



(aka MBIE)

Monterey Bay Institute of Electrolgy

Student Catalog

Length of Course: 600 Hours
Period Covered by the Catalog
January 01, 2024 – December 31, 2024

The Study of Permanent Hair Removal We offer two methods of training.

1) Full-Time Student
Campus-Based Classroom Training

2) Distance Learning Hybrid
Theory At-home study
Practical In class at the institute.

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Website: ElectrologyCollege.com

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Welcome to the Monterey Bay Institute of Electrology (MBIE)

Education Catalog

We are delighted that you are considering joining us at the Monterey Bay Institute of Electrology (MBIE) to embark on an exciting journey toward a career in permanent hair removal.

If so, we invite you to explore the opportunities offered by MBIE by reviewing our comprehensive catalog and completing an Enrollment Application, which can be found on page 35 of this catalog.

Join us at MBIE, where you can transform your passion for permanent hair removal into a rewarding career. We look forward to welcoming you to our institute!

If you have any further questions or need assistance, please don't hesitate to contact us.

Electrolysis as a Career

Why Choose Electrolysis as a Career?

- **Transform Lives:** Electrolysis has the power to change lives.
- **Achieve Personal Satisfaction:** Experience a sense of self-accomplishment.
- **Attain Financial Independence:** Enjoy flexible hours and financial stability.
- **Professional Association Membership:** Gain access to professional networks and resources.
- **Community and Professional Fellowship:** Engage in fellowship and information sharing with peers in the field.

About Monterey Bay Institute of Electrology

MBIE offers a 600-hour electrology course designed with the aspiring professional electrologist in mind. Our institution is dedicated to providing top-tier education led by licensed electrologists with Certified Professional Electrologist (CPE) credentials.

Since 2004, MBIE has been committed to delivering excellence in theory and practical training, evident through the high caliber of professionals our institution has produced.

At MBIE, we are devoted to nurturing professional, competent, and ethical electrologists. Our curriculum challenges students to acquire technical expertise and professional insight, ensuring a successful career.

Location

MBIE is conveniently located at 444 Pearl Street, Suite B-1, Monterey, CA 93940-3040. All practical sessions occur at our institute amidst accessible public transportation, parking, nearby lodging, shopping, and dining facilities. We adhere to all federal, state, and local regulations to ensure a safe and conducive learning environment.

Accreditation

This institution is a private institution approved to operate by the CA Bureau of Private Postsecondary Education (BPPE), 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.

Meet our 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 be aware of 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, voicemail, the United States Postal Service, FedEx, and U.P.S. (overnight express services).

Faculty must promptly answer students' questions and exercise patience and understanding when interacting with them; every effort will be made to answer them 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 working with many associates. Ms. Thurman is the 2nd Vice President of the Electrolysis Association of California (EAC) and the 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 also became a certified instructor in the Jane Riddle Technique and 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.

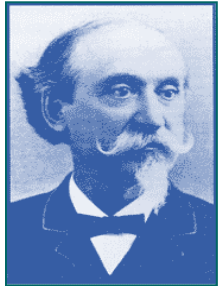
Jane Viera-Riddle, LE, CPE, Visiting Instructor

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

Our Electrology program is meticulously designed to meet the requirements of the California Board of Barbering and Cosmetology Act (§950.5). Focusing on academic and clinical training, we equip students with the skills necessary for safe and effective permanent hair removal. Upon completion, graduates are prepared to excel in their careers and sit for the California State Board of Barbering and Cosmetology Electrology examination.

At MBIE, we utilize state-of-the-art equipment for electrolysis, thermolysis, and blend modalities, ensuring students receive cutting-edge training. Supervised by qualified instructors, students receive personalized attention, preparing them to apply for the California State Board of Barbering and Cosmetology Electrology examination upon program completion.



A BRIEF HISTORY OF ELECTROLOGY

The practice of *Electrology* traces back to 1875 when Dr. Charles E Michel, an Ophthalmologist, was seeking a solution for ingrown eyelashes and was inspired to try using current (DC) from a battery to treat the problem. Through his efforts, the field of electrolysis was born and is now known to be the first recognized method for permanent hair removal. Over the years, electrolysis has evolved as a safe and effective method, backed by over 146 years of experience and results.

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, destroying 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 FDA-approved method for permanent hair removal, and it is 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 Requirement 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, ensuring students meet the criteria for licensure. To qualify for the State Board Examination, candidates must complete a 600-hour course of training in electrolysis from an approved school among other prerequisites. "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 12th 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

Campus-Based Classroom Training & Distance Learning Hybrid (HDL) Students:
All applicants must submit the following:

1. Completed application form with a non-refundable registration fee of \$225.00.
(Application form on page #35 of this catalog)
2. Copy of High School Diploma, GED certificate, or college degree.
3. Proficiency in English (reading and writing).
4. Proof of minimum age requirement (17 years).
5. Copy of government-issued photo ID.
6. Health certificate from a physician: All students must complete their health certificates and eye examinations on file with MBIE before starting practical studies at the institute.
7. Good visual acuity and recent eye examination proof within the last 12 mos. Due to the precision work involved in electrolysis, students should ensure they can see clearly before training. MBE cannot be held responsible for the inability to visualize due to a student's lack of visual ability or the lack of correct or updated eyewear correction/prescription.
8. 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 \$225.00 non-refundable fee. This begins enrollment, and a place will be reserved in the next available class.

Self-Evaluation Assessment:

Before admission, students are sent the Self-Evaluation form. They must complete the form to assess their readiness for the program. Self-motivation and computer literacy are essential for success in our HDL Education Program.

English Proficiency

Students must demonstrate proficiency in reading and writing equivalent to that of an American high school graduate, as demonstrated by possessing a high school or College diploma, G.E.D., or passing 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

Our electrology program aligns with the United States Department of Labor's standard occupational classification code as of May 2021 (Code #39-5094), ensuring relevance to the skincare specialist/personal care category 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 Policy

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 in this agreement.

The Institute does not participate in any state or federal financial aid programs; applicants must 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.

600-Hour Electrology Program Tuition, Fees, Expenses

For both Campus-based Classroom Programs and Hybrid Distance Learning (HDL) Programs

1. Application-Enrollment Fee:

- Amount: \$225.00
- Description: Nonrefundable charge due upon applying.

2. Tuition Fee:

- Amount: \$10,525.00
- Description: Fee for the 600-Hour Electrology Program.

3. Student Kit:

- Amount: \$625.00
- Description: Includes all training materials, program textbooks, study guides and tests, equipment usage, and disposable supplies for clinic use.

4. Student Tuition Recovery Fund Fee: refer to page 33 of this catalog for the explanation.

- Amount: **As of April 01, 2024**, the fee has been changed to \$0.00.
- Description: Nonrefundable charge of \$0.00 for every \$1,000.00, rounded to the nearest \$1,000.00.

Total Charges for the Current Period of Attendance:

- **\$11,150.00** (Tuition, Student Kit, and Student Recovery Fund Fee)

Estimated Total Charges for the Entire Education Program:

- **\$11,540.00** (Includes additional estimated costs not provided by MBIE such as uniform and shoes, optical magnifying glasses) – Price estimated on a student's preference. Approx. fee \$390.00

Total Charges the Student is Obligated to Pay Upon Enrollment:

- **\$5,575.00**
 - Payment is due on the first day of enrollment for the Full-time Campus-Based Electrology program or with a signed Enrollment Agreement for the Hybrid Distance Learning (HDL) program.
 - Payment is required before course materials can be mailed to the student.

Remaining Balance:

- **\$5,575.00**
 - Payable in four monthly payments of \$1,393.75, or upon program completion, whichever occurs first.
 - Payments are due in 30-day increments starting from the enrollment date.

Fees as Applicable:

1. **Late Tuition Fee:** \$35.00 due if tuition payment is not received within five (5) days of the due date.
2. **Returned Check (NSF) Fee:** \$35.00
3. **Surcharge Fee:** A 3.5% bank surcharge is added when payment is by credit or debit card fees.

Payable to: Monterey Bay Institute of Electrology (MBIE)

Please note that these amounts are subject to change and may vary depending on the policies of the Monterey Bay Institute of Electrology (MBIE).

Items Not Provided by MBIE for Program Participation

To ensure a smooth learning experience and adherence to safety regulations, each student is responsible for obtaining the following items:

1. **Magnifying Glasses - Optical Lenses:** Magnification aids are essential for practical sessions and must be purchased within the first 15 days of starting the practical program. Recommended supplier: OTTO-FREI, 126 2nd Street, Oakland, CA., 800-772-3456. Online: www.ottofrei.com.
2. **Uniforms:** Scrubs are customary attire for students. Prices may vary based on personal preference. Uniform requirements include:
 - Solid-colored pants and tops (black, white, gray, or dark navy blue).
 - Optional: Solid-colored sweaters (black, white, or gray).
 - Long-sleeved tops, blouses, and shirts.
 - White long-sleeved lab coat.
 - Closed-toed shoes (white or black) with thin soles. Stockings or socks are required.

Unacceptable Attire:

Specific attire is not permitted due to safety and insurance regulations. Prohibited items include:

- Open-toed shoes (such as sandals, high heels, boots, or flip-flops).
- Ripped or torn clothing, tank tops, or revealing outfits.
- Denim slacks, shorts, or spandex pants.
- Tight-fitting or see-through outfits.
- Unsuitable clothing that detracts from the learning environment.
- Long fingernails (no acrylic or gel) and tattoos must be covered.
- Hair must be clean and pulled back off the shoulders during clinic hours.

Student Requirements for Class:

To ensure a productive learning environment, students are required to bring the following items to class:

- A positive attitude, including a sense of humor and a willingness to learn while accepting constructive feedback.
- Professional uniforms are essential to allow for comfortable movement. This includes the following:
 - Closed-toe dress shoes.
 - **Scrubs (black, white, gray, or dark navy blue)** pants or ankle-length skirts without tears, rips, or stains. Clothing should allow for bending, sitting, and movement without exposing undergarments.
 - Tops suitable for work environments, ensuring adequate coverage of the torso. Low-cut tops and sleeves that could catch in equipment should be avoided.
 - Jewelry should be small and unobtrusive for safety and sanitation reasons. Earrings must be kept small to avoid disruption, and large rings should be switched to more practical options during training to prevent glove tearing and impeding hand dexterity.
- Avoid using perfumes and heavily scented products due to allergies and chemical sensitivities among staff and clients.
- Smoking is prohibited on campus and in the surrounding area. Students should plan accordingly and refrain from smelling smoke, as it is unacceptable in close interactions with clients and staff.

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: 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 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.) 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 health and safety of the consumer and the technician and 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 studying 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: Textbooks and materials for coursework:

1. Milady's Hair Removal Techniques, author Helen R. Bickmore
2. The Principles and Practice of Permanent Hair Removal author A.R. Hinkel
3. The Blend Method, author Mike Bono
4. Workbook (Hereafter referred to as Hinkle Workbook WB, author Randa Thurman, CPE
5. MBIE Class Syllabus study chapters, author Randa Thurman, CPE
6. Secrets of Your Skin & Hair, author Mike Bono
7. American Electrology Association (AEA) Infection Prevention Standard

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. Free offsite parking is available.

MBIE complies with all federal, state, and local ordinances and regulations, including fire safety, building safety, and health requirements. The Institute owns and maintains all equipment.

EACH TREATMENT ROOM: SIX TREATMENT STATIONS INCLUDE THE FOLLOWING:

- Treatment bed
- Epilator
- Stool
- Lamp
- Utility cart
- Covered trash container
- Paper supplies
- Gloves
- Medicaments

ELECTROLYSIS EQUIPMENT:

- 6 Blend Epilators
- 3 Thermolysis Epilators
- 3 Galvanic Epilators
- 1 multiple-needle epilator

STERILIZATION/SANITATION LABORATORY:

- Ultrasonic cleaner
- 2 Dry heat sterilizers
- Heat sealer
- Heat indicators
- Plastic tubing
- Disinfectant sanitation supplies relevant to the practice of electrolysis

STUDENT CLASSROOM: INCLUDES THE FOLLOWING:

- Desks/chairs
- Lecture room
- Visual aids
- Student study areas (Visual aids include computers, projector, TV, DVD players, screens, and educational wall charts.)

LUNCH & BREAKROOM:

- Student lunchroom
- Restrooms provided

LIBRARY:

- Professional books
- Electrolysis-related DVDs, videos, and journals relevant to Electrology. (Materials are available to students during school hours. With prior authorization, students can check out library materials. Hybrid-Distance Learning (HDL) students have previously received 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

| 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 |

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

Academic Holiday Schedule 2024 and 2025

| Holiday | Dates School Closed Holiday Break | Classes Resume |
|---------------------------------|---|------------------|
| 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

Full-time Student

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 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 hours per week or 25 weeks at 24 hours per week, minus any scheduled holidays and missed class time. In California, a total of 600 hours of practical training and technical instruction is required to qualify for the State Board Exam.

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.**

A student has the right to cancel the agreement and receive a refund before the first lesson and materials are received. **Refer to "Student's Right to Cancel" on page 27 & 28 of this catalog.**

Distance Learning Hybrid (HLD) Program – 600 Hours

Home Study Students:

MBIE offers an alternative to traditional onsite learning through the HDL Program. This program combines home-study theory with practical training at the institute.

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.

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.

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 page 27 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 theory program offers flexibility and personalized support. Students can engage with the curriculum at their own pace while receiving guidance from qualified instructors to facilitate comprehension and success.

The HDL course consists 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, and text 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.

| HYBRID DISTANCE LEARNING (HDL) PROGRAM (Home Study) THEORY - 340 HOURS | Hours of Technical Instruction |
|---|---|
| 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) | |
| 15) Developing a Practice | 15 |
| Chapter Study Guide Booklet | 30 |
| Exams: Mid-Term and Final | 5 |
| TOTAL HOURS EARNED | 340 |

HDL Practical - 260 Hours

The practical component of the HDL program consists of 260 hours of hands-on training, during which students apply their theoretical knowledge to real-world scenarios. Here are the key aspects of the HDL practical training:

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.

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

Practical training is comprised of lectures and daily practice using all modalities on themselves, other students, and clients when available. This includes instruction on proper insertions and epilations, setting and using the electrology equipment, and appropriate settings.

The instruction covers sterilizing tools, sanitation practices, reviewing regulatory rules and regulations, health and safety protocols, and creating a Safety Data Sheet (SDS) manual for 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 clients.

| <p style="text-align: center;">HYBRID DISTANCE LEARNING (HDL) PROGRAM (Practical sessions completed onsite at the Institute) Practical - 260 hours</p> | <p style="text-align: center;">Hours of Practical Instruction</p> |
|---|--|
| <p>A. CA. BOARD OF BARBERING AND COSMETOLOGY</p> <p>1) Cosmetology Act and Barbering and Rules and Regulations. Download the booklet at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</p> <p>2) HEALTH AND SAFETY COURSE (the BBC requires this course.) Download the Health and Safety Training Course Textbook and Student Exam Book at http://www.barbercosmo.ca.gov/schools/heathsafety_course.shtm</p> <p>3) Rules and Regulations https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</p> | <p>5</p> <p>10</p> |
| <p>B. Treatment and use of Currents</p> <p>1) Health history assessment, patient history form, a photo of the client</p> <p>2) Importance of magnification (visual aid)</p> <p>3) Evaluate skin and type of hair for treatment</p> <p>4) Electrolysis.....</p> <p>5) Thermolysis.....</p> <p>6) Blend.....</p> <p>7) MultiNeedle.....</p> | <p>60</p> <p>60</p> <p>60</p> <p>15</p> |
| <p>C. Positioning the client and electrologist for comfort</p> <p>D. Lighting for the treatment room and electrologist</p> <p>E. Selecting the correct modality/treatment</p> <p style="padding-left: 20px;">a. Proper Insertions/epilation</p> <p style="padding-left: 20px;">b. Insertion Epilation techniques</p> <p style="padding-left: 20px;">c. Side effects of treatment: Tissue injury and complications</p> <p style="padding-left: 20px;">d. Evaluating treatment and progress</p> <p style="padding-left: 20px;">e. Epilation on specific areas of the face and body</p> | <p>15</p> <p>15</p> |
| <p>F. Sanitation, Sterilization</p> <p>1) Sanitation vs. sterilizing</p> <p>2) Sterilizing procedures and sanitation shall be practiced throughout the course.</p> | <p>15</p> |
| <p>G. Equipment – a. Equipment used in Electrology, including maintenance of equipment</p> | <p>5</p> |
| TOTAL HOURS EARNED | |
| <p>H. Developing a Practice</p> <p>1) Interpersonal skill</p> <p>2) Business plan/ setting up an office</p> <p>3) Location, design, floor space</p> <p>4) Written agreements/lease (independent contractor, partnership, L.L.C. Corporation)</p> <p>5) Advantages and disadvantages of buying an established practice</p> <p>6) Business laws, insurance</p> <p>7) Advertising, brochures, business cards, booking appointments, and website</p> <p>8) Consultations (patient history, before and aftercare)</p> | <p>Class dialogues</p> |

The practical component of the HDL program offers comprehensive hands-on experience, ensuring that students are proficient in applying theoretical knowledge to real-world electrology practice.

Unlicensed States

HDL Program - 350-Hour Course

For individuals planning to practice electrology in states without licensure or regulations, MBIE offers a specialized 350-hour hybrid program. This program is not applicable for licensure in California and is not approved by the California Board of Barbering and Cosmetology. Here's an overview of the program:

Electrolysis Training in Unlicensed States:

- Currently, 18 states do not have licensure or regulations for electrology practice.
- Residents intending to practice in these unlicensed states may enroll in the 350-hour electrology course.

Application for Enrollment:

- Applications are accepted anytime, and students can begin the course upon approval.
- Students can work independently on all assignments but must complete theory and practical training within the specified time frame outlined in the enrollment agreement.

225-Hour Theory Section (Independent Study):

- The theory portion of the HDL course comprises 225 hours and is conducted through printed materials and review tests.
- Students must maintain a minimum B grade (80%) in each chapter to progress through the program.
- Upon completion of the theory section, students can schedule a start date for in-class practical training.

125-Hour Practical Section (Hands-On):

- The practical training component consists of 125 hours completed onsite at the institute.
- Students perform complete services on live clients under the supervision of instructors.
- Each student undergoes a final course exam during the last week of class.

Completion Requirements: To be eligible for graduation, students must fulfill the following criteria:

- Complete 350 hours, including a minimum of 225 theory and 125 practical hours.
- Achieve an 80% or above score in theory assignments, practical procedures, and exams.
- Design a business card.
- Pass mid-term and final exams and complete sanitation and sterilization requirements.
- Pass a hands-on practical exam covering insertion and epilation techniques.
- All tuition fees must be paid in full before graduation.

Upon successful completion, students receive a certificate of completion from MBIE. This program equips individuals with the necessary skills and knowledge to practice electrology in unlicensed states, adhering to California curriculum standards.

| 350-HOUR ELECTROLOGY PROGRAM Unlicensed States or CPE 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 | \$225.00 | Non-Refundable (due with registration form) |
| TUITION FEE STUDENT KIT <u>TOTAL TUITION</u> | \$5,500.00 \$625.00 <u>\$6350.00</u> | 350-Hour Electrology Course plus Student Kit Textbooks, Journals, Lab. Fees, Supplies |
| DUE TO START 225 HOURS OF THEORY | \$3175.00 | Half the tuition is due with a signed enrollment agreement, and materials are delivered to students before the course. |
| REMAINING BALANCE | \$3,175.00 | Balance due on or before the first day of Practical training at the Institute |
| ADDITIONAL FEES AS APPLICABLE: \$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:

- Campus-based classroom students are required to attend all scheduled class sessions and activities.
- Distance Learning Hybrid (HDL) students must work independently on theory assignments. Regular attendance is crucial for timely graduation and scheduling the State Board Exam.

Completion of Training & Extra Hours of Instruction:

- Qualified instructors conduct all testing and evaluations.
- Upon completing the course, students receive a certificate from the Institute and become eligible for the State Board licensing examination.
- Weekly quizzes on theory and daily evaluations of practical skills are administered.

- Students must maintain a B grade (80%) or higher in all subjects to progress through the program and meet graduation criteria set by both the State Board of Barbering and Cosmetology and the MBIE Institute.
- Training should be completed within the maximum time specified in the Enrollment Agreement. Exceeding the recommended duration may result in an additional fee of \$17.50 per hour for any hours completed beyond the one-year timeframe.
- Graduation certificates and proof of training documents will not be issued until all financial obligations are fulfilled.

Grading Policy

Students undergo regular evaluations covering theory, practical, and clinical work. These evaluations follow a standard percentile basis, translating the percentage into a letter grade. Additionally, evaluation forms are provided to students based on completed program hours, as outlined below. This evaluation form assesses the student's overall attendance and academic progress. Students must achieve a "B" (80%) average to maintain a satisfactory academic status. The school employs the following grading system:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: Below 60%

Students should strive to maintain at least a "B" average to ensure successful progression through the program.

In cases where a student fails clinically due to unsafe or irresponsible practice, the consequence may include dismissal from the program, with no opportunity for reinstatement. This policy underscores the importance of adhering to safe and responsible practices during clinical training, as failure can have serious consequences for both the student and others involved in the program.

Graduation Requirements:

Full-Time Student - Campus-Based Classroom Course

Home Study Student - Hybrid (HDL) Course:

To qualify for graduation from the campus-based classroom course or the HDL program, students must fulfill the following requirements:

1. Completing a 600-hour course as mandated by the CALIFORNIA BARBERING & COSMETOLOGY ACT §950.5.
2. Completing all classroom assignments, practical procedures, chapter tests, and final written and practical examinations.
3. Settlement of all tuition fees and any additional fees owed.
4. Passing the state board written examination with a minimum score of 75% led to issuing a license to practice electrolysis in California.
5. Upon successfully completing the course, the Institute grants a certificate of completion.

HDL Program Graduation Requirements:

For students completing the 600-hour HDL program, the following requirements must be met for graduation:

1. Completion of 600 clock hours, with a minimum of 340 theory and 260 practical hours.
2. Achieving an 80% or higher score on all MBIE Class Syllabus chapter exams.
3. Passing both the written and hands-on practical final exams.
4. Completion of the Hinkel WB.
5. Creation of a Safety Data Sheet (SDS) binder for hazardous products used in electrology offices.
6. Designing a business card and passing the Barbering and Cosmetology Act/Rules and Regulations exam.
7. Passing the Barbering and Cosmetology Health and Safety course exam.
8. Regularly checking hours to ensure accuracy.

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 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

Policies & Procedures:

Student Responsibilities:

Students are required to assist with various tasks during school hours, including maintaining cleanliness, sanitation, and stocking supplies.

Providing Treatment to a Client: Students must adhere to professional standards when providing treatment, ensuring cleanliness, discretion, and proper hygiene.

Uniforms: All students must comply with the uniform and dress policy.

Time Clock & Timecards: Students must accurately report their time on timecards, as failure to do so may result in penalties.

Tardy Policy:

Arriving more than 25 minutes late or leaving early without prior permission will be considered delinquent behavior.

Absence Policy:

Three or more unexcused absences in one month will result in a written warning, and repeated offenses may lead to expulsion.

Excused Absences: Absences due to sickness or family emergencies may be excused with written approval.

Unexcused Absences: No-shows, late arrivals, and other unapproved absences may lead to disciplinary action, including dismissal from the program.

Time Clock / Clock Hours

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

A Time Clock is used to comply with the law requiring that time and attendance records be 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 time sheets. 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.

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

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

Leave of Absence (L.O.A.) and 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 institutes' 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 be immediately dismissed. The re-entry fee is \$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

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

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.

- 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
- ZERO Tolerance for Sexual Harassment and Discrimination
- ZERO Tolerance for Alcohol or Other Drug Use
Entering the class under the influence of alcohol, drugs, recreational, or narcotics of any kind (Exception: prescribed by an M.D.)
- MBIE is a no-smoking campus in restrooms, hallways, or classrooms.
- **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.
- Cellular phone use disrupts a learning environment, so phones must vibrate during school hours and when working with clients. (Exception: if circumstances arise where you need to be reached immediately, please discuss this 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 ADMITTED TO SCHOOL AT THE DISCRETION OF THE DIRECTOR OR ASSISTANT DIRECTOR.**

This is subject to the Institute's refund policy.

Withdrawal from Program

You may withdraw from the school at any time after the cancellation period 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 (7th) 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 does not need to 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 deduction 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, $\$10,500.00/600 \text{ hours} = \17.50 per hour .

Refund Calculation Table:

| Percentage Completed | Hours Completed | Hourly Rate (\$17.50) | Balance |
|----------------------|-----------------|-----------------------|------------|
| 10% | 60 | \$1,050.00 | \$9,450.00 |
| 25% | 150 | \$2,625.00 | \$7,875.00 |
| 50% | 300 | \$5,250.00 | \$5,250.00 |
| 60% | 360 | \$6,300.00 | \$4,200.00 |

Refund Calculation Explanation:

- The refund calculation is based on the completed course percentage, with 10%, 25%, 50%, and 60% intervals.
- For example, if a student completes 10% of the course (60 hours), they are entitled to a refund of \$1,050.00, leaving a balance of \$9,450.00.
- Similarly, if a student completes 25% of the course (150 hours), they are entitled to a refund of \$2,625.00, leaving a balance of \$7,875.00.
- The same principle applies to the other percentages listed in the table.

To calculate the refund:

- **Cost of Completed Training:** $\$17.50/\text{hour} * 100 \text{ hours} = \$1,750.00$
- **Remaining Balance:** $\$10,500.00 - \$1,750.00 = \$8,750.00$

Therefore, the refund check issued to the student would be \$8,750.00

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

The catalog contains essential information about the programs we offer to help guide you as you take the following 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 downloadable from the **Institute's website at:**

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 the annually updated catalog is issued. The changes shall be reflected 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 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 before signing an Enrollment Agreement.

Overall, the catalog serves as a comprehensive guide for students considering enrollment at the institute, providing essential information about programs, policies, and services offered.

Student Services

Housing

This institution does not have in-resident housing under its control. Accommodation 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 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. **Note:** Academic transcripts will be released once tuition charges are paid in full—credit Evaluation. A \$100.00 Transfer fee will be charged.

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 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 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.

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.

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

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.

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."

76215. State of CA. 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 Retention of Student's 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. No transcript will be issued until all tuition and other fees due to the institution are paid. Transcript Fee is \$50.00.

Custodian of Records:

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

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: Include a current copy of your current 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 \$225.00 (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.

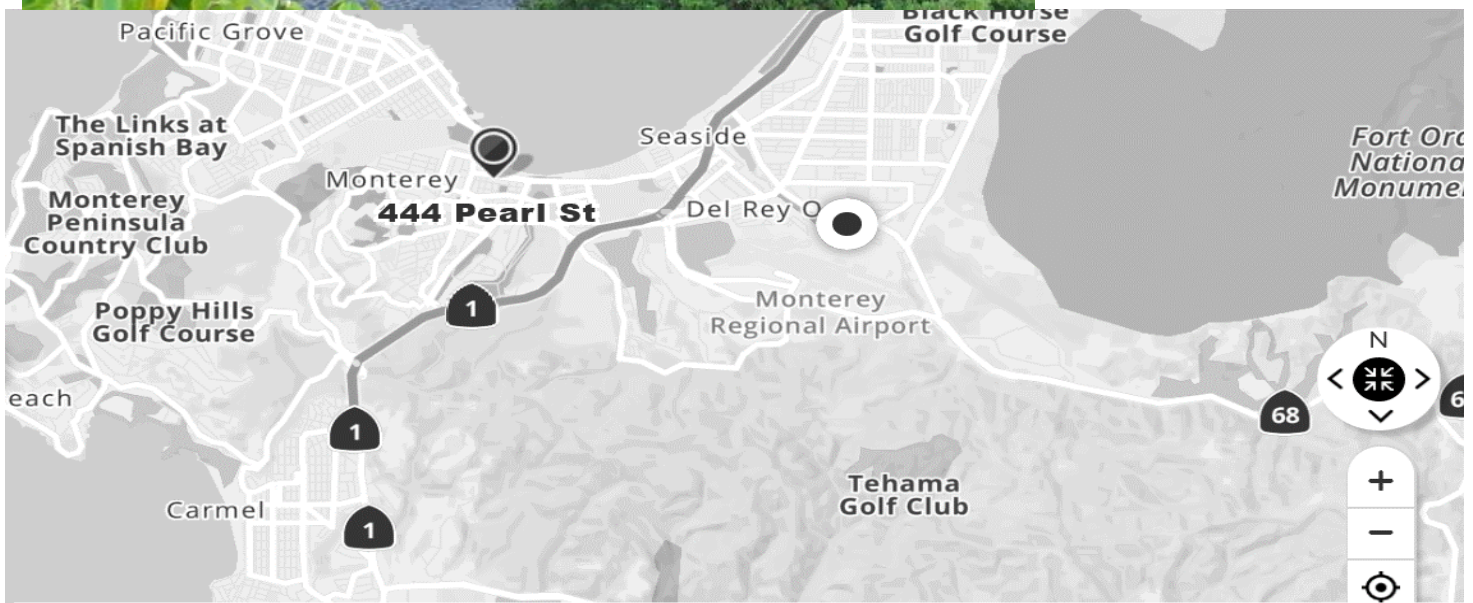
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1. Submit a copy of your current Driver's License # or another acceptable photo ID.
 2. Submit a copy of a High School or College diploma or GED certificate from an accredited senior high school.
 3. Education/Work experience – a copy of your current Resume
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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, near many restaurants, Businesses, Recreation, Beaches, Banks, and more.

Pearl Street is located directly across from Monterey Tennis Courts.



BUS TRANSPORTATION

Monterey Regional AIRPORT
1-888-MST-BUS1
(831) 648-7000
1-888-678-2871

Located in Monterey, 3.5 miles east of downtown Monterey

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

MST Bus Stop / SHUTTLE
201 Pearl Street, Downtown Monterey