



MONTEREY BAY INSTITUTE OF ELECTROLOGY

2026 SCHOOL CATALOG

The Study of Permanent Hair Removal

Course Length: 600 Hours | Effective Dates: January 1, 2026 | December 31, 2026

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WELCOME TO MONTEREY BAY INSTITUTE OF ELECTROLOGY (AKA MBIE)

A premier institute dedicated to the science and art of permanent hair removal

Welcome Letter

We are pleased that you are considering a career in electrology and exploring your education at the Monterey Bay Institute of Electrology.

At MBIE, we are committed to providing a professional learning environment dedicated to excellence in electrology education and the practice of permanent hair removal.

Founded in 2004, MBIE offers a science-based curriculum, structured clinical training, and guidance from experienced faculty to prepare students for licensure and professional practice. Our programs emphasize safety, ethics, technical precision, and professional conduct.

As an MBIE student, you will be expected to uphold the standards of the profession through punctual attendance, proper uniform and hygiene, academic integrity, and respectful behavior. These expectations are designed to support your success and help maintain a safe, effective, and professional learning environment.

We look forward to supporting your education and professional development throughout your training at MBIE.

Warm regards,

Randa L. Thurman, L.E., CPE
Founder & Director

Robert F. Von Essen, L.E., CPE
Co-Founder & Assistant Director

MONTEREY BAY INSTITUTE OF ELECTROLOGY

2026 SCHOOL CATALOG

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History of the Institute:

Founded in 2004 by Randa L. Thurman, L.E., CPE, the Monterey Bay Institute of Electrology (MBIE) was established to maintain high standards in permanent hair removal education and professional practice. As one of California's few approved electrology schools, MBIE is known for its science-based teaching, safety-oriented training, and personalized mentorship. Our curriculum integrates theory with supervised clinical practice across both traditional classroom settings and a flexible hybrid home-study option. MBIE graduates have built successful practices and contributed to the profession, exemplifying our ongoing dedication to precision, ethics, and excellence in licensed electrology.

Mission, Vision, and Core Values

At the Monterey Bay Institute of Electrology (MBIE), we are committed to providing students with a high standard of education in science, art, and the practice of permanent hair removal. Our programs are designed to prepare future electrologists through structured academic study, supervised clinical experience, and professional development that supports licensure, ethical practice, and career success.

Mission Statement

The mission of the Monterey Bay Institute of Electrology (MBIE) is to provide high-quality electrology education that prepares students for licensure, professional practice, and long-term success in the field of permanent hair removal.

Through structured, career-focused training, MBIE offers both a Traditional Full-Time Program and a Hybrid Program, each combining comprehensive academic instruction with supervised clinical experience to build strong theoretical understanding, technical ability, and professional confidence.

MBIE is dedicated to upholding the highest standards of safety, ethics, precision, and student support. We strive to graduate well-trained electrology professionals who are prepared to deliver skilled, responsible, and effective care while advancing the integrity and professionalism of the electrology profession.

Vision Statement

The Monterey Bay Institute of Electrology envisions a future in which electrology education is held to the highest standards of academic excellence, clinical competence, professionalism, and ethical care. MBIE strives to be a respected leader in electrology training by preparing graduates who are knowledgeable, skilled, confident, and committed to providing safe and effective permanent hair removal services.

Through quality education, student support, and dedication to advancing the profession, MBIE seeks to strengthen the future of electrology, one student at a time.

We believe in providing a strong educational foundation through comprehensive instruction in theory, science, safety, and clinical practice.

Considering a Career Change? Explore the Possibilities in Electrology

Electrology offers a meaningful, client-focused career that combines science, skill, and service. It provides a valuable opportunity to make a lasting impact on clients' lives while enjoying professional independence, flexibility, and potential for long-term career growth.

Benefits

- **Make a Difference:** Help clients feel confident and empowered with permanent hair removal.
- **Flexible Career Paths:** Choose to work full-time, part-time, or start your own practice, whatever fits your lifestyle.
- **Professional and Financial Growth:** Enter a growing field with high demand, long-term stability, and opportunities for self-employment.
- **Engage in a Supportive Community:** Connect with peers through professional associations, continuing education, and industry events.

Private Institution / BPPE Approval

Monterey Bay Institute of Electrology (MBIE) is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 Title 5 of the California Code of Regulations CCR. Approval to operate does not imply BPPE endorsement of any program, course, or instructor.

The institute is not accredited by an accreditation agency recognized by the U.S. Department of Education, and students are not eligible for Federal or State Student Aid programs. Additionally, MBIE does not participate in any form of financial aid.

Campus Location:

Location: 444 Pearl Street, Suite B-1 | Monterey, CA 93940 | (831) 643-2100 | www.electrologycollege.com

All practical sessions are held on-site at our modern, fully equipped training facility in the heart of the beautiful Monterey Peninsula, just two blocks from the historic Fisherman's Wharf and two miles from Monterey Regional Airport. Surrounded by world-class destinations such as Carmel-by-the-Sea and Pebble Beach, the school offers an inspiring environment for hands-on learning. The campus is easily accessible on foot, by bike trails, and by public transportation, and it offers ample parking. The institute adheres to all federal, state, and local laws and regulations, including fire safety and health standards.

Housing & Transportation Resources:

MBIE does not provide on-campus housing or dormitories and is not responsible for assisting students in finding housing. However, students can request access to a housing resource file containing information on local options. Housing options are available within a 2-mile radius of the campus, with estimated monthly rents ranging from \$750 to \$1,600 for guesthouses or one-bedroom apartments. Short-term lodging, such as hotels, motels, and single rooms, generally costs between \$65 and \$150 per night. The school's location offers easy access to local dining, coffee shops, and accommodations, making it more convenient for students to live, study, and train in a comfortable environment.

Instructors and Educational Leadership

Instructional Standards

MBIE's instructional staff hold active licenses from the California Board of Barbering and Cosmetology and maintain Certified Professional Electrologist (CPE) credentials through the American Electrology Association. Together, our faculty brings over 50 years of combined experience in clinical electrology, education, and professional leadership.

Instructors remain current with the following:

- California BBC rules and regulations
- Health and safety standards
- Equipment operation and safety requirements

All faculty are trained in communication methods to support hybrid students, including email, Zoom, text messaging, phone calls, USPS mail, and courier services such as FedEx and UPS.

Faculty respond to all student inquiries with professionalism and clarity, expecting questions to be addressed by the end of each business day.

Randa Thurman, LE, CPE

Director & Lead Instructor

California Licensed Since: 1991

Specialization: Jane Riddle Technique (Certified Instructor)

Ms. Thurman is a Certified Instructor in the Jane Riddle Technique, having trained under the late Jane Riddle. With over 30 years of experience in clinical practice, education, and administration, she founded the Monterey Bay Institute of Electrology (MBIE) in 2004. She has owned and managed four successful electrology practices and has been a dedicated member of both the Electrologists' Association of California (EAC) and the American Electrology Association (AEA) since 1991. Currently, she holds leadership positions as the 2nd Vice President of the EAC and the 3rd Vice President of the AEA, where she serves as Membership Chair. Her advocacy efforts have also contributed to securing an FDA-related clarification that is widely recognized within the profession.

Robert F. Von Essen, LE, CPE

Administrator & Instructor

California Licensed Since: 1995

Specialization: Jane Riddle Technique (Certified Instructor)

Mr. Von Essen is a co-founder and instructor of the Monterey Bay Institute of Electrology (MBIE) and has served as a keynote speaker at the American Electrology Association (AEA) Convention. He has contributed to regulatory review discussions with the California Board of Barbering and Cosmetology (BBC). Drawing on a dual background in electrology and business management, he provides students with practical insight into professional standards, theory, and clinic operations, and long-term practice sustainability.

Jane Viera-Riddle, LE

Visiting Instructor

Licensed Since: 1968

Legacy: Founder of the Jane Riddle Institute of Electrology (U.S. & Japan)

Jane Viera-Riddle, LE, CPE – Visiting Instructor

Ms. Riddle has been a prominent figure in the field of electrology since 1968. She spent over 24 years as the owner, director, and instructor at the Jane Riddle Institute of Electrology (JRIE) in Modesto, California. Additionally, she expanded professional training internationally by establishing JRIE in Japan in partnership with O.Z. International. In California, she contributed to the field's growth through her work on the Barbering and Cosmetology Program Task Force, focusing on curriculum updates and laser hair removal training. Ms. Riddle is an honorary member of the Electrologists' Association of California and has served in leadership roles, including President and Second Vice President.

CA STATE BOARD OF BARBERING AND COSMETOLOGY

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

MBIE complies with California's training laws and State Board requirements to ensure students meet the criteria for licensure. In California, candidates must complete 600 clock hours of state-approved technical instruction and practical training covering all practices involved in the art of electrology before they are eligible to take the State Board Examination. The State Board Exam is a written exam required to obtain an electrology license.

The Board shall admit any candidate who has submitted a proper application to the Board, paid the required fee, and meets the following qualifications:

1.	17 years of age
2.	Copy of a high school diploma, completion of the 12th grade, or an accredited senior high school course of study in a public school in this state or its equivalent (GED certificate or college degree).
3.	Completed a 600-hour electrolysis training course from an approved school.
4.	Instead of a Social Security Number (SSN), you must have a Social Security Number or an Individual Taxpayer Identification Number (ITIN) to take the Electrology exam.
5.	Pass the California State Board (BBC) written exam with a score of 75% or higher.
6.	The candidate must not have committed a misdemeanor or felony that grounds for licensure denial under Section 480 of the California Barbering and Cosmetology Act, Business and Professions Code.

MBIE Admission Requirements

To be considered for admission to either program at the Monterey Bay Institute of Electrology (MBIE), all applicants must submit the following documentation:

7.	Application Form and Registration Fee - A completed official application form along with a non-refundable \$250.00 registration fee payable to MBIE.
8.	*English Proficiency
9.	Applicants must be at least 17 years of age
10.	Government-Issued Identification - Health Certificate: A copy of a valid government-issued driver's license or photo identification.

English Language Proficiency & International Student Policy:

Students must demonstrate speaking, reading, and writing skills comparable to those of a U.S. high school graduate. Proficiency may be demonstrated by providing a U.S. high school diploma, college degree, G.E.D., or proof of passing the California High School Proficiency Exam.

Visa and International Student Policy: This institution admits only U.S. citizens or permanent residents. The school does not enroll international students, does not issue Form I-20, and does not sponsor any type of student immigration status.

All course lessons and communications are conducted in English; ESL (English as a Second Language) support is not available for this program. The Institute does not provide a tutor for its electrology program.

Health Readiness: A certificate from a licensed physician confirms that the applicant is healthy, free of infectious diseases, and physically able to participate in clinical activities. The certificate must also verify that the applicant has received hepatitis and tetanus vaccinations and has undergone tuberculosis screening.

Vision Requirement

Because of the high precision required in electrology, all students must provide proof of good vision and submit a recent vision exam report dated within the past 12 months as part of their enrollment. Maintaining corrected vision throughout the program is essential for safety, accuracy, and effective delivery of treatment.

Students are responsible for obtaining and maintaining any necessary vision corrections (e.g., glasses, contacts, or optical magnification). If a student's visual acuity is found to be inadequate and uncorrected, they may be required to suspend clinical work until the issue is resolved.

Official Health and Vision Forms are included in the Enrollment Agreement and must be submitted before the start of clinical training.

Self-Assessment Questionnaire

Applicants must submit a Self-Assessment Questionnaire to evaluate their readiness for the Electrology Program. This is especially important for students enrolling in the Hybrid Home Study format.

The questionnaire assesses:

11.	Ability for independent learning
12.	Time management and organizational skills
13.	Self-motivation
14.	Basic computer literacy and the ability to complete online coursework

Class Hours

Day	Hours	Open 40 Hours Per Week
Monday – Friday	10:00 AM to 6:00 PM	
Lunch Break	1:00 PM to 2:00 PM	
Daily Breaks	Two 15 minutes per day	
Saturday & Sunday	Closed	
Institute Open	NOTE: Changes to the Class schedule require prior authorization.	

2026-2027 Holiday Schedule

Holiday	School Closed	Classes Convenes
New Year	January 01	January 19, 2026
Easter	April 04-06	April 07, 2026
Memorial Day	OPEN	
Independence Day	July 02	July 06, 2026
Labor Day	September 04	September 08, 2026
Halloween	October 30	November 02, 2026
Veterans Day	November 11	November 12, 2026
Thanksgiving Break	November 25	November 30, 2026
Winter Break New Years	December 23	January 19, 2027

All holiday closures apply to students in both Traditional and Hybrid Programs. MBIE maintains a consistent annual schedule that covers federal holidays, seasonal breaks, and MBIE-specific closures. These holiday periods are announced in advance and may be modified with prior approval.

Special Closures (Events & Conferences)

American Electrology Association (AEA) Annual National Conference

The Institute will be closed from October 19 to October 28, 2025, allowing instructors and students to participate in continuing education programs and professional leadership events associated with the American Electrology Association National Conference in Washington, D.C. Any additional holidays or closures will be announced beforehand. Please note that, according to the schedule, prior approval is required for changes.

Facilities And Training Center

The Monterey Bay Institute of Electrology (MBIE) provides a modern, 1,400-square-foot professional training facility located just two blocks from historic Fisherman’s Wharf and minutes from Monterey Regional Airport. The institute is housed in a professional building that reflects the clinical standards of the field of electrology. The coastal environment is ideal for focused study and hands-on training. All facilities are fully ADA-compliant and maintained in strict accordance with state and local health and safety codes.

1.

Facilities and Learning Spaces

The MBIE facility includes a modern classroom equipped with audiovisual, video, and text-based teaching tools; several private treatment rooms furnished with professional-grade electrology equipment for hands-on clinical training; a designated student lunch and break area; a fully equipped sterilization laboratory; administrative offices; a student resource center; and computers with internet access.

2.

Equipment and Maintenance Standards

Kept tools that meet current industry standards. The sterilization laboratory provides comprehensive instruction in infection control and sanitation procedures in accordance with state health regulations.

3.

Student Responsibility for Equipment Care

Students are responsible for the proper care and basic maintenance of all equipment and supplies they use during their training. Any student who damages or mishandles equipment, resulting in breakage or loss, will be required to replace the item(s) at their own expense, including, but not limited to, epilators, accessories, lamps, stools, and sterilization tools.

A BRIEF HISTORY OF ELECTROLOGY

Science, Innovation, and Permanence



FDA Recognition and the Legacy of Electrolysis

Celebrating 150 Years of the Electrology Profession (1875–2025)

Electrolysis is the only method approved by the U.S. Food and Drug Administration (FDA) for permanent hair removal. This distinction sets electrolysis apart from other methods, such as laser hair removal, which is FDA-cleared only for hair reduction.

Electrolysis, introduced in 1875 by Dr. Charles Michel, an ophthalmologist in St. Louis, was developed to treat ingrown eyelashes using direct electrical current. Over the last 150 years, the method has evolved into a highly specialized profession recognized for its safety, effectiveness,

and lasting results.

Electrolysis remains the gold standard for permanent hair removal. It works effectively on all skin tones and hair colors, including light, gray, and red hair, which are often resistant to light-based treatments. It is an approved method.

ELECTROLYSIS TREATMENT APPROACH

This procedure targets the germinative cells at the base of the hair follicle, which are responsible for hair regrowth, by applying a controlled electrical current to destroy them and prevent future regrowth.

As a licensed healthcare practice, electrology involves customized treatment plans tailored to each client's unique physiological traits.

Electrologists assess factors such as hair type, follicle depth, skin sensitivity, and the area to be treated to develop safe, effective procedures specific to each individual. Each session employs FDA-recognized methods to uphold the highest standards of safety, accuracy, and permanence in hair removal.

Because hair grows in cycles, multiple sessions are typically required to achieve complete, permanent hair removal. MBIE trains students in all three electrolysis methods:

All three modalities are safe and effective for all skin types and hair colors, including light blond, red, gray, and white hair, which are often resistant to laser treatments. MBIE provides hands-on training in each method to ensure students graduate with versatile skills and clinical confidence.

CORE CURRICULUM: THEORY & TRAINING

600-Hour Electrolysis Course

This program complies with the requirements of the California Board of Barbering and Cosmetology (16 CCR § 950.5). It provides 600 clock hours of combined technical instruction and practical training in electrology (Barbering and Cosmetology Act, Section 7316).



Technical instruction includes demonstrations, lectures, classroom participation, or examinations. Practical operations involve the student's actual performance of a complete service for another person. Practical training refers to the time required to perform a practical operation. Both technical instruction and practical training shall include the following.

The required subjects of instruction in electrolysis, thermolysis, 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 and Equipment

This subject introduces the basic principles of electricity, including how electrical current works and how it powers electrology devices. Students will learn safe operation, proper maintenance, and essential safety precautions when using electrolysis equipment.

Electrolysis (Chemistry)

This subject covers the theory and practice of permanent hair removal using single- and multiple-needle techniques. Students will learn how to apply galvanic current, manage skin reactions, and use anaphoresis and cataphoresis. Training also includes evaluating the client's history to determine if they are suitable for electrolysis treatment.

Thermolysis

This subject covers permanent hair removal using high-frequency current. Students will learn both manual and automatic timing thermolysis techniques, proper insertion methods, how to assess and manage skin reactions, and how to evaluate a client's health history to ensure safe and effective treatment.

Blend / Dual Modality

This subject covers the use of combined galvanic and high-frequency currents for epilation. Students will learn proper insertion techniques, how to manage skin reactions, the use of anaphoresis and cataphoresis, and how to evaluate a client's health history to ensure the Blend method is suitable.

Health and Safety

This subject emphasizes establishing a safe, hygienic treatment environment. Topics include the prevention and management of communicable diseases (such as HIV/AIDS, hepatitis, herpes, and staph infections), proper ergonomics, electrical safety practices, and the use and interpretation of Safety Data Sheets (SDS). Along with the California Barbering and Cosmetology 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, in collaboration with the Centers for Disease Control and Prevention (CDC).

Sterilization

The subject will cover, but is not limited to, proper procedures and techniques for ensuring the health and safety of consumers and technicians. Additionally, sanitizing the equipment used in establishments is a priority. Emphasis will be placed on sterilization and sanitation throughout the training period, and all tools and equipment must be sterilized and sanitized before use. Sterilization times and dates will be monitored and recorded.

Anatomy, Physiology, Chemistry, Pharmacology

This subject covers the structure and function of the human body, including the major systems: nervous, endocrine, cardiovascular, skeletal, muscular, and integumentary (skin). It also includes dermatology, the study of the skin and its conditions, as well as an examination of skin and hair. Students will learn how these systems relate to electrology and client care.

Business Practices and Psychology

This subject covers vital skills for running a successful electrology practice. Topics include professional communication, ethics, workplace decorum, client consultation, pre- and post-treatment care, sales strategies, and the psychology of hygiene and client behavior. Students will also learn practical business skills, including record-keeping and basic tax principles, applicable to independent contractors, employees, and employers.

Training Components

To accommodate different needs and learning styles, **MBIE offers two distinct training options. MBIE's Traditional Classroom and Hybrid training models are designed to ensure consistency and fairness.** Both options have the same tuition fees, meet the same academic and clinical standards, follow the same curriculum, and lead to the same Certificate of Completion. The only difference is how the theory portion is delivered.

Side-by-Side Comparison

Summary of Hours: 340 Theory + 260 Practical Training

Both programs include 340 hours of theory and 260 hours of practical training, for a total of 600 clock hours.

Feature	1. Traditional Model	2. Hybrid Model
Program Type	On-campus, instructor-led	Home study with in-person clinical training
Theory Instruction	Delivered entirely on-site in a classroom setting	Completed independently using MBIE-approved materials
Practical Instruction	Conducted on-site at MBIE under instructor supervision	Conducted on-site at MBIE under instructor supervision
Total Program Hours	600 clock hours (340 theory + 260 practical)	600 clock hours (340 theory + 260 practical)
Curriculum Content	Identical to Hybrid	Identical to Traditional
Certificate of Completion	Issued upon completion	Issued upon completion
Tuition & Fees	Same as Hybrid	Same as Traditional
Best For	Students who prefer structured classroom learning	Students who need flexible scheduling or prefer independent study

MBIE provides all equipment and materials needed for the hands-on portion of the program. To earn credit for clinical hours, students must demonstrate competency in essential electrology skills through instructor evaluations and practical examinations.

Core competencies include:

Core Clinical competencies: Students must complete 260 hours of in-person clinical training at MBIE's central campus. Clinical practice includes performing complete electrology treatments on themselves, peers, or available clients. All 260 clinical hours must be completed on-site to ensure safety, instructional consistency, and regulatory compliance.

Clinical Training Requirements:

- Proper probe insertion
- Safe and effective epilation techniques
- Professional communication and client care

Skill Development

15.	Live or guided lectures and clinical demonstrations
16.	Visual aids and instructor-led discussions
17.	Structured textbook study with comprehension checks

TEXTBOOKS AND EDUCATIONAL MATERIALS

18.	Milady's Hair Removal Techniques – Helen R. Bickmore — Overview of hair removal methods and foundational theory.
19.	The Principles and Practice of Permanent Hair Removal – A.R. Hinkel — Core electrology science, techniques, and treatment principles.
20.	The Blend Method – Mike Bono — Detailed instruction in blend theory and practice.
21.	Hinkel Workbook – Randa Thurman, CPE — Workbook with terminology, illustrations, and review exercises.
22.	MBIE Class Syllabus & Study Chapters – Randa Thurman, CPE — Proprietary materials aligned with course objectives.
23.	Secrets of Your Skin & Hair – Mike Bono — Essential biology of skin and hair for electrology.
24.	AEA Infection Prevention Standards – American Electrology Association — National guidelines for safety, sterilization, and infection control.

PROGRAM 1 - Traditional Classroom Program (600 hours)

Program Format

All theoretical and practical instruction is delivered in person at the Monterey Bay Institute of Electrology (MBIE). This full-time program consists of 600 hours, all of which must be completed on-site to ensure structured instruction, direct supervision, and consistent clinical evaluation.

Program Length: Designed to be completed in approximately 15 weeks. Based on a 40-hour-per-week schedule. Actual completion time may vary due to holidays and individual attendance.

Start Dates: Full-time classes begin on the first Tuesday of each month. Enrollment is subject to space availability.

Class Schedule: Monday–Friday: 10:00 a.m. – 6:00 p.m. The Institute is closed on weekends and scheduled holidays.

Students must bring all required materials—including textbooks, workbooks, and theory packets—to each class session. Instructors conduct daily evaluations to monitor academic progress, ensure compliance with safety protocols, and support ongoing professional development throughout the program.

Completion Requirements

To graduate from the 600-Hour Traditional Classroom Program, students must:

•	Complete all assigned theory coursework and required examinations
•	Achieving a minimum overall grade of 80% in both theory and clinical performance
•	Maintain satisfactory attendance and complete the full 600 hours of on-site instruction
•	Demonstrate proficiency in all required clinical skills
•	Pass all required written examinations
•	Pass all required practical evaluations

Assessment & Licensure Readiness

Student progress is evaluated through written, oral, and practical assessments that measure both theoretical knowledge and clinical competency. Demonstrated mastery of required skills is required to support licensure eligibility and safe, professional practice.

PROGRAM 2

Hybrid Distance Learning (Home-Study) Program (600 Hours)

Program Format

The Hybrid Home-Study Program combines 340 hours of remote, independent theory study with 260 hours of in-person clinical training at MBIE, supervised by licensed electrology instructors. Although theory coursework is completed off-site, all Hybrid students must comply with MBIE policies and procedures as outlined in the School Catalog. All theory assignments and chapter assessments must be completed before the in-person clinical training begins.

Format: 340 hours of theory are completed through home-study, followed by 260 hours of in-person clinical training at the Institute. A delay may occur near the start of your practical due to the conclusion of one class and the beginning of another class's practical session.

Program Length

Theory (340 hours): Typically completed in approximately 8 weeks, depending on student pace

Clinical (260 hours): completed over approximately 6.5 weeks of on-site instruction

Total completion time may vary based on attendance and individual progress

Start Date

•	Students may begin the program once:
•	The application is approved
•	The \$250.00 application fee has been received

Course materials and the program instruction outline will be shipped within seven (7) business days via U.S. Priority Mail.

Classroom Preparedness and Participation (Clinical Portion)

Once in-person training begins, students must bring all required materials—including textbooks, workbooks, and theory documents—to each class session. Instructors conduct daily clinical assessments to monitor skill development, ensure compliance with safety protocols, and support professional growth.

Completion Requirements

To graduate from the Hybrid Home-Study Program, students must:

•	Complete all assigned theory coursework and required examinations
•	Earn a minimum overall grade of 80% in both theory and clinical performance
•	Complete 340 hours of theoretical coursework and 260 in-person clinical hours
•	Maintain satisfactory attendance and complete on-site instruction
•	Demonstrate proficiency in all required clinical skills
•	Pass all required written examinations
•	Pass all required practical evaluations

Assessment & Licensure Readiness

Student progress is evaluated through written, oral, and practical assessments that measure both theoretical knowledge and clinical competency. Demonstrated mastery of required skills is necessary to support eligibility for licensure and professional practice.

Academic Accountability and Course Requirements (Theory Portion)

During the theory phase, students complete independent study using both printed and digital materials and are expected to maintain steady progress and communicate regularly with their assigned instructor. Students must read Chapters 1–14 of *The Principles and Practice of Electrolysis* by A.R. Hinkel, complete all workbook exercises, and pass all required chapter quizzes, the midterm examination, and the final theory examination as outlined in the course syllabus.

A maximum of two chapters per week may be submitted (up to 40 credit hours per week), and a minimum score of 80% is required on all chapter quizzes. Instructors monitor academic progress and provide support or intervention as needed.

Distance Education Evaluation/Response Time (Hybrid Theory)

MBIE provides evaluation and feedback on submitted theory assignments and assessments within approximately three (3) business days of receipt.

Tuition, Fees, and Payment Responsibilities

MBIE offers two program options: **Traditional On-Campus** and **Hybrid Distance Learning (Home-Study)**. Fees for both are shown below.

PROGRAM COST COMPARISON		
Category	Traditional On-Campus	Hybrid Distance Learning
Application Fee	\$250.00	\$250.00
Tuition Fee	<u>\$11,200.00</u>	<u>\$11,200.00</u>
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT SIGNING:	<u>\$5,915.00</u>	<u>\$5,915.00</u>
TOTAL CHARGES FOR THE CURRENT ATTENDANCE PERIOD:	<u>\$5,915.00</u>	<u>\$5,915.00</u>
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	<u>\$11,830.00</u>	<u>\$11,830.00</u>
Student Kit: Items listed in the student Enrollment Agreement.	\$630.00	\$630.00
BPPE STRF Fee	\$0.00	\$0.00
Remaining Tuition Balance	<u>\$5,915.00</u>	<u>\$5,915.00</u>
Estimated Additional Student Expenses – Uniforms, shoes, and optical magnifiers. Actual fee may vary depending on the students' individual selections.	Approx. \$390.00	Approx. \$390.00
Estimated Total Program Cost	<u>\$11,830.00</u>	<u>\$11,830.00</u>

PROGRAM FORMATS

Traditional On-Campus Program: Theory and clinical training are completed in person at MBIE.

Hybrid Distance Learning (Home-Study) Program; Theory is completed through guided home study, followed by in-person practical clinical training at MBIE.

PAYMENT SCHEDULE

Initial Payment

Traditional Course: Initial payment of \$5,915.00 is due upon signing the Enrollment Agreement.

Hybrid Course: Initial payment must be received before course materials are mailed or released.

Remaining Balance

Traditional Course: The remaining tuition balance of \$5,915.00.00 is due on the first day of class.

Hybrid Course: The balance is due on or before the first day of in-person practical training.

ADDITIONAL FEES

- \$35.00 late fee for tuition payments more than five days late
- \$35.00 returned-check fee for each NSF occurrence
- 3.5% surcharge for credit or debit card transactions

STUDENT RESPONSIBILITY NOTES

- Students must comply with all MBIE policies, including attendance, academic progress, and financial obligations.
- All payments must be made to Monterey Bay Institute of Electrology (MBIE).
- Tuition and fees are subject to change in accordance with institutional policy.
- Students should keep copies of their Enrollment Agreement, payment receipts, and related records.
- Personal expenses such as uniforms, closed-toe shoes, and optical magnifiers are not supplied by MBIE and are estimated at approximately **\$390.00**.

STRF DISCLOSURE

Student Tuition Recovery Fund (STRF) fees are non-refundable and required by the State of California for eligible students. As of April 1, 2024, the STRF assessment rate is \$0.00 per \$1,000 in institutional charges.

COMPLETION TIMEFRAME AND ADDITIONAL CHARGES

Students are expected to complete the program within the maximum timeframe stated in the Enrollment Agreement. If a student exceeds the scheduled completion date, an additional fee of **\$18.67 per hour will be assessed** for each instructional or clinical hour required to complete the program.

POLICY NOTES

- We encourage timely payments and the use of alternative payment methods to avoid these additional fees.
- All payments must be made to Monterey Bay Institute of Electrology (MBIE).
- Tuition and fees are subject to change in accordance with institutional policy.
- Students are advised to retain copies of their Enrollment Agreement, payment receipts, and any related documentation for their records.

Disclosure Statement (Programs 1 and 2)

- Students are responsible for the full amount of tuition and fees upon signing the Enrollment Agreement.
- The catalog and Enrollment Agreement must be read and acknowledged before enrollment.
- All charges are subject to change, but any changes will not affect fees for students with an executed Enrollment Agreement.

Right to Cancel Agreement

A student has the right to cancel the agreement and receive a refund before receiving the first lesson and the materials. MBIE will send all course textbooks, the first lesson(s), and course materials to the student via United States 2-day priority mail or electronically within seven (7) business days after the Institute accepts the student for admission.

The Institute will transmit all lessons and course materials to the student if the student (a) has paid for the entire educational program and (b) requests in writing for all remaining course materials to be provided to them after receiving the first lesson.

Important: Once the full course content has been transmitted, students are no longer eligible for a refund. However, they retain the right to cancel the Enrollment Agreement and receive a full refund before receiving the first lesson and course materials.

Uniform & Grooming Policy

The Institute enforces a professional dress code aligned with the electrology field's standards and public expectations. This policy is designed to avoid discrimination, whether intentional or unintentional, against any individual's or group's personal preferences. All students must maintain a neat, professional appearance at all times while on campus or participating in instructional activities.

Essential Equipment: Optical Magnification

For optimal precision and visual ergonomics, students are required to use magnifying glasses. Optical lenses are consistently employed throughout all procedures. Electrology is conducted at a close visual distance of 14 to 16 inches, with sufficient magnification ensuring safety and accuracy for both the client and the practitioner.

Optical Magnification - Recommend Supplier

OTTO-FREI. 126 2nd Street, Oakland, CA 94607. Phone: (800) 772-3456 Website: www.ottofrei.com

Student Uniform

Scrubs are the designated school uniforms and must be kept clean and professional during all practical training sessions.

- Scrubs should be solid-colored (top and bottom) in black, dark brown, gray, or navy blue.
- Optional: Solid-colored sweaters or jackets that match the scrub color.
- A clean, white long-sleeved lab coat must be worn and fully buttoned during all treatment sessions.
- If the uniform is short-sleeved, a long-sleeved shirt must be worn underneath.
- Arms must be fully covered to the wrists to minimize skin contact with models or clients.

Footwear Requirements

• Footwear must be black or white closed-toe, nonslip, and have a flat sole, and should be worn with socks or stockings. Open-toed shoes, including Boots and sandals.

Unacceptable Attire

- Jeans
- Spandex or overly tight clothing
- Shorts or low-cut tops
- Clothing with loose, flowing, or unsafe sleeves
- Hats or caps are not permitted.

Students who do not follow the uniform and dress code policy will be removed from class and may return only once all requirements are met.

Fragrances and Personal Products

• Strong scents such as perfumes, colognes, and scented lotions are not allowed in the classroom or clinic areas because some clients may be allergic or hypersensitive to fragrances.

Grooming and Hygiene Standards

• Students must adhere to professional clinical standards of personal hygiene and grooming, including regular bathing and shampooing. Hair should be kept clean, with long hair securely tied back and away from the face.

- Hands should always be kept clean.
- Fingernails should be kept short to prevent interference with treatment procedures.
- Acrylic or artificial nail tips are not allowed, though clear nail polish is acceptable.
- Maintain proper oral hygiene to ensure fresh breath.
- All visible tattoos and body piercings must be fully covered.
- Makeup should be minimal and appropriate for a clinical setting.

Clinical Standards, Appearance and Expectations

Students are required to present a tidy, professional look and adhere to all grooming and dress code policies during clinical activities.

- Appropriate attire fosters client trust, minimizes infection risks, and reinforces the student's role as a healthcare provider.
- In addition to appearance standards, students are expected to demonstrate the highest levels of professionalism, as well as maintaining hygiene, safety, and quality of client care during all clinical sessions.

Failure to comply with appearance guidelines or clinical expectations may result in disciplinary action, including removal from clinical practice or dismissal from the program.

Food and Beverage Policy

Food and beverages are not allowed in the treatment rooms.

Students should use the designated breakroom for eating and drinking. They are responsible for maintaining the breakroom's cleanliness by wiping down tables and countertops after use, cleaning the microwave and coffee maker, and keeping the refrigerator free of spoiled or excess food.

Any food left in the breakroom will be discarded every Friday, and students must remove their personal food items before this scheduled cleanup.

Academic Grading Policy (80% Minimum)

Student progress is measured through written theory exams, practical skills assessments, and clinical performance. Students are required to maintain an overall average of at least 80% (B) to stay in good academic standing. Regular evaluations are conducted according to a standard percentage-to-letter grading system.

Letter Grade	Percentage
Excellent	90-100% A
Good	80-89% B
Needs Improvement	70-79% C
Unsatisfactory	60-69% D
Failed	Below 60% F

A grade of “Pass” indicates the student has demonstrated the required competency for the course. “Needs Improvement” indicates the student has not yet met program standards and must complete additional work and retest. An “Unsatisfactory” grade also requires retesting. A “Fail” indicates the student did not meet the course minimum requirement of 80%.

Assessment / Evaluation / Completion Requirements:

Student progress is evaluated through written, oral, and practical assessments that measure both theoretical knowledge and clinical competency. Demonstrated mastery of required skills is required to support licensure eligibility and safe, professional practice.

Written exams are given midway through and at the conclusion of the theory segment. Students are also evaluated during practical clinical training, focusing on accuracy, safety, and professionalism. Successful completion of both the final written and practical examinations is mandatory for graduation.

The following standards apply to all practical training sessions at the Institute:

1. Professional Conduct

- Show courtesy and respect to all clients, classmates, instructors, and staff.
- consistently maintain a professional, focused, and cooperative demeanor.
- Avoid making unprofessional, harmful, or disparaging remarks about individuals, the school, or equipment.

2. Hygiene & Sanitation

- Wash hands thoroughly before and after each client session.
- Maintain proper personal hygiene and professional conduct.
- Keep treatment areas clean, organized, and sanitized.
- Disinfect all equipment, tools, and surfaces before, during, and after each session according to established protocols.

3. Safety & Accountability

- Follow all safety protocols, infection control procedures, and clinical guidelines without exception. Any unsafe, negligent, or inappropriate behavior may lead to immediate dismissal without eligibility for reinstatement.

Minimum Attendance Standards

Students enrolled in the Traditional 600-hour program must complete 340 theory hours and 260 practical (clinical) hours, and attend all scheduled instructional and practical training sessions at the Institute.

Excessive absences, persistent tardiness, or failure to make up missed hours may result in delayed graduation or expulsion from the program. All missed hours must be rescheduled and completed with the instructor's prior approval to satisfy program requirements.

Attendance Monitoring

Consistent attendance is essential for timely graduation and eligibility to take the California State Board Electrology Examination. The Assistant Director or designated instructor is responsible for monitoring and recording each student's weekly attendance. All attendance records are kept in the students' permanent files for verification and regulatory compliance.

CA. State Board Exam Requirements for Graduation and Licensing

To obtain licensure in California, students must complete 600 hours of approved electrology training, including theoretical components (such as lectures, discussions, and written assessments) and practical, hands-on training in electrolysis techniques. Starting January 1, 2022, the only requirement is a written exam, as the practical exam has been removed.

CA. State Board Application Process – Proof of Training Document

As students near the completion of the 600-hour program, the **Assistant Director, Robert Von Essen**, will provide the Proof of Training (POT) form. Students must then apply online at barbercosmo@dca.ca.gov, submitting both the Examination Application and the POT document simultaneously. Important: Do not submit the POT separately from the application. Once the Board approves your application, you will receive instructions on how to schedule your written exam at one of California's fifteen PSI testing centers.

For the most current exam site information, visit www.psiexams.com.

Eligibility for Graduation from MBIE

To graduate from the Monterey Bay Institute of Electrology (MBIE), students must fulfill all academic, clinical, attendance, and financial obligations specified in their Enrollment Agreement and program curriculum. This includes completing the 600-hour Electrology Program, which comprises 340 hours of theory and 260 hours of practical (clinical) training, in accordance with the California Barbering and Cosmetology Act (§950.5). Students must maintain an overall grade of at least 80%, pass all required midterm and final written exams, complete clinical evaluations, demonstrate practical skills, complete all coursework and assessments, meet attendance standards, and settle all tuition and financial responsibilities. Meeting these criteria will result in the award of a Certificate of Completion from MBIE.

Time Clock Policies

Attendance, Timekeeping, and Graduation

The Monterey Bay Institute of Electrology (MBIE) operates on a clock-hour calendar system, in which one instructional hour consists of 50 minutes of instruction followed by a 10-minute break. Students are required to clock in and out daily using their own timecards, and it is strictly prohibited for any student to record another student's time. Each student is responsible for ensuring that their timecard is accurate, complete, and properly recorded.

Failure to correctly track or report instructional hours may result in loss of credited hours. It may lead to disciplinary action, up to and including dismissal from the program, in accordance with the Institute's Attendance Standards and Student Conduct policies. Timecards are used to document the 600 clock hours required for program completion and eligibility for graduation (see Minimum Attendance Standards and Eligibility for Graduation from MBIE). Time records are reviewed weekly by the Assistant Director or a designated instructor and are maintained in the student's official permanent file for verification and regulatory compliance.

Tardiness, Absence, and Make-Up Hour Policy

Students who arrive more than 25 minutes late to a scheduled class session or who leave early without prior approval will be marked as tardy. Repeated tardiness may result in a written warning and, if repeated, progress to probation in accordance with MBIE attendance and student conduct policies.

Absences

Students are required to notify the Institute in advance of any unavoidable absence. Continued unexcused absences may lead to probation or dismissal from the program.

Make-Up Policy for Missed Classes and Hours

Scheduling and Availability: Students are responsible for arranging and completing all approved make-up hours. While MBIE may offer make-up opportunities when feasible, additional instructional or clinical time is not guaranteed.

Program Completion Timeframe and Fees

Students are expected to complete all program requirements within the maximum timeframe specified in their Enrollment Agreement. If a student exceeds the scheduled completion date, an additional fee of **\$18.67 per hour** will be assessed for each instructional or clinical hour required to complete the program.

1.	General Requirements
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All missed instructional hours and required assignments must be completed, regardless of the reason for absence.

- Make-up hours do not excuse absences and do not reduce total program requirements.
- Students must complete the full 600-hour or 350-hour program, as applicable.

2. Theory Make-Up Hours

- Missed theory (classroom and home-study) hours must be completed through Institute-approved instructional activities.
- Approved activities may include assigned coursework, examinations, written assignments, and/or scheduled classroom sessions.
- All theory make-up work must be completed within the timeframe approved by the Assistant Director or a designated instructor.

3. Clinical Make-Up Hours

- Missed clinical (practical) hours must be completed through supervised, hands-on training in the clinic.
- Clinical make-up hours must be scheduled in advance and are subject to instructor availability, clinic capacity, and client scheduling.

Student Conduct and Dismissal Policy

To maintain a professional, respectful, and effective learning environment, all students at the Monterey Bay Institute of Electrology (MBIE) are required to comply with the Institute's Code of Conduct and all institutional policies.

Code of Conduct

Students are expected to:

- Treat instructors, staff, clients, and fellow students with professionalism, respect, and courtesy.
- Comply with all health, safety, sanitation, and infection-control protocols.
- Maintain academic integrity by avoiding cheating, plagiarism, falsification of records, or misrepresentation of work or attendance.
- Attend all scheduled classes on time and submit assignments by the required deadlines.
- Wear the approved school uniform and maintain proper personal hygiene.
- Use school property, equipment, and supplies responsibly and immediately report any damage, loss, or misuse.
- Follow all classroom and clinic policies, including dress code, participation requirements, and instructional guidelines.
- Use cell phones or electronic devices only with instructor approval during instructional or clinical hours, unless it's an emergency.
- Refrain from behavior that is disruptive, unsafe, harmful, threatening, or that interferes with the learning or clinical environment.

Grounds for Immediate Dismissal

The following violations may lead to immediate expulsion from the program:

- Theft, vandalism, or deliberate damage to school property
- Possession, use, or distribution of illegal substances, alcohol, or weapons on campus
- Harassment, discrimination, bullying, intimidation, or threatening behaviors
- Unsafe, negligent, or unethical actions during clinical procedures

- Recurring violations of attendance, academic, or institutional policies
- Falsification of documents, time records, or impersonation of another student

Probation, Suspension, and Dismissal

MBIE reserves the right to place a student on probation, suspend enrollment, or dismiss a student for reasons such as excessive absences or repeated tardiness; academic failure, including a cumulative grade point average below 2.0; inappropriate, disruptive, or unprofessional behavior; or disrespectful conduct toward instructors, staff, students, or clients.

A 14-day probationary period may be granted to enable the student to address conduct or academic deficiencies. Failure to show satisfactory improvement within this period may lead to dismissal, with no opportunity for immediate re-enrollment.

Students who are suspended or dismissed may submit a written request for reinstatement after a 30-day waiting period, subject to the Director's approval. If approved, reinstatement might require completing additional assignments, remediation, or make-up work to meet program standards.

All applicable refund policies will be applied in accordance with institutional policy and state laws when a student is dismissed for academic or behavioral reasons.

Dismissal and Reinstatement Policy

Violations of the Student Code of Conduct or any Monterey Bay Institute of Electrology (MBIE) policy may lead to disciplinary action, including permanent dismissal from the program. Reinstatement following dismissal is not guaranteed and is subject to approval by the Director or Assistant Director, in accordance with the Institute's refund, re-enrollment, and academic policies.

Reinstatement After Dismissal

Requests are reviewed on a case-by-case basis and are subject to the following conditions:

1. Reinstatement must be approved in writing by the Director.
2. A \$50 re-entry fee may be required prior to re-enrollment.
3. Any unpaid tuition or fees owed at the time of dismissal will be handled according to the Institute's refund and financial policies.

Leave of Absence and Attendance Policies

A Leave of Absence (LOA) may be granted for medical, military, or other serious reasons upon submission of appropriate documentation and prior written approval from the Director or Assistant Director. Each request is considered individually.

- Submit a written request specifying the reason for the leave.
- LOAs are approved at the discretion of the Director or Assistant Director.
- Students must return within 14 calendar days of the approved return date.
- Failure to return on time will result in automatic withdrawal from the program.

Grace Period for Absences

Students are allowed up to 2 weeks of excused absences (a maximum of 64 scheduled class hours) for illness or family emergencies, provided they submit valid documentation (e.g., a doctor's note or hospital discharge papers).

Note: Taking time off for vacations, personal commitments, or other non-emergency reasons is strongly discouraged. Unapproved extended absences may result in dismissal from the program and affect graduation timelines, including eligibility for the State Board exam.

Students' Rights & Grievances

Complaints/Grievances

A student with a complaint or grievance may seek a satisfactory resolution through the institute's formal process. MBIE acknowledges and addresses students' concerns about any aspect of their educational experience, including facilities, programs, instructors, employees, and services.

Students are encouraged to address their concerns directly with the individual involved to resolve the issue informally. If the matter remains unresolved, the student may request a meeting with Assistant Director Robert F. Von Essen or contact the Institute's Director. Additionally, the student may pursue the matter further if it remains unresolved.

At any time, students may direct any unresolved matters to the Bureau for Private Postsecondary Education by mail, phone, or by completing an online complaint form available on the Bureau's website.

www.bppe.ca.gov; Bureau for Private Postsecondary Education

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; toll-free at (888) 370-7589, or by visiting www.bppe.ca.gov. BPPE

School Administrative Policies

The Monterey Bay Institute of Electrology (MBIE) is committed to providing equal educational opportunities to all qualified individuals with disabilities who can perform the essential tasks required of an electrologist.

Americans with Disabilities Act (ADA) Compliance Family Educational Rights and Privacy Act (FERPA)

MBIE complies with FERPA regulations.

Students' educational records are confidential and will not be released without written consent, except as authorized by law.

Non-Discrimination Policy

The Monterey Bay Institute of Electrology does not discriminate in its educational programs or activities based on race, color, national or ethnic origin, ancestry, age, religion, religious creed, sex, gender, individuals with disabilities or handicaps, or any other status or condition protected by federal laws that prohibit discrimination.

FDA Device Classification

Electrolysis is officially classified as follows:

21 CFR § 878.5350 – Needle-Type Epilator

"A device intended to destroy the dermal papilla of a hair by applying an electric current at the tip of a fine needle that has been inserted close to the hair shaft, under the skin, and into the dermal papilla."

Device Classification: Class I – General Controls

This classification affirms the safety and efficacy of electrolysis as a permanent hair removal method.

Job Occupational Classifications(s)

Our Electrology Program aligns with the United States Department of Labor's Standard Occupational Classification (SOC Code #39-5094) as of May 2021. This classification categorizes electrologists under the "Skincare specialist" and "personal care service", which includes electrologists. Occupations. Provide skincare treatments for the face and body to enhance an individual's appearance. Includes an electrologist and laser hair reduction specialists.

Employment Disclaimer and Placement Assistance

MBIE does not guarantee employment, a specific wage rate, or an income level to any student or graduate. Limited job placement assistance is available and is only provided as a referral service. Local licensed electrologists, salon owners, and spa professionals occasionally contact the school with employment leads. These referrals are shared with interested students or graduates based on geographic location and availability. MBIE graduates often choose to pursue self-employment by opening independent electrology practices. While the field of electrology continues to grow and evolve, enrollment at MBIE does not constitute an offer of employment.

*350-Hour Hybrid Electrology Program (Unlicensed and Unregulated States)

225 theory hours + 125 practical hours

MBIE offers a 350-hour hybrid electrology program for individuals seeking to practice in states that do not require licensure or have no formal regulatory oversight for the electrology profession.

Please note that this program does not meet California licensure requirements and is not approved by the California Board of Barbering and Cosmetology. All California students are required to enroll in the 600-hour class.

This program includes at-home theory study combined with on-site practical training. Upon completing all required academic and clinical components, students earn a Certificate of Completion from MBIE. This certificate can be used for employment or professional recognition in states without regulatory oversight.

Application & Enrollment:

Applications are accepted year-round. Once approved, students can begin the program and complete all assignments independently. Both the theory and practical components must be completed within the timeframe specified in the Enrollment Agreement.

Unlicensed States or CPE Preparation	Theory Hours	Practical Hours
History of Electrology	5	-0-
Anatomy, Physiology, and Microbiology, Chemistry	20	
The Skin and Its Appendages	20	
Health and Safety, Sanitation, and Sterilization	15	15
Basic Principles of Electricity, Equipment, and Use	10	10
Modalities of Electrology (Electrolysis D.C. / Thermolysis A.C./Blend, Combined Currents/ Chemistry	50	50
Electrology Techniques and Variables	50	45
Clinical Practice: Consultation, Evaluation, Complications, Pre-Post Treatment, Contraindications, 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

225-Hour Theory Component (Independent Study)

Provided through printed materials and review assessments.

Students must achieve a minimum score of 80% (equivalent to a B grade) in each chapter to advance.

After completing the course, students can schedule their in-person practical training.

125-Hour Practical (On-site Training)

Practical training occurs in person at the MBIE campus under the supervision of licensed instructors. Students will perform complete electrolysis services on themselves, classmates, and model clients if available. A comprehensive, hands-on, practical exam is administered during the final week of training.

To receive a Certificate of Completion, students must:

•	Complete all 350 required hours (225 theory + 125 practical).
•	Maintain an average score of at least 80% in all theory coursework, procedures, and exams.
•	Pass both the midterm and final exams, including sanitation and sterilization evaluations.
•	Finish a final practical exam demonstrating competency in insertion and epilation
•	Create and submit a professional business card.
•	Pay all tuition fees and any outstanding balances in full.

Program Outcome

Graduates of this program will be prepared to practice electrology safely and effectively in states that do not require licensure. The curriculum aligns with California’s educational standards for electrology training.

Upon successful completion, graduates will be qualified to practice electrology safely and effectively in states where licensure is not required. The program fully complies with California’s approved electrology curriculum.

*Tuition Fees: Unlicensed and Regulated States

For students in unlicensed states and Certified Professional Electrologists (CPEs)

The tuition for the 350-hour Hybrid Distance Learning Program is set according to the current fee schedule of MBIE.

Note: Students must pay 50% of tuition before receiving course materials.

Item	Cost	Details
Application / Enrollment Fee	\$250.00	Non-refundable admin fee for enrollment and file setup
Tuition (350-Hour Program)	\$7,150	Includes theory, practical hours, evaluations, and support
Student Kit	\$475.00	Books, probes, and sanitation tools — non-refundable once issued
STRF (Student Tuition Recovery)	\$0.00	State-mandated fund (currently \$0.00)
Total Program Cost	\$7,875.00	Base program + kit + enrollment
Payment Step	Amount Due	Notes
Initial Payment (50%)	\$3,938.00	Due upon enrollment
Remaining Balance	\$3,938.00	Due before in-person training begins.
Fee Type	Amount	Description
Late Payment Fee	\$35.00	Charged if payment is more than 5 days late
Returned Check Fee (NSF)	\$35.00	Charged for insufficient funds
Surcharge	3.5%	Applied to each credit or debit card transaction

Tuition Payment Notice:

All payments must be made payable to the Monterey Bay Institute of Electrology (MBIE). Note: Tuition and fees are subject to change. MBIE is not responsible for external loan obligations.

Bureau for Private Postsecondary Education (BPPE) & MBIE Disclosures

Required Disclosures

Visa and International Student Policy: This institution does not admit students from other countries or the United States on “visa services” programs.

English Proficiency

Students must demonstrate proficiency in reading and writing equivalent to that of an American high school graduate, as evidenced by possessing an American high school or college diploma, G.E.D., or by passing the California High School Proficiency Exam, Government-Issued Identification – A copy of a valid government-issued driver’s license or photo identification.

All course lessons and communications are conducted in English; English as a second language (ESL) is not available for this program. The Institute does not provide a tutor for its electrology program.

Notice Concerning Transferability of Credits and Credentials Earned at our Institute (BPPE)

“The transferability of credits you earn at Monterey Bay Institute of Electrology (MBIE) is at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at this institution are not accepted by the institute to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MBIE to determine if your credits or certificate will transfer.

Experiential Learning Credit

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

Credits for Previous Training

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

Students with previous training from an approved school of Electrology in California will be provided with credit for their training, determined by the Board of Barbering and Cosmetology. The student has the responsibility of providing copies of all transcripts related to training.

It is recommended that students who have completed a significant part of their training at another institution and wish to transfer to a different school do so with abundant caution due to potential differences in curriculum requirements.

Students with previous training outside of California must furnish documentation of training received and clocked hours earned to the California Board of Barbering and Cosmetology.

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

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

Reciprocity

The CA Board of Barbering and Cosmetology grants reciprocity without examination to out-of-state applicants if the following is submitted: application, fees, and proof of a 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 action. Conviction.

Employment Disclaimer and Placement Assistance

MBIE does not guarantee employment, a specific wage rate, or an income level to any student or graduate. Limited job placement assistance is available and is only provided as a referral service. Local licensed electrologists, salon owners, and spa professionals occasionally contact the school with employment leads. These referrals are shared with interested students or graduates based on geographic location and Availability.

MBIE graduates often choose to pursue self-employment by opening independent electrology practices. While the field of electrology continues to grow and evolve, enrollment at MBIE does not constitute an offer of employment

Articulation or Agreement:

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

Students' Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at either the first-class session or the seventh (7th) day after enrollment, whichever comes later.

Withdrawal From the Program

After the cancellation period ends, you also have the right to withdraw from school at any time; you are entitled to receive a pro-rata refund if you have completed 60 percent or less of the scheduled days within the program by the last day of attendance. The refund will be less a registration or administrative 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). The payment is not refundable. A student shall be deemed withdrawn from a program of instruction if 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 students' 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.

Refunds will be issued within 45 days of the withdrawal determination. Students who have completed more than 60% of the program are not eligible for a refund. Important: Students are responsible for returning all borrowed equipment in good condition. Students must clear up all financial obligations to receive official certificates.

Withdrawal After Start of Instruction

If a student withdraws after the cancellation period but before completing 60% of the program, a prorated refund will be calculated based on the number of hours completed. After 60% of the program has been completed, no refund is due. Students must submit written withdrawal requests.

Procedure to Cancel

Cancellation can be made by giving written notice to Randa Thurman, CPE Director, or Robert F. Von Essen, CPE, Assistant Director, at the following address: Monterey Bay Institute of Electrology, 444 Pearl Street | Suite B-1 | Monterey, CA 93940. Students can send this notice by mail, email, or in person. If mailed, the notice is valid as of the postmark date.

This notice does not need a specific form and should state that the student no longer wants to be bound by the Enrollment Agreement. If the Agreement is canceled, the school will refund any money paid, minus a registration fee of up to \$250.00. There will also be a reduction for equipment not returned in good condition within 45 days of receiving the cancellation notice.

However, textbooks, tools, supplies, and equipment issued and accepted are nonrefundable once used or removed from their original packaging. To receive a full refund, books and lessons must be returned in the same condition in which they were received. Please do not mark or write on these materials.

The amount owed is calculated as the daily rate for the program (total institutional cost minus non-refundable fees divided by the total number of days in the program) multiplied by the number of days scheduled before withdrawal. If a student has completed more than 60% of the attendance period for which tuition was charged, the tuition is considered earned, and no refund will be issued.

If any part of the tuition was paid using a loan or third-party funds, the refund will be sent to the lender, third party, or, if applicable, to the state or federal agency that guaranteed or reinsured the loan.

Any refund amount exceeding the unpaid loan balance will first be used to repay any student financial aid received, proportionally to the amount of aid received. Any remaining funds will be paid to the student. Students who have received federal financial aid are entitled to a refund of any money not disbursed from the federal aid program.

The student may also be required to repay any portion of a loan obtained for the program, subject to the terms of the loan agreement. If the student received federal student financial aid funds, they are entitled to a refund of any money not paid from those funds.

Refund Policy & Pro-Rata Calculation

The Monterey Bay Institute of Electrology (MBIE) complies with California state regulations for student refunds as outlined by the Bureau for Private Postsecondary Education (BPPE). This policy applies to all enrolled students who withdraw or cancel their enrollment agreement before program completion

The following Formula determines the refund amount:

Tuition Paid × (Hours Remaining ÷ Total Program Hours) = Refund Due

Percentage Completed	Hours Completed	Hourly Rate (\$18.67)	Refund
10%	60	\$1,020.00	\$10,080.00
25%	150	\$2,800.00	\$8,400.00
50%	300	\$5,600.00	\$5,600.00
60%	360	\$6,721.00	\$4,479.00

Calculation Table

The same principle applies to the other percentages listed in the table:

Based on the information provided:

1. Tuition Paid: \$11,200.00

2. Hours Completed: 100

3. Hourly Rate: \$18.67

Therefore, the refund check issued to the student would be \$9,333.00. Additionally, any unused items in the student kit would be credited at their cost.

Requirement to Repay the Loan

1. If a student has received federal student financial aid funds, they are entitled to a refund of any money not covered by federal student financial aid programs.
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.
3. 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 the 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.

Refund Timeline (45 Days) MBIE will process all approved refunds within 45 days of the student's official withdrawal date or Cancellation notification.

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 4 four months of advance payment or tuition at one time. The institution may require full payment upon completion of 50 percent of the program.

The student understands that if a separate party is financing their education, the student, and the student alone, is directly responsible for all payments and monies owed to the school listed in this agreement.

The Institute does not participate in state or federal financial aid programs. As such, all applicants must demonstrate that they have sufficient financial resources to cover the full cost of their education.

76215. State of CA. Student Tuition Recovery Disclosures (BPPE)

“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, 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.

Catalog Policy:

Prospective Student Notice: Review Catalog and SPFS

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

This catalog is updated annually. If changes must be included by law or regulation before the next annual publication, they will be issued in supplements or inserts accompanying the catalog.

Availability

The Institute makes its current catalog available to the public and prospective students upon request and may provide it by mail or electronically. The current catalog may also be downloaded from the MBIE website at www.electrologycollege.com.

Question not satisfactorily answered:

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: Bureau for Private Postsecondary Education (BPPE); 1747 N. Market Blvd. Ste. 225, West Sacramento, CA 95834; P.O. Box 980818 - West Sacramento, CA 95798-0818; www.bppe.ca.gov; (888) 370-7589; fax (916) 263-1897; (916) 574-8900.)

Custodian of Records

Robert F. Von Essen, L.E., CPE

Assistant Director

Phone: (831) 643-2100

Administrative Office

444 Pearl Street, Suite B-1, Monterey, CA 93940

Student Records and Transcript Policy

Student records are maintained in accordance with MBIE policy and applicable state regulations to support transparency, accountability, and regulatory compliance.

Record Retention

Student records are kept in inactive reserve for five (5) years following program completion or withdrawal. Official transcripts are maintained indefinitely for academic verification and licensure purposes. Each student's file includes a transcript of grades and other relevant educational records.

Transcript Requests and Fees

Official transcripts are released only upon receipt of a signed, written request that includes the student's original (handwritten/live) signature.

- First copy: \$0.00
- Each additional copy: \$50.00 per transcript.

Students' right to inspect records

Students have the right to inspect and review their educational records. To request access, the student must submit a written request identifying the specific records to be reviewed.

Student Privacy

MBIE is committed to safeguarding students' financial and academic records. The Institute will not disclose student information to any third party without the student's written authorization, a valid legal requirement, or other lawful authority. Students are encouraged to keep copies of their enrollment agreement, payment receipts, and any financial transaction documents with the school.

Complaints:

A student or any member of the public may file a complaint about this institute with the Bureau of Private Postsecondary Education (BPPE) by calling (888) 370-7589 (toll-free), or by submitting a complaint form through the Bureau's website at www.bppe.ca.gov.

Office of Student Assistance and Relief (OSAR) Statement:

"The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary education institutions in making informed decisions, understanding their rights and navigating available services and relief options. The office may be reached by calling toll-free (888) 370-7589; or by visiting www.bppe.ca.gov." (BPPE)

BPPE Contact Information:

Bureau for Private Postsecondary Education

1747 N, Market Blvd., Suite 225, Sacramento, CA 95834

Telephone: *888) 370-7589 (toll-free) or (916) 574-8900

Fax: (916) 263-1897 - Website: www.bppe.ca.gov

Financing Disclosures, Consumer Loan Information, Bankruptcy

The Institute does not extend credit or lend money to individuals for institutional or non-institutional charges. It will not require more than one term or 4 four months of advance payment or tuition at one time.

The Institute does not participate in state or federal financial aid programs. As such, all applicants must demonstrate that they have sufficient financial resources to cover the full cost of their education.

The institution may require full payment upon completion of 50 percent of the program. The student understands that if a separate party is financing their education, the student, and the student alone, is directly responsible for all payments and monies owed to the school listed in this agreement.

Consumer Loan Agreements

Students may voluntarily choose a Third-Party Private Lending Institution to receive a loan to cover the costs of the electrology program. The lending institution must provide complete financial disclosures in compliance with the Truth in Lending Act (Title 15, U.S. Code).

Bankruptcy Disclosure

MBIE 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 them 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 accredited, students enrolled in unaccredited Institutions are not eligible for federal financial aid programs.