



MONTEREY BAY INSTITUTE OF ELECTROLOGY (MBIE)

PERMANENT HAIR REMOVAL TRAINING

CATALOG

Length of Course
600 Hours

Period Covered by the Catalog
January 01, 2020 – December 31, 2020

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Welcome,

Thank you for your interest in the Monterey Bay Institute of Electrology (MBIE).

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 the time to review the 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!
- *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 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 successfully taught both theory and practical elements of the electrology curriculum, 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 the technical skills and 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 is located at 444 Pearl Street | Suite B-1 | Monterey, CA. 93940-3040. Classes take place at the Institute.

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 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 of the California Code of Regulations.

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 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.

Faculty

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 know the 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, 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 used to interact with the Hybrid Distance Learning HDL course students. Methods include the use of email, Skype, Zoom, texts, voicemail, the United States Postal Service, and FedEx and U.P.S. (overnight express services).

Faculty will be required to answer students' questions promptly 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 together with Robert Von Essen, CPE, and Jane Riddle, L.E. in Monterey, CA. Ms. Thurman's business success is demonstrated by having owned and operated four successful practices, including associates. Ms. Thurman is currently 2nd Vice President of the Electrolysis Association of California (EAC) and 3rd 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. 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 has had the privilege of being a Key Note Speaker at the American Electrology Association Annual Convention, Florida 2014. 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, where she has held the positions of President and 2nd V.P. and was a board member of the National Commission for Electrolysis Certification.

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 electrolysis technologies to serve their clients effectively. 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 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 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.

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 destroys 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 reaction 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 method 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. 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 FDA-approved method for permanent hair removal backed by over 145 years of experience and results. No other treatment can claim such universal acceptability. 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. 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.

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 practical and written parts 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 12th grade or an accredited senior high school course of study in public schools of this state or its equivalent. (GED certificate)
3. Completed a 600-hour course of training in electrolysis from a school approved by the board.
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. The passing of the California State or National Interstate Council (NIC) Written and Practical examinations with an aggregate (combined) score of 75% or above

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 REQUIREMENTS

Traditional Onsite Program & Hybrid Distance Learning (HDL) Students

All Applicants Must Submit the Following

1. Complete the application form, including the \$175.00 non-refundable registration fee payable to the Monterey Bay Institute of Electrology. The enrollment application is available on page 28 of this catalog.
2. A copy of a High School Diploma 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 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. Evidence of a recent eye examination within the past 12 months.

The Institute welcomes applications at any time, and all applications are 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 possessing a high school diploma, GED, or passage of the California High School Proficiency Exam. All course lessons and communications are written in English only. English as a second language (ESL) is unavailable 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 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. It will not require more than one term or four months of advance payment or tuition at one time. When 50 percent of the program is complete, 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.

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.

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

**600 Hour Electrology Program – Tuition, Fees, Expenses
Traditional Onsite Program & Hybrid Distance Learning Program (HDL)**

Tuition Fee	\$9,500.00	
Application Fee	\$175.00	Non-Refundable. Due when returning Enrollment Application. (refer to page 28 of this catalog for an application form)
Student Kit	\$585.50	Includes; Textbook, Workbooks, Journals, Tools, Lab. Supplies
Student Tuition Recovery Fund Fee	\$0.00	Non-Refunded \$0.00 for every \$1,000.00 rounded to the nearest \$1,000.00)

ESTIMATED AMOUNT DUE FOR THE ENTIRE PROGRAM

(includes approx. amount due for uniform and optical lenses)

\$10,385.50*

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

\$ 10,085.50

CHARGES ARE DUE ON THE FIRST DAY OF CLASS OR ENROLLMENT IN THE HYBRID DISTANCE LEARNING (HDL) COURSE.

\$4,750.00

Fees are paid before course textbooks and materials are sent to the student.

REMAINING BALANCE

The tuition balance of \$5335.50 will be payable in four monthly payments of \$1,333.87 or upon completion of the program, whichever occurs first.

\$5,335.50

Due in 30-day increments beginning with the student's enrollment date.

ADDITIONAL FEES AS APPLICABLE: \$35.00 late fee if tuition payment is not received within five (5) days of the **due date**. **Returned** check (NSF) fee of \$35.00. A 3.5% surcharge is added to fees paid by credit or debit cards. **PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (MBIE)**

ADDITIONAL COSTS: TOTAL ESTIMATE *\$300.00 for Uniform and Optical Lenses

Items not provided by MBIE for participation in the program: Each student is responsible for purchasing their uniform, shoes, and optical lenses.

1) Optical Lenses: \$190.00 (OTTO-FREI) 126 2nd Street, Oakland, CA. 800-772-3456 online at www.ottofrei.com. Magnification is to be purchased within the first 30 days of starting the practical part of the program.

2) Professional scrubs are the customary uniform. (Prices can vary subject to selection and preference.)

Uniform: Pants and Tops to be a solid color, black, white, or gray.

- Professional 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 at all times.
- Optional: Solid black, white or gray colored sweaters worn over scrubs

Unacceptable Wear:

- Rips or tears, halter, tank or crop tops
- Open-toed shoes, high-heeled shoes, boots, sandals or flip-flops
- Levi's, denim slacks, shorts or spandex pants
- No acrylic or gel fingernails. Fingernails are to be kept short, and clear nail polish is acceptable.
- Keep hands and fingernails in good condition.
- Hair to be clean and pulled back off the shoulders during clinic hours.

ELECTROLOGY PROGRAM 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 is 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:

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

Electrolysis: is 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.

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 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 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 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 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.) 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 and 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**, 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

This institution complies with all federal, state and local ordinances and regulations, including the requirements for fire safety, building safety and health. All equipment is owned and maintained by the MBIE.

Treatment Rooms, Classroom, Sterilization Lab, Library, Student Lounge and Waiting Room

- EACH TREATMENT STATION INCLUDES: TREATMENT BED, EPILATOR, STOOL, LAMP, UTILITY CART, COVERED TRASH CONTAINER, PAPER SUPPLIES, GLOVES, AND MEDICAMENTS.
- STERILIZATION/SANITATION LABORATORY INCLUDES: ULTRASONIC CLEANER, DRY HEAT STERILIZER, HEAT SEALER, HEAT INDICATORS, PLASTIC TUBING.
- STUDENT CLASSROOM: PROVIDES AN AREA WHERE STUDENTS MAY RELAX BEFORE, DURING, AND AFTER CLASS BREAKS AND LUNCH AREA.
- THE CLASSROOM CONSISTS OF VISUAL AIDS, DESKS/CHAIRS, LECTURE ROOM, AND STUDENT STUDY AREAS. IN ADDITION, VISUAL AIDS INCLUDES COMPUTERS, PROJECTOR, T.V., DVD PLAYER, SCREEN, AND EDUCATIONAL WALL CHARTS.
- LIBRARY FOR ADDITIONAL STUDY OR REFERENCE MATERIALS: PROFESSIONAL BOOKS, ELECTROLYSIS-RELATED DVD'S, VIDEOS, AND JOURNALS RELEVANT TO ELECTROLOGY (MADE AVAILABLE TO THE STUDENTS DURING SCHOOL HOURS.)
- MAIN RECEPTION AREA: FOR CLIENTS COMING IN FOR SERVICES.

Students are responsible for the care and maintenance of all school 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 for Traditional Onsite Program

MBIE is open thirty-two hours per week on the following days:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Closed	10:00 AM To 6:30 PM	9:00 AM To 5:30 PM	9:00 AM To 5:30 PM	9:00 AM To 5:30 PM	Closed

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

2020 – 2021

Holiday	Dates School Closed for Holiday Break	Classes Resume
Presidents Day, February 14	February 14, 2020	February 18, 2020
Easter, April 12	April 07, 2020	April 14, 2020
Memorial Day, May 25	May 22, 2020	May 27, 2020
Independence Day, July 04	July 03, 2030	July 07, 2020
Labor Day, September, 07th	September 04, 2020	September 09, 2020
Halloween, October 31	October 30 th , 2020	November 03, 2020
Thanksgiving, November 26	November 24, 2020	December 01, 2020
Christmas, December 25	December 21, 2020	January 05, 2021

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

TRADITIONAL CLASSROOM PROGRAM 600-hour

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 currently on the waiting list will be accepted first into the next open class.

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

This program 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-hour program can be completed in approximately 15 weeks at 40 hours per week or 25 weeks at 24 hours per week, minus any scheduled holidays and missed class time. A total of 600 hours of practical training and technical instruction is required in California 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 page 22 of this catalog for the explanation of "Student's Right to Cancel."

Extra Hours of Instruction: traditional classroom program and hybrid (HDL) program.

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 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.

HYBRID DISTANCE LEARNING (HDL)

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

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

The HDL program offered is an alternative learning program to the 600-clock hour classroom program. Some of the required hours are completed by the student on an "independent studies" basis at their convenience, prior to 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 by 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. There can be up to a two-week waiting period to start the practical part of the program after the theoretical portion has been completed.

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 outlined in the school catalog.

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 a struggling student can receive additional help during school hours.

It is important to note that you will be completing only the theory part outside of the Institute if you select the Hybrid program. You must complete the practical component at the Institute.

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

The student must then pass a state-administered written and practical examination before being granted a license and allowed to practice in California.

Self-Evaluation Assessment

Before admission, the student must complete a self-evaluation form sent 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 follow directions and be familiar with the use of a computer.

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 of the lessons and course material to the student if the student a) has paid for the entire educational program and b) after receiving 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 transmitting all of the lessons and materials.

A student has the right to cancel the agreement and receive a refund before the first lesson and materials are received. Refer to page 22 of this catalog for the explanation of "Student's Right to Cancel."

"Theory Hours vs. Practical Hours: The student completes the theory prior to starting the clinical portion. Quizzes, lectures, and discussion 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."

Student Responsibilities:

- 1) Read and review the Hinkel textbook chapters 1-14
- 2) Complete Hinkel WB that corresponds with each chapter.
- 3) Successfully pass MBIE Class Syllabus exams for each chapter
- 4) Pass Final theory exam covering chapters 1-14 and final practical exam
- 5) Complete any additional assignments
- 6) Return 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 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, Zoom, 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
THEORY - 340 HOURS**

	Hours of Technical Instruction
Barbering and Cosmetology Act/Rules and Regulation	10
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)	25
6) Dermatology	20
7) Principles of Electricity & Equipment	15
8) Electrolysis Modality	25
9) Thermolysis (high frequency short-wave) Modality	25
10) Blend Modality (high-frequency and galvanic current)	25
11) The Needle (aka: Probe)	10
12) General Treatment Procedure	15
13) Treatment of Specific Areas	15
14) Developing a Practice	15
Chapter Study Guide Booklet	30
Exams: Mid-Term and Final	5
	TOTAL HOURS EARNED 340

HDL Practical - 260-hours

A start date for the practical portion will be assigned after the theory portion has been completed.

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 during their time 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 to perform the operation.

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 appropriate settings. Also included are 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. Instructors will guide each student throughout the process and are encouraged to ask for help.

Your performance in various practical skills will be evaluated daily during the time you are at the Institute.

HYBRID DISTANCE LEARNING (HDL) PROGRAM

Practical (hands-on) completed onsite at the Institute.

260 HOURS

**Hours of
Practical
Instruction**

A. CA. BOARD OF BARBERING AND COSMETOLOGY	
1) Cosmetology Act and Barbering and Rules and Regulations. Download book at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf	5
2) HEALTH AND SAFETY COURSE (course is a requirement by the BBC.) Download the Health and Safety Training Course Textbook and Student Exam Book at http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm	10
3) Rules and Regulations https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf	
B. Treatment and use of Currents	
1) Health history assessment, patient history form, a photo of the client	
2) Importance of magnification (visual aid)	
3) Evaluate skin, type hair for treatment	
4) Electrolysis.....	60
5) Thermolysis.....	60
6) Blend.....	60
7) MultiNeedle.....	30
C. Positioning the client and electrologist for comfort	15
D. Lighting for the treatment room and electrologist	
E. Selecting the right modality/treatment	
a. Proper Insertions / epilation	
b. Insertion Epilation techniques	
c. Side effects of treatment: Tissue injury and complications	
d. Evaluating treatment and progress	
e. Epilation on specific areas of the face and body	
F. Sanitation, Sterilization	15
1) Sanitation vs. sterilizing	
2) Sterilizing procedure, sterilization, sanitation shall be practiced throughout the course.	
G. Equipment	5
a. Equipment used in Electrology	
b. Maintenance of the equipment.	

	TOTAL HOURS EARNED
	260
H. Developing a Practice	
a. Interpersonal skills	
b. Business plan/ setting up an office	
c. Location, design, floor space	
d. Written agreements/lease (independent contractor, partnership, L.L.C. corporation)	
e. Advantages and disadvantages of buying an established practice	
f. Business laws, insurance	
g. Advertising, business cards, booking appointments	
h. Consultations (patient history)	
	Ongoing class discussion

350-HOUR HYBRID

Electrolysis Training Program

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 C.A. and is not approved by the C.A. 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 at their own pace on all assignments; however, you must complete the theory and practical training within the maximum time scheduled as specified in the enrollment agreement.

225-hour Theory Section (Independent study)

HDL course is conducted through printed materials and review tests given 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.

The start date to begin attending on campus for the practical training will be arranged after the theory portion has been completed. There could be up to a two-week waiting period to begin.

Students are responsible for bringing their textbooks, theory materials, and binders to class each day.

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 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:

Complete 350 hours with a minimum of 225 theory hours 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 is allowed to graduate.

**350-Hour Electrology Program
Theory and Practical**

Theory Hours Practical Hours

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-
TOTAL HOURS EARNED	225	125

Tuition, Fees, Expenses - 350-Hour Course

APPLICATION FEE/CERTIFICATE FEE	\$175.00	Non-Refundable (due with registration form)
TUITION FEE	\$5,500.00	350 Hour Electrology Course plus Student Kit
STUDENT KIT	\$585.50	Includes: Textbooks, Journals, Lab. Fees, Supplies
<u>TOTAL TUITION</u>	<u>\$6085.50</u>	
DEPOSIT	\$1,500.00	Deposit due with a signed enrollment agreement
DUE TO START 225 HOUR THEORY	\$1,542.75	Due before course materials delivered to a student
REMAINING BALANCE	\$3,042.75	Balance due first-day of Practical hours at the Institute

ADDITIONAL FEES AS APPLICABLE: Return check (NSF) fee \$35.00. A 3% surcharge will be added to fees paid by credit or debit cards.

PAYMENTS PAYABLE TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (MBIE)

NOTE: All student fees are to be paid in full before a certificate of completion is awarded.

ACADEMIC POLICY

Achievement Standards

Attendance

- 1) **Traditional classroom students** are expected to attend all scheduled class sessions and activities.
- 2) **Hybrid Distance Learning (HDL)** 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.

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 to take 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 scheduled graduation date an additional fee of \$15.83 per hour will apply for the number of 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.

Satisfactory Progress Evaluation

Program	25% of Program Length	50% of Program Length	75% of Program Length	100% of 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 and the percentage equated 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 "B" (80%) average to maintain satisfactory academic status. The school utilizes the system detailed below:

100% – 90%	A	Superior Performance
89% – 80%	B	Above Average
79% – 70%	C	Average
69%-Under	F	Fail

Due to unsafe or irresponsible practice, a clinical failure may result in dismissal from the program without the option to return.

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, 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.

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.

Graduation Requirements - Traditional Classroom and Hybrid (HDL) Classes

Qualification for graduation requires completing 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 can 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.

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

- 1) Attain 600 or more clock hours
- 2) Successfully pass all MBIE Class Syllabus chapter exams with a score of 80% or more
- 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 of hazardous products used in an electrology office
- 6) Written consultation and design a business card
- 7) Barbering and Cosmetology Act/Rules and Regulations exam
- 8) Barbering and Cosmetology Health and Safety course exam

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 immediately after use.

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
- Treatment area to be sanitized during and after each client treatment

Students are expected to be neat, 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 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 or her timesheet. 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 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 three (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 absenteeism 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.

Excused Absences

With approval, absences may be excused from the Director or instructor 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 on a case-by-case basis 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 he/she will 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.

Suppose 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 of the date of expiration of the leave 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 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 they held before the start of 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 students 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.

Probation & Dismissal

The Institute reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive. Students are expected to observe the Institute's policies and rules of conduct 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.

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

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

Reinstatement after Dismissal

At the Director's sole discretion, a student can be allowed to continue in the program or 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 expected to maintain a professional demeanor at all times. 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
- Wear appropriate professional attire at all times
- 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 for 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, or narcotics of any kind (Exception: prescriptions ordered by an M.D.)
- Smoking in restrooms, hallways, or classrooms. 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 that or which 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 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 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 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 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% of the program (including absences), the tuition paid is not refundable. 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 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; 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 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 | 444 Pearl Street | Suite B-1 | Monterey, CA 93940
Notice can be sent by mail or hand-delivered.
- 3) The written notice of cancellation, if sent by mail, is valid 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. In addition, it 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 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 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 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 dividing tuition costs 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	\$3,80120

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.

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 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 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 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 the Institute. 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 at no charge. Individuals who wish to obtain a copy can by request have it mailed to them via the United States Postal Service or sent electronically. In addition, the catalog is downloadable from the **Institute's website at www.electrologycollege.com**.

Catalog Updated Annually

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

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

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

Review Catalog

As a prospective student, you are encouraged to review this catalog 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 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 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. The Institute will not release such information to any individual without first receiving the student's written request 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.

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

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 part 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 complete 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 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 first encouraged 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 Asst. 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.

The student may also, at any time, direct any unresolved matters to the Bureau for Private Postsecondary Education via mail, phone, or complete a complaint form online, located on the Bureau's Internet Website, www.bppe.ca.gov.

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Questions: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95798-0810
Telephone: (916) 431-6959
Fax (916) 263-1897
Website: www.bppe.ca.gov.

Complaints: "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, found on the bureau's website: 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 nor 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 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 is paid to any student without a social security number or a taxpayer identification number.

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'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
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 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 a copy of current Driver License # or other acceptable photo ID with the application:

License # _____ State: _____ Expires: _____

Home Phone #: (____) _____ Cell/other #: (____) _____

Current Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Education: Submit a copy of a High School Diploma or a GED certificate from an accredited senior high school.

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: _____

**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**

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

In order for (Name) _____ to enroll as a student at *Monterey Bay Institute of Electrolgy*, 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 EXAM

DOCTORS FORM

In order for (Name) _____ to enroll as a student at *Monterey Bay Institute of Electrolgy*, specific physical requirements must be met. The student must show proof of their visual acuity to perform detailed operations. A document providing an exam no older than 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 Electrolgy requires a health certificate from a physician stating that you are in good health with no infectious diseases and 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
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.



MST - BUS TRANSPORTATION

1-888-MST-BUS1
(1-888-678-2871)

MST Bus Stop Shop
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>