theory Section (Independent study)**

The HDL course is conducted through printed materials and review tests at the end of each chapter. You may begin your Enrollment on any business day and proceed at your own pace. However, the student must maintain a B grade (80%) in each course chapter to progress through the program and meet their scheduled completion date.

After completing the theory portion of the program, a start date for in-class practical training can be scheduled.

Students must bring their textbooks, theory materials, and binders to class daily.

### **125-hour Practical Section (hands-on) completed 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.

Each student will take a final course exam in the last week of class.

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 three hundred and fifty (350) hour electrology course must meet the following:

Complete 350 hours with a minimum of 225 theory and 125 practical hours, as outlined below.

- Hinkel WB
- Theory assignments, practical procedures, and exams with a score of 80% or above:
- Design a business card
- Mid-term and final exams
- Sanitation, Sterilization, final exam
- Hands-on practical exam (insertion/epilation)

All tuition fees must be paid in full before the candidate can graduate.

<b>350-HOUR ELECTROLOGY PROGRAM Theory and Practical</b>	<b>Theory Hours</b>	<b>Practical Hours</b>
History of Electrology	5	-0-
Anatomy, Physiology, and Microbiology	20	
The Skin and Its Appendages	20	
Health and Safety, Sanitation, and Sterilization	15	15
Basic Principles of Electricity and Equipment and Use	10	10
Modalities of Electrology (Electrolysis D.C. / Thermolysis A.C /Blend, Combined Currents	50	50
Electrology Techniques and Variables	50	45
Clinical Practice: Consultation, Evaluation, Complications, Pre-Post Treatment, Contra-indications, Positioning and Draping Lighting and Optics, and Epilation Techniques	45	5
Introduction, Law and Code, Booking, Business Management, History, and Ethics	10	-0-
<b>TOTAL HOURS EARNED</b>	<b>225</b>	<b>125</b>

<b>Tuition, Fees, Expenses</b>	<b>350-Hour Course</b>	
APPLICATION FEE/CERTIFICATE FEE	\$175.00	Non-Refundable (due with registration form)
TUITION FEE	<b>\$5,500.00</b>	350-Hour Electrology Course plus Student Kit Textbooks, Journals, Lab. Fees, Supplies
STUDENT KIT	<b>\$585.50</b>	
<b><u>TOTAL TUITION</u></b>	<b><u>\$6085.50</u></b>	
DEPOSIT	\$1,500.00	Deposit due with a signed enrollment agreement
DUE TO START	\$1,542.75	Due before course materials are delivered to a student.
225 HOUR THEORY		
REMAINING BALANCE	<b>\$3,042.75</b>	Balance due on the first day of Practical hours at the Institute
<b>ADDITIONAL FEES AS APPLICABLE:</b> \$35.00 return check (NSF) fee. A 3.5% surcharge will be added to credit or debit card fees.		
PAYMENTS PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (MBIE)		
NOTE: All student fees must be paid in full before a certificate of completion is awarded.		

## ACADEMIC POLICY

### Achievement Standards

#### Attendance

- 1) **Campus-based classroom students** are expected to attend all scheduled class sessions and activities.
- 2) **Distance Learning Hybrid (HDL)** students work independently on all theory assignments.

Regular attendance is essential to graduating on time and being assigned the State Board Exam date.

#### Completion of Training & Extra Hours of Instruction

A duly qualified instructor performs all student testing and evaluations. Students completing the course will be awarded a **certificate** from the Institute and eligible for the State Board licensing examination.

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

Students are expected to complete the training within the maximum time scheduled as specified in the Enrollment Agreement. If a student exceeds the expected graduation date, an additional fee of \$15.83 per hour will apply for the hours required to complete the course.

Students will not be allowed to graduate, and the "Graduation Certificate" and "Proof of Training" documents will not be released until all financial obligations are paid.

#### Satisfactory Progress Evaluation

Program	25% of the Program Length	50% of the Program Length	75% of the Program Length	100% of the Program Length
Electrolysis	150 Hours	300 Hours	450 Hours	600 Hours

#### Grading Policy

Students are routinely evaluated on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis, equating the percentage to a letter grade. In addition, evaluation forms are issued to the student based on the program hours completed, as stated below. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a satisfactory academic status to maintain a "B" (80%) average. The school utilizes the system detailed below:

100% - 90%	A	Superior Performance	Pass
89%-80%	B	Above Average	Pass
80 – 84%	B	Average	Pass
77 – 79%	C	Retake Exam	

A clinical failure due to unsafe or irresponsible practice may result in dismissal from the program without the option to return.

## **GRADUATION REQUIREMENTS**

### **Responsibility for a Timely Graduation**

#### **Campus-Based Classroom Course and Hybrid (HDL) Classes**

Qualification for graduation requires completing a 600-hour course, as stated in the CALIFORNIA **BARBERING & COSMETOLOGY ACT §950.5**. Students must also meet all necessary 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 can graduate. Upon passing the state board written examination with a minimum score of 75%, the candidate will be issued a license to practice electrolysis in California.

The Institute agrees that upon successful completion of the course offered by the Institute, the student will be granted a certificate of completion.

#### **HDL Program Graduation Requirements**

To be considered for graduation, students completing the 600-hour HDL program must complete six hundred hours with a minimum of 340 theory hours and 260 practical hours.

- 1) Attain 600-hour or more clock hours.
- 2) Passed all MBIE Class Syllabus chapter exams with an 80% or higher score.
- 3) Successfully passed the written final exam and hands-on practical final exam.
- 4) Completion of the Hinkel WB
- 5) Create a Safety Data Sheet (SDS) binder for hazardous products used in an electrology office.
- 6) Written consultation and design of a business card.
- 7) Barbering and Cosmetology Act/Rules and Regulations exam
- 8) Barbering and Cosmetology Health and Safety course exam

**Check hours periodically to ensure current hours are accurate.**

#### **State Board Examination information:**

Robert Von Essen, Assistant Director, will notify you when you're nearing 600 hours and provide the Proof of Training Form upon course completion. The student will then apply online at [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) and simultaneously upload their completed Examination Application and Proof of Training (POT) document at the same time. Do not submit a POF separate from the application. There is a processing fee for your examination and license. Once the Board approves your application, you will receive a notice to schedule your written exam at one of the fifteen PSI locations throughout California. Refer to their website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## **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 must be cleaned and sanitized daily.
- 3) Laundry (wash/dry/fold).
- 4) Ultra-Sonic/packaging/sterilizing tools.
- 5) Booths: supplies are stocked as needed. Cleaned and sanitized after each client.
- 6) Take refuse (garbage) out daily from all rooms at the Institute.
- 7) Dishes are washed immediately after use.

### **Providing Treatment to 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 their treatment area clean, tidy, and sanitized.
- Thoroughly wash hands before and after serving a client.
- The treatment area is to be sanitized during and after each client's treatment.

Students must be neat and clean and exercise proper hygiene when working with clients.

### **Uniforms**

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

### **Time Clock & Timecards**

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* complies with the law that time and attendance records be entirely and accurately maintained. Each student is responsible for ensuring their time record is accurate and complete. Failure to accurately report time earned may result in loss of hours and penalties up to and including removal from the program.

Students are required to clock in and out on their timesheets. Therefore, it is against the rules to have another individual clock in or out on another student's timecard.

Timecards are the basis for the accumulation of 600 credit hours. Students' clock hours are reviewed at the end of every school week by the Assistant Director or Instructor and kept in the student file.

Students can make up missed class days on a space-available basis at the end of the course; a two-week (64-hour) 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 at class more than 25 minutes late or leaves the class session more than 25 minutes early will be considered delinquent for the scheduled class. Accumulating three (3) such incidences will equal one class session absence.

### **Absence Policy**

Attendance is an essential part of the learning experience. Therefore, students who have three or more unexcused absences in one month will receive a written warning notice and may be withdrawn depending on prior absenteeism and their overall level of attendance. Three or more written warnings may lead to expulsion.

Students with three or more no-shows or absences without a medical excuse may jeopardize dismissal from the program.

### **Excused Absences**

The Director or instructor may excuse absences with approval for a written excuse of sick children or family emergencies.

### **Unexcused Absences**

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

## **LEAVE OF ABSENCE (L.O.A.) & GRACE PERIOD**

A leave of absence may be approved case-by-case, depending on why the L.O.A. is requested. In addition, 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 they will be absent. Any student missing more than two (2) weeks or 64 class hours without excuse may be expelled — exceptions: medical or 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 request(s).

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

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

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

### **Make-up Policy**

Students absent for any reason must make up missed classes and assignments. 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 for students' missed hours. The number of hours required by the State of California for graduation is 600.
- It is the student's responsibility to keep track of the hours earned.

### **Probation & Dismissal**

The Institute reserves the right to suspend or terminate any student whose conduct is inappropriate and disruptive. Students are expected to fully observe the Institute's policies and rules; 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, another student, staff member, or client.

The probation period will be 14 days. Any other unacceptable behavior will cause immediate dismissal without re-entry to the program for students returning from probation. Students 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.

All Institute's refund policy policies will apply if a student is terminated due to unsatisfactory Academic Progress.

### **Reinstatement after Dismissal**

At the Director's sole discretion, a student can continue the program or immediately be dismissed.

Re-entry Fee: \$50.00. Any fees owed at the time of dismissal will be subject to the Institute's refund policy.

## STUDENT CODE OF CONDUCT

**Students enrolled in MBIE are always expected to maintain a professional demeanor. This includes but is not limited to the following policies:**

- Being prompt and prepared for all classes and class activities.
- Complete all assigned activities on time to the best of their ability.
- Always wear appropriate professional attire
- Maintaining acceptable levels of personal hygiene
- Conducting all training activities in an honest and positive manner
- Treating staff members, other students, and clients with respect and kindness
- Exhibit good study skills and self-motivation.
- Follow all Institute's 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. Students are subject to Dismissal of any inappropriate or unethical conduct or any act of academic dishonesty.

**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, its equipment, or that 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, recreational, or narcotics of any kind (Exception: prescriptions ordered by an M.D.)
- Smoking in restrooms, hallways, or classrooms. No smoking signs are to be always obeyed
- 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
- Conduct that creates a safety hazard for yourself or another person(s)
- Failure to keep desks and client treatment rooms sanitary and always organized.
- The use of cellular phones is disruptive to a learning environment, and therefore, they must be on the vibrate setting 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 violating the STUDENT CONDUCT POLICIES listed above, including the school rules in this document. **A DISMISSED STUDENT MAY ONLY BE RE-ADMITTED TO THE SCHOOL AT THE DISCRETION OF THE DIRECTOR OR ASSISTANT DIRECTOR.** 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. The student's textbooks, tools, supplies, and equipment issued and accepted are non-refundable if used or removed from their original packaging.

The tuition paid is not refundable if the student has completed more than 60% of the program (including absences). In addition, a student shall be deemed withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institute of the student's withdrawal or the date of the 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 the financial obligation of the school; failure to attend classes for two (2) school weeks and did not inform the school that you are not withdrawing. In this case, the withdrawal date shall be deemed the last date of recorded attendance.
- To determine the refund amount, 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; 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 Randa Thurman, CPE Director, or Robert F. Von Essen, CPE, Asst. Director at the following address:

Monterey Bay Institute of Electrology | 444 Pearl Street | Suite B-1 | Monterey, CA 93940

***Notice can be sent by mail or delivered by hand.***

3) If sent by mail, the written cancellation notice is valid when deposited in the mail and adequately addressed with proper postage.

4) The written notice of cancellation need not take any form and should express 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 they paid, less a registration fee not to exceed \$250.00. In addition, it will include a reduction for equipment not returned in good condition within 45 days of receiving the cancellation notice. However, the student's textbooks, tools, supplies, and equipment issued and accepted are non-refundable if used or removed from their original packaging.

Note: To receive a full refund, textbooks and lessons must be returned in the same condition they were received; 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 a student 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 part 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 financial aid funds, the student is entitled to refund money not paid from the federal financial aid program funds.

### **Determining Refund**

The Hourly Rate is calculated by dividing tuition costs by 600. For Example, \$9500.00/600 hours = \$15.83 per hour.

Refund table: Computation based upon a percentage of the course completed, i.e., 10%, 25%, 50%, 60%.

<b>Percentage Completed</b>	<b>Hours Completed</b>	<b>Hourly Rate \$15.83</b>	<b>Balance</b>
10%	60	\$949.80	\$8,550.20
25%	15	\$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), and completed one hundred hours (100) of training before deciding to withdraw from the course. The cost of the 100 hours of training 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.

### **The Requirement To Repay The 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 a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on a 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 additional government financial assistance until the loan is repaid in full.

## CATALOG POLICY

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

The catalog adheres to state and federal requirements 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 Institute's discretion. This document is not a contract and is not designed as such.

### Catalog Availability

The Institute makes its current catalog available to the public and prospective students. Individuals who wish to obtain a copy can, by request, have it mailed to them via the United States Postal Service or sent electronically. The catalog is also downloadable from the **Institute's website at [www.electrologycollege.com](http://www.electrologycollege.com)**.

### Catalog Updated Annually

The catalog is updated annually. However, changes in educational programs, services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before issuing the annually updated catalog. The changes shall be reflected when they are made in supplements or inserts accompanying the catalog.

Although every effort has been made to ensure 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 you must be provided before signing an Enrollment Agreement.

## STUDENT SERVICES

### Housing

This institution does not have in-resident housing under its control. Accommodation is within 1.5 miles of the institution can cost between \$750 to \$1600 monthly for a studio or one-bedroom apartment. Hotel/motel and individual rooms are estimated at \$65 to \$95 per night. The institution has no responsibility to find or assist students in finding housing.

### 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 to the student. 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.** Therefore, the Institute will not release such information to any individual without receiving the student's written request or, if required, by law.

The student should save copies of the enrollment agreement, receipts, or any other information that documents the monies paid to the institution.

## **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) DISCLOSURES**

### **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.

### **NOTICE CONCERNING TRANSFERABILITY CREDITS AND 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. Likewise, acceptance of the *certificate* you earned in the Electrology Program is also at the absolute discretion of the institution to which you may desire to transfer. If the credits or *certificates* you earn at this institution are not accepted at the institution you seek to transfer, you may be required to repeat some or all your coursework at the institution. For this reason, you should make sure 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. **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 determined by the Board of Barbering and Cosmetology. The student has the responsibility of providing copies of all transcripts related to training.

It is recommended that students who have completed a significant part of their training at another institution and 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 hours and practical training 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.

## STUDENTS' RIGHTS & GRIEVANCES

### Complaints/Grievances

A student with a complaint or grievance can seek a satisfactory resolution. The Institute's policy acknowledges and responds to student complaints concerning any aspect of their educational process, including facilities, programs, instructors, employees, or services offered by the Institute. Students are encouraged first to discuss complaints with the person directly involved in the complaint to arrive at a satisfactory resolution. A student can, at any time, ask to speak to the school's Assistant Director, Robert F. Von Essen, or request to communicate with the Director of the Institute. The student also has the right to pursue the matter further if the issue is unresolved.

At any time, the student may direct any unresolved matters to the Bureau for Private Postsecondary Education via mail or phone or complete a complaint form online, located on the Bureau's Internet Website, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Bureau for Private Postsecondary Education

Physical Address:

1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
(888)370-7589 toll-free  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

**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:

Mailing Address:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
West Sacramento, CA 95834  
or  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Telephone and Fax #'S: (888) 370-7589 toll-free or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Complaints:** "A student or any public member may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form found on the bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov)."

## 76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

- (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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 California Private Postsecondary Education Act of 2009 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.”

- (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “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 the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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 other 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.
7. 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 the period has been extended by another act of law.

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

## **RECORDKEEPING:**

### **CUSTODIAN OF RECORDS**

**Robert F. Von Essen, L.E., CPE**  
**Assistant Director**  
**831-643-2100**

## **RETENTION OF STUDENTS' RECORDS POLICY**

The student's confidential files and records will be kept in a locked, fireproof filing cabinet containing two file sections for each student. Student records will be held inactive reserve for five (5) years; however, student transcripts will be maintained indefinitely. Students may inspect and review their educational records. A student should submit a written request identifying the information to be reviewed. Each student's file will contain student records, including a transcript of grades earned. Transcripts will only be released to the student upon receiving a written request bearing the student's live signature

**Monterey Bay Institute of Electrology**  
**Administrative Office**  
**444 Pearl Street | Suite B-1**  
**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 alphabetically by the student's last name.



# Monterey Bay Institute of Electrology

## APPLICATION FOR ENROLLMENT

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

Work Experience, Duties, and Responsibilities \_\_\_\_\_

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### Personal References:

Name	Address	Phone #
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1.	_____	_____
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2.	_____	_____
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### In Case of Emergency Contact:

Name	Address	Phone #
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1.	_____	_____
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2.	_____	_____
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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: \_\_\_\_\_

### **Application fee \$175.00 (non-refundable)**

Mail form and payment to Monterey Bay Institute of Electrology,  
444 Pearl Street, Suite B-1, Monterey, CA 93940-3018.

Attention: Robert F. Von Essen, LE, CPE  
Assistant Director / Administrator

**Send the following documents with your application.**

- 
1. Submit a copy of your current Driver's License # or another acceptable photo ID.
  2. Submit a copy of a High School or College diploma or GED certificate from an accredited senior high school
  3. Education/Work experience – a copy of your current Resume
- 

STATEMENT OF NON-DISCRIMINATION It is the policy of MBIE not to discriminate against students, applicants for admission, or employees based on sex, race, color, religion, national origin, ancestry, age, sexual orientation, or physical or mental disabilities unrelated to institutional jobs, programs, or activities.



**HEALTH CERTIFICATE****DOCTORS FORM**

For (Name) \_\_\_\_\_ to enroll as a student at the *Monterey Bay Institute of Electrology*, the student must have a health certificate indicating good health and no infectious diseases. In addition, the student must receive vaccinations or show proof of immunization for the following:

The Institute has physical requirements to be satisfied before to a student's attendance. The Institute is obligated to protect its staff, students, and customers from possible infectious diseases.

- |                     |   |
|---------------------|---|
| • Hepatitis         | Dates of vaccine _____                        |
| • Tuberculosis (TB) | Date of vaccine _____ a test for the immunity |
| • Tetanus           | Date of vaccine _____                         |

Signature of Doctor: \_\_\_\_\_ Date: \_\_\_\_\_

**"MBIE is to be notified by the attending Doctor if any results are positive."**

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

Attach copies of the Proof of Vaccination. I understand this information will be kept in my confidential student file.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EYE EXAM****DOCTORS FORM**

For (Name) \_\_\_\_\_ to enroll as a student at *Monterey Bay Institute of In electrology*, specific physical requirements must be met. In addition, the student must show proof of their visual acuity to perform complex operations. A document providing exam information for up to one year (12 months) must be submitted before 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 infectious diseases and have received or received the following vaccinations: hepatitis series, tuberculosis test, and a current tetanus vaccine.

You must complete and sign this form if you decline to have the vaccination (s).

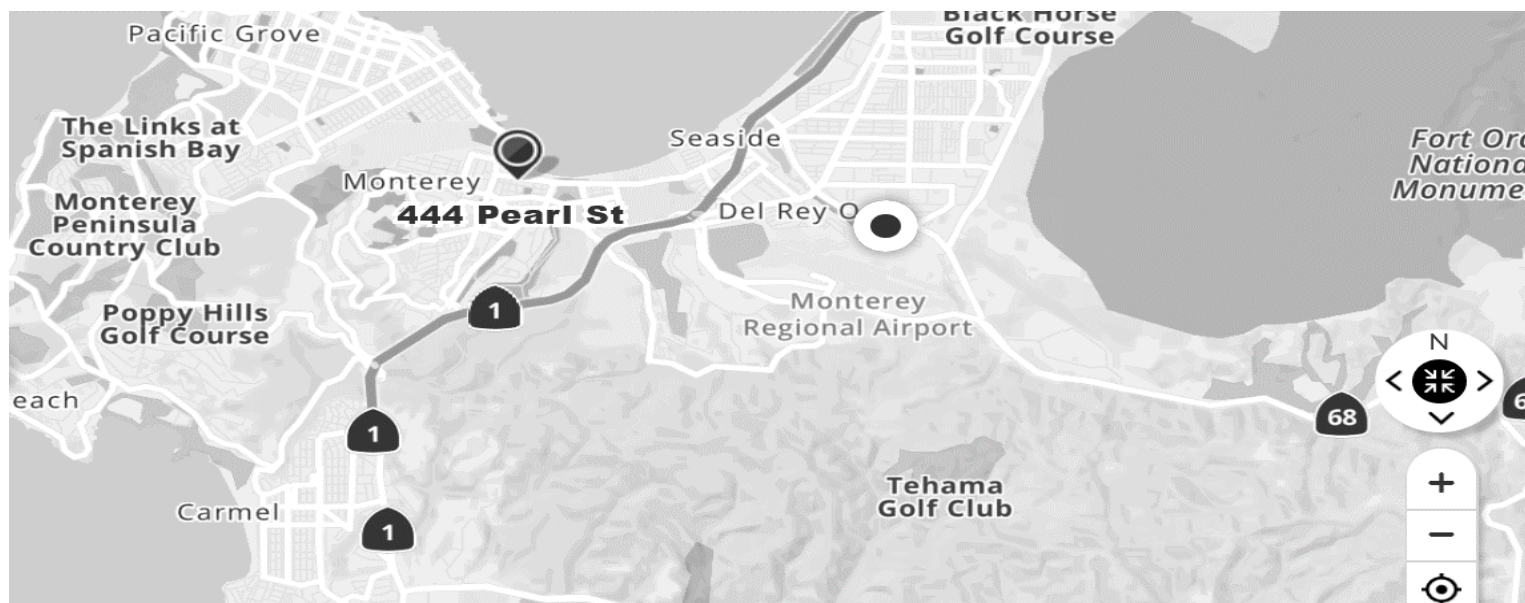
Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Monterey Bay Institute of Electrology**  
**Institute Location**  
**444 Pearl Street, Suite B-1**  
**Monterey, CA 93940**  
**(831) 643-2100**



We are conveniently located in downtown Monterey and near many restaurants, Businesses, Recreation, Beaches, Banks, and much more.

Pearl Street is located directly across from Monterey Tennis Courts.



**BUS TRANSPORTATION**  
1-888-MST-BUS1  
1-888-678-2871

MST Bus Stop Shop (downtown Monterey)  
201 Pearl Street  
Monterey, CA. 93940

**Monterey Regional AIRPORT**  
(831) 648-7000

Located in Monterey, 3.5 miles east of downtown Monterey.

Monterey Airbus | SFO & SJC Airport Shuttle  
(831) 373-7777  
<https://montereyairbus.com>