CALIFORNIA ELECTROLOGY academy

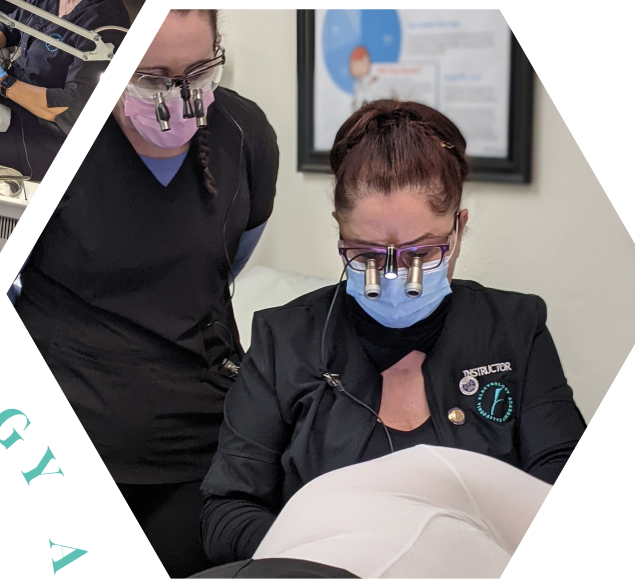
ELECTROLOGY PROGRAM

STUDENT CATALOG

01/01/2022 – 12/31/2022

JOHANNE FORTIER - DIRECTOR OF ACADEMIA

1159 Pomona Road, Suite D2, Corona, CA 92882 | 951.987.0034 | ELECTROLOGYACADEMY.COM



CALIFORNIA ELECTROLOGY ACADEMY

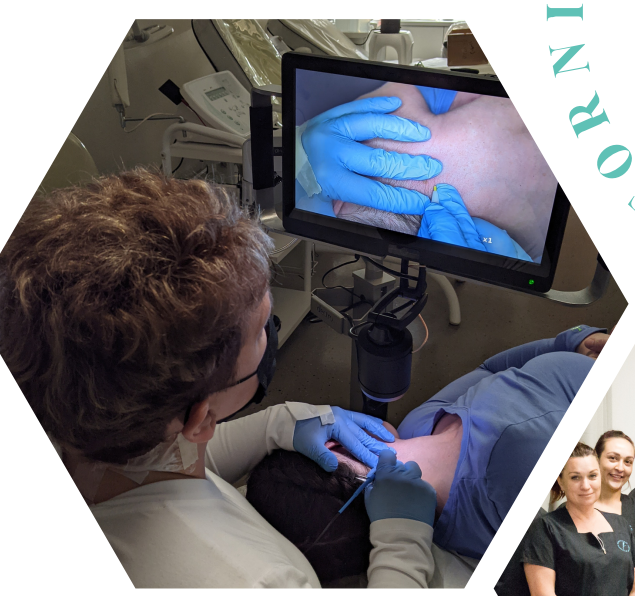


Table of Contents

Dear Prospective Student 4
What is Electrolysis? 5
Electrology as a Career 5
Director and Faculty 6
About the California Electrology Academy 7
Mission & Objectives 7
Philosophy 7
Facility Location 7
California State License Requirements 8
Curriculum for Electrology Course (950.0 Barbering and Cosmetology Act.) 8
Admission Requirements 8
Ability-to-Benefit Exam/Wonderlic Basic Skills Test 8
Distance Education Self-Assessment 8
International Students and ESL Students 8
Theory Course Outline 9
Practical Course Outline 9
Policies on Prior Credits Earned and Prior Experimental Learning 10
Credit Transferability 10
Statement of Non-Discrimination 10
Graduation Requirements 10
Grading System 11
Class Schedule 11
Academic Holiday Schedule 11
600 Clock Hour Program 12
Course Description 12
Online Theoretical Portion and Textbook Home-Study 12
Practical Hands-on portion onsite 12
Requirements for Program Completion 13
Learning Modules 13
400 Clock Hour Program 15
Course Description 15
Online Theoretical Portion and Textbook Home-Study 15
Practical Hands-on portion onsite 15
Requirements for Program Completion 15
Learning Modules 16

180 Clock Hour Program 17
Course Description 17
Online Theoretical Portion and Textbook Home-Study 17
Practical Hands-on portion onsite 17
Requirements for Program Completion 17
Learning Modules 18
Tuition and Fees 19
Additional Items Needed 20
Payment Options 20
Student Financial Aid 20
Refund Policy/ Cancellation 21
Withdrawal 21
Leave of Absence 21
Academic Probation and Dismissal 22
Academic Probation 22
Petitions for Re-admission after Dismissal 22
Student Complaints/Grievances 22
Student Tuition Recovery Fund (STRF) 22
Student Services 23
Library 23
Student Housing 23
Job Placement 23
School Rules, Policies and Procedures 23
Attendance 23
Illness 24
Alcohol and Drug Policy 24
Smoking 24
Cell Phone Use 24
Dress Code 24
Eating and Drinking 25
Student lockers 25
Equipment 25
Sanitation 25
Time Cards 25
Student Practical Instruction Worksheets 25
Retention of Student Records 26
Catalog Policy 26
Test Taking 26
Violations 26

Dear Prospective Student,

Thank you for your interest in the **California Electrology Academy**. Our Program is specifically designed to meet the demands of the public, the most demanding employers, and is for anyone who wishes to become a true professional within this field.

Our program of instruction encompasses both theory and practical training. The entire program was carefully developed by experienced and knowledgeable instructors. Our instructors will assist you during your online theory study and will constantly supervise you during the practical application of all electroepilation techniques to guide your progress throughout the program.

After having completed this comprehensive course, you will be able to master the most advanced permanent hair removal techniques in the world. With the incorporation of our international expertise, our state-of-the-art equipment and ultramodern facilities, you are sure to become an exceptional Electrologist.

Johanne Fortier, Director of Academia

What is Electrolysis?

What is Electrolysis?
Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. Electrolysis is permanent hair removal. Regardless of the cause - heredity, metabolic, or hormonal conditions - electrolysis will permanently remove unwanted hair. Permanent hair removal using electrolysis has come a long way since its beginnings in 1875. Today's computer technology enables the Electrologist to work with more speed and comfort.

Does electrolysis work?
Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. As the hair is treated, regrowth is prevented rather than just removed temporarily. Only electrolysis provides both hair removal and hair elimination.

What is the science behind electrolysis?
A small electric current is transmitted by a fine, sterile probe directly into the natural opening of the hair follicle, destroying the dermal papilla, the matrix, and an area called "the bulge," all of which cause hair to grow and regenerate.

Why do people get electrolysis hair removal?
Maybe it's just an unwelcome maintenance routine that takes a lot of time, but often, unwanted hair creates self-consciousness serious enough to impair relationships with other people. Other common reasons are to eliminate the rashes and side-effects caused by hair growth in an area or by other temporary methods, such as razor burns or ingrown hairs.

Is all electrolysis the same?
There are three types, or modalities, of electrolysis used today - galvanic (current produces a chemical reaction), thermolysis (short-wave which produces heat) and a modality that blends the two. They all result in effective permanent hair removal.

Does electrolysis have any side effects on the skin?
Immediately following treatment, there may be a temporary redness or tenderness, which varies with each individual. The latest technology has made electrolysis more comfortable and effective than ever before. Epilators are much quicker, utilizing current timings of thousandths of a second over the longer current applications of the past, plus, intensity settings can now be customized for each client and treatment area.

Electrology as a Career

An Electrologist-patient/client relationship is often a personal one. Great satisfaction can be derived from helping others achieve a better self-image. Whether you have a desire to be self-employed or wish to work with other caring professionals, a career in electrology can provide:

- professional and personal satisfaction in helping others
- opportunity for challenge and self-growth
- flexible hours
- financial independence

For a minimal investment generally around $20,000 - you can establish your own practice. Most Electrologists are, in fact, entrepreneurs - independent professionals and business people in private practices. Others work either under an experienced Electrologist, where other allied health services are provided, or in a cosmetology related environment. Whichever you choose, you can earn a substantial income and achieve the financial independence you've always desired. It is estimated that the full-time, established Electrologist averages between $40,000 and $75,000 per year. You can set your own work schedule and maintain business hours on the days of your choice. Obtaining an education in electrology is relatively inexpensive when compared with other professionals of similar income potential. In most states, electrology is a licensed profession.

American Electrology Association

Director and Faculty

Johanne Fortier Gonella LE, CPE – Director/Instructor
Licensed Professional Electrologist and Esthetician since 1975, Johanne has been a professional in the field for over 40 years. In Quebec, Canada, Johanne was the associate director and instructor for the Electrology and Esthetic Programs at Marie de L'Incarnation, a school offering post-secondary education. Johanne also has extensive business experience having owned and operates her own salon in both Canada and California since 1979.

Joanie Gonella CPE – Registrar/Instructor
Licensed Professional Electrologist and Permanent Makeup Technician since 2003, Joanie owns and operates a successful Electrology clinic in California. Joanie has a baccalaureate degree in Neuroscience from the University of California, Irvine and a post-baccalaureate pre-medical certificate from Florida Atlantic University. As an expert in the field of Electrology, today Joanie speaks and trains internationally.

Rita Oliman – Instructor
Ohio Licensed Cosmetologist and Cosmetology and Cosmetic Therapy instructor Rita has over 40 years of experience in the field and 15 years as an instructor. Rita is also certified by the Ohio Medical Board as a Laser Technician. Rita is a California Registered Electrologist and Licensed Electrolysis Instructor.

About the California Electrology Academy

California Electrology Academy offers a 600-hour, 400-hour and 180-hour advanced course in Electrology. Students that are accepted into the program will receive first rate theoretical and practical instruction in the field of electrolysis permanent hair removal and be able to apply for state licensure.

This institution is a private institution approved to operate by the Bureau of Private Postsecondary Education. Approval to operate indicates that the institution is compliant with the minimum standards stated in the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Division 7.5 of Title 5 of the California Code of Regulations. This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et seq.).

Mission & Objectives

The objective of the California Electrology Academy is to provide quality education in the field of electrology. We provide the most modern equipment available on the market today coupled with world renounced, knowledgeable instructors. At California Electrology Academy, we prepare students to meet the demands of the public, the most demanding employers, and to become a true professional within this field. Upon completing this course, students will be qualified to apply for Professional Certification in Electrology through the California State Board of Barbering and Cosmetology. With the skills earned attending our program, students will have the opportunity to seek employment as, or become a self-employed professional Licensed Electrologist.

Philosophy

At California Electrology Academy we believe in giving our students the most complete, state-of-the-art education encompassing the latest technologies and knowledge available in the field of Electrology today. We believe that exceptional up-to-date personalized instruction from qualified educators, modern equipment and learning tools and networking opportunities are what allow students to excel in our program and go on to become one of the top electrologists in the field.

Facility Location

The California Electrology Academy's location is in City of Corona, CA just off the 91 Freeway at 1159 Pomona Rd., Suite D2, Corona, CA 92882. There is free parking adjacent to the school. For more details, please refer to the map printed on this page. Our facilities are comprised of a reception with waiting room and student break room as well as over 1,000 square feet of instructional area. There are sufficient workstations to assure adequate student hands-on practice. Each work station is comprised of a treatment bed, stool, cart with magnifying lamp and epilator with all its accessories. The sanitation area includes a dry-heat sterilizer and autoclave with all needed supplies. California Electrology academy supplies the student with all supplies needed to complete the program and offers students the most up-to-date technology in epilators today. Instruction takes place at 1159 Pomona Rd., Suite D2, Corona, CA 92882. CEA presents some lectures in a classroom setting using enhanced teaching aids, audio-visual equipment as well as handson. Lectures are given via PowerPoint, video projected on a 60-inch flat screen.

California State License Requirements

The California Electrology Academy offers a six hundred (600) clock hour Electrology Program as required by the California State Board of Barbering and Cosmetology. Students that have successfully completed our program and obtained a certificate of graduation are eligible to sit State Board exam. Upon successfully passing the State Board Exam (a score of 75% or more) a California student becomes a Licensed Electrologist in the State of California (Skincare Specialist – SOC Code/39-5094). We also offer programs that meet the requirements of other States as well as other goals you may have. Please see different program details beginning on page 13.

Curriculum for Electrology Course (950.0 Barbering and Cosmetology Act.)

The curriculum for students enrolled in an Electrology course shall consist of 600 hours of technical (theoretical) and practical (hands-on) instructions covering all practices constituting the art of Electrology. Technical (theoretical) instruction refers to instruction by demonstration, lecture, classroom participation or examination whereas practical training is the time to perform a practical operation (hands-on).

Admission Requirements

- Applicants must be at least 17 years of age and have a high school diploma or the equivalent (GED) or otherwise successfully take and pass the Wonderlic Basic Skills Test.
- Applicants must have filled out the enrollment application and paid the non-refundable $250.00 registration fee.
- Applicants must have a good working knowledge of English, both reading and writing.
- Students must show good visual acuity and proof from an optometrist may be required from the school.

Ability-to-Benefit Exam/Wonderlic Basic Skills Test

To take the Ability-to-Benefit (ATB) exam at CEA you must meet the following requirements:

- You must be admitted to CEA (NOTE: you will not be considered enrolled until you have successfully passed the Wonderlic Basic Skills Test)
- You do not have a high school diploma or its equivalent (GED)

ATB recipients must achieve or exceed the scores listed below for the following ATB tests:

- Verbal – 200
- Quantitative – 210

Distance Education Self-Assessment

A successful distance learner needs certain skills, most importantly, a high degree of discipline and motivation. Prior to admission, each student should complete the Self-Assessment found on the school's website. This assessment will help determine whether each student has the skills and competencies to succeed in a distance education environment. Please contact the school for more information regarding this self-assessment.

International Students and ESL Students

CEA welcomes students from all over the world but does not provide visa services or vouch for student status or any associated charges. Please note that CEA does not provide instruction in any other language than English. Students wishing to attend CEA must show an intermediate level of comprehension in English as well as reading and writing. You may be required to take the Test of English as a Foreign Language (TOEFL) to show that you possess the level of English language proficiency required to succeed in the course. Students must achieve or exceed the scores listed below for the following TOEFL sections:

- Reading – 20
- Speaking – 20
- Listening – 20
- Writing – 20

A testing center may be available in your country. Please contact CEA for more information on the TOEFL Test for English as a Foreign Language.

Theory Course Outline

A. Anatomy and Physiology
- **1.** Systems of the Human Body
  - **i.** The various systems of the human body
  - **ii.** How the systems are connected

B. The Skin and its Appendages
- **1.** Cellular Structure
- **2.** General structure of the skin
- **3.** Pilo-sebaceous unit
- **4.** Functions of the skin
- **5.** Types of hairs and Stages of hair growth
- **6.** Skin disorders and diseases

C. Laws & Regulations
- **1.** Ethics
  - **i.** Psychological atitudes and communication
  - **ii.** Professional qualities and code of ethics
  - **iii.** Associations
- **2.** Business
  - **i.** Complying with laws and regulations
    - **a.** Barbering and Cosmetology Laws & Regulations for the state of California
  - **ii.** Financials
    - **a.** Taxes
    - **b.** Financing and budget
    - **c.** Insurance
  - **iii.** Locations and facilities
  - **iv.** Forming a business plan

D. Health and Safety Regulations & Sterilization
- **1.** Personal Hygiene
- **2.** Cleaning and Sterilization of instruments
- **3.** The workplace disinfection
- **4.** Hygienic Handling of Products and instruments
- **5.** Performing Electroepilation
  - **i.** Pre-epilatory phase
  - **ii.** Epilatory phase
  - **iii.** Post-epilatory phase
  - **iv.** Specific Problems
- **6.** The Consultation
  - **i.** Contraindications
- **7.** American Electrology Association Infection Control Standards for the Practice of Electrology
- **8.** Microbiology and bacteriology

E. Electricity
- **1.** History
- **2.** First applications of short wave and combined currents
- **3.** Electricity as it pertains to electrolysis

F. Electrolysis
- **1.** The effects of direct current on a sodium chloride solution
- **2.** Electrolytic action in the hair follicle
- **3.** The chemical effects of galvanic current
- **4.** Phoreisis

G. Thermolysis
- **1.** Birth of Hertzian waves
- **2.** Effect of Hertzian waves on tissues and hair
- **3.** The thermolysis process
- **4.** Radio Frequencies (RF) and waves used in thermolysis

H. Combined Currents (Blend)
- **1.** Description of the blend process
- **2.** The effect of combined currents on the follicle
- **3.** Factors of influence on current dosage
- **4.** Units of lye

I. Additional Training
- **1.** Probes
  - **i.** One-piece and two-piece
  - **ii.** Insulated and non-insulated
- **2.** Positioning
  - **i.** Client positioning
  - **ii.** Treating different parts of the body
  - **iii.** Electrologist positioning
  - **iv.** Injuries due to bad positioning
- **3.** Laser and IPL
  - **i.** How it works for hair removal
  - **ii.** Effects on skin types
  - **iii.** Safety issues
  - **iv.** Pros and cons
  - **v.** Contraindications

Practical Course Outline

A. Client relation
- **1.** Health history assessment
- **2.** Consultation
- **3.** Contraindications
- **4.** Side effects, tissue injury, and complications

B. Treatment
- **1.** Positioning and draping
- **2.** Lighting and optics
- **3.** Pre – and post-treatment care

C. Modalities (electrolysis, thermolysis, blend)

D. Epilation techniques

E. Practice on all body areas

F. Aesthetic / cosmetic considerations

G. Bookkeeping
- **1.** Treatment records
- **2.** Evaluation of treatment progress and note keeping
- **3.** Billing

Policies on Prior Credits Earned and Prior Experimental Learning

This institution does not accept credits earned at other institutions or through challenge examinations or achievement tests and does not award credit for prior experimental learning. CEA has not entered into any articulation or transfer agreement with any other college or university.

Credit Transferability

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at California Electrology Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 600-hour Electrology Program is also at the complete discretion of the institution to which you may seek to transfer If the certificate that you earn in the 600-hour Electrology Program at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at 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 California Electrology Academy to determine if your diploma will transfer.

Statement of Non-Discrimination

The California Electrology Academy does not discriminate based on race, gender, religion, color, sex, sexual orientation, age, nationality, disabilities or any other status or condition protected by law.

Accreditation

This institution and its programs are not accredited by an accrediting agency recognized by the Uniter States Department of Education

Graduation Requirements

In order to graduate from CEA, the student must have completed the required hours, all assignments, tests (both theoretical and practical), have paid all tuition fees and maintain a GPA (Grade Point Average) of (75%) “C” or better. The student’s time card is used as proof of completed clock hours and satisfactory completion of the minimum required hours. Once all requirements for graduation are satisfied, the student will receive a certificate of completion from California Electrology Academy along with the necessary documents for application to the California State Board of Barbering and Cosmetology Electrology State Board Examination. A license in Electrology from the California State Board of Barbering and Cosmetology is granted once the student has passed the examination.

Grading System

While the majority of the theoretical instruction is online, some programs will require taking additional exams or doing additional coursework while completing the practical portion onsite. CEA requires all students to attain a grade of 75% or more in the course. Quizzes and exams can be taken more than once (see test taking section on page 35 for more information).

The school uses common grading indicators as follows:

Excellent	A	90-100%
Good	B	80-89%
Average	C	70-79%
Poor	D	60-69%
Failing	F	0-59%

Class Schedule

CEA is open forty (40) hours per week on the following days:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Closed	9:00am to 6:00pm	9:00am to 6:00pm	9:00am to 6:00pm	9:00am to 6:00pm	9:00am to 6:00pm

Lunch is every day from 1:00PM to 2:00PM and students can take a 15 minute break in both the morning and afternoon.

Academic Holiday Schedule

CEA is closed for the following holidays:

Winter Vacation 2021	December 21st, 2021 to January 4th, 2022 (classes resume January 4th)
Spring Break 2022	April 19th, 2022 to April 23rd, 2022 (classes resume April 26th)
Summer Break 2022	August 22nd, 2022 to September 3rd, 2022 (classes resume September 6th)
Thanksgiving 2022	November 22nd, 2022 to November 26th, 2022 (classes resume November 29th)
Winter Vacation 2022	December 20th, 2022 to December 31st, 2022 (classes resume January 3rd)

600
CLOCK HOUR PROGRAM

Course Description
The curriculum for students enrolled in an Electrology course shall consist of 600 hours of technical (theoretical) and practical (hands-on) instructions covering all practices constituting the art of Electrology. Technical (theoretical) instruction refers to instruction by lectures (virtual, online or in-person) and textbook study whereas practical training (hands-on) is the time to perform a practical operation, demonstrations, classroom participation or examinations. This program consists of 250-hours of theory and 350-hours (10 weeks) of practical onsite training. Students can take the online portion at their own pace but we do recommend that you finish the online and textbook study before beginning the hands-on portion of your training. This program leads to licensure in the State of California.

Online Theoretical Portion and Textbook Home-Study
The theoretical portion for the Electrology course is taught using the world renowned Academie Dectro Electroepilation Online Course and the State of California recommended textbook Milady's Hair Removal Techniques: A Comprehensive Manual. The Milady textbook is available for purchase at the school. Once the student has paid the $1,500.00 deposit, a username and password will be generated for you to access the online academy. Once logged in students can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz and may progress through the online theory at their own pace. The theory accounts for 250-hours of the student's total 600-hours.

Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person at the school and may be retaken a maximum of two times at which point the highest grade will become the final grade. Students will receive their graded results instantly upon the completion of the online Module quiz. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare them for the Final Exam which will be administered as the student nears completion of their program. This workbook will be passed out as part of the student kit on Orientation day. A PDF version is available upon request.

Practical Hands-on portion onsite
The practical portion of the Electrology course is taught on site at the California Electrology Academy in Corona, California (1159 Pomona Rd., Suite D2, Corona, CA 92882). Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program. The practical training accounts for 350-hours of of the students 600-hours.

On the first day of attendance at California Electrology Academy, the student will need to attend an orientation. During the orientation, CEA will go over school Rules and Regulations, hand out student kits, explains time cards, and other key aspects of your hands-on training. Orientations are offered two (2) times per month; on the first (1st) Tuesday of the month and the third (3rd) Saturday of the month. Contact CEA for exact dates.

During the practical portion of their training, students should aim to work on themselves, other students or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. CEA requires a minimum of 200 insertion hours to be eligible for graduation. Student performance on various practical skills will be tested during the time they are they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts.

Students with under 60 insertion hours will only work on the arms and legs of various models, at 60 insertion hours, the student can sit for part-one of the practical exam. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikini and underarms. Once the student reaches 100 insertion hours, they will be tested again for part-two of the practical exam to see if they are ready for face work. Students who pass part-two can work on all body areas for the remainder of their training.

When students are nearing the end of their training (200 insertion hours) they will be tested for part-three of the Practical exam which will encompass face work. Part-three is considered the Practical Final Exam.

Requirements for Program Completion
In order to be considered for graduation, students completing the 600-hour program must successfully complete the following:

- Complete 600 or more clock hours and satisfy the minimum credit hours stated in the chart below.
- Average a score of 75% or more in the course.
- Successfully pass the written final exam and practical final exam.
- Attain a minimum of 200 insertion hours.

Learning Modules
The following Learning Modules represent chapter designations in the textbook *Milady's Hair Removal Techniques: A Comprehensive Manual* and Topics from the Online Academy and should be studied in order.

Theory - 250 Hours	
I) Anatomy and Physiology	**Allotted Hours**
Online Content	
Module 2 – Systems of the Human Body	20
Module 3 – The Skin and its Appendages	20
Milady Textbook Content	
Chapter 1 – Anatomy and Physiology of the Hair and Skin	
Chapter 2 – Skin Disorders and Diseases	
Chapter 3 – The Endocrine System	
Chapter 4 – Hirsutism and Hypertrichosis	
II) Laws & Regulations	
Online Content	
Module 4 – Code of Ethics	15
Module 14 – Starting Your Business	
Barbering and Cosmetology Laws & Regulations for the State of California	
Milady Textbook Content	
Chapter 19 – Licensure and Starting a Practice	
Chapter 20 – Professional Ethics, Professional Organizations, and Continuing Education	
III) Health and Safety Regulations & Sterilization	
Online Content	
Module 6 – Hygiene and Asepsis	20
Module 7 – The Workstation	15
Module 8 – Performing Electroepilation	15
Module 5 – The Consultation	20
American Electrology Association Infection Control Standards for the Practice of Electrology	
Milady Textbook Content	
Chapter 5 – Bacteriology, Sanitation and Sterilization	

IV) Electricity	
Module 1 – The History of Hair Removal	10
Milady Textbook Content	
Module 12 – Probes	15
Chapter 12 – History and Evolution of Electrolysis	
V) Electrolysis	
Online Content	
Module 9 – Electrolysis	20
Milady Textbook Content	
Chapter 15 – Galvanic Electrolysis	
VI) Thermolysis	
Online Content	
Module 10 – Thermolysis	20
Milady Textbook Content	
Chapter 14 – Thermolysis	
VII) Blend	
Online Content	
Module 11 – Combined Currents	20
Milady Textbook Content	
Chapter 16 – The Blend	
VIII) Additional Theoretical Training	
Online Content	
Module 13 – Positioning	20
Milady Textbook Content with completion of Discussion and Review Questions	
Chapter 13 – Selecting the Right Modality and Treatment Application	
Chapter 17 – Laser Physics, Equipment, and Safety	
Chapter 18 – Laser Hair-Removal Treatment	
Workbook	20
Practical Hands-on Practice (ONSITE) - 350 Hours	
I) Electrolysis	60
II) Thermolysis	80
III) Blend	60
Additional Onsite Practical Training	150
Total Program Hours:	**600**

400
CLOCK HOUR PROGRAM

Course Description
The following states do not have licensure for the practice of Electrology: Alabama, Alaska, Arizona, Colorado, Georgia, Kentucky, Minnesota, Mississippi, Missouri, New York, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Washington, West Virginia and Wyoming. Students coming from one of these states and/or who will be practicing in one of the unlicensed states may opt to take our 400-hour program. This program consists of 250 hours of theory and 150 hours of practical training onsite (5 weeks). The 400-hour program does NOT lead to licensure in the State of California. California students must enroll in the 600-hour program. This program is NOT available for California students.

Online Theoretical Portion and Textbook Home-Study
Theoretical portion for the Electrology course is taught using the world renowned Academie Dectro Electroepilation Online Course. Once the student has paid the $1,500.00 deposit, a username and password will be generated for you to access the online academy. Once logged in student can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz and may progress through the online theory at their own pace. The theory accounts for 250 hours of the students 400 hour course.

Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person at the school and may be retaken a maximum of two times at which point the highest grade will become their final grade. Students will receive their graded results instantly upon the completion of the online Module quiz. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare them for the Final Exam which will be administered as the student nears completion of their program. This workbook will be passed out as part of the student kit on Orientation day. A PDF version is available upon request.

Practical Hands-on portion onsite
The practical portion of the Electrology course is taught on site at the California Electrology Academy in Corona, California (1159 Pomona Rd., Suite D2, Corona, CA 92882). Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program. The practical portion accounts for 150 hours of the students 400-hour program.

On the first day of attendance at California Electrology Academy, the student will need to attend an orientation. During the orientation, CEA will go over school Rules and Regulations, hand out student kits, explains time cards, and other key aspects of your hands-on training. Orientations are offered two (2) times per month; on the first (1st) Tuesday of the month and the third (3rd) Saturday of the month. Contact CEA for exact dates.

During the practical portion or your training, students should aim to work on themselves, other students or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. CEA requires a minimum of 90 insertion hours in order to be eligible for graduation. Student performance on various practical skills will be tested during the time they are they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts.

Students with under 20 insertion hours will only work on the arms and legs of various models, at 20 insertion hours, the student can sit for part-one of the practical exam. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikini and underarms. Once the student reaches 40 insertion hours, they will be tested again for part-two of the practical exam to see if they are ready for face work. Students who pass part-two can work on all body areas for the rest of their training. When students are nearing the end of their training (90 insertion hours) they will be tested for part-three of the Practical exam which will encompass face work. Part-three is considered the Practical Final Exam.

Requirements for Program Completion
In order to be considered for graduation, students completing the 400-hour program must successfully complete the following:

- Complete 400 or more clock hours and satisfy the minimum credit hours stated in the chart below.
- Average a score of 75% or more in the course.
- Successfully complete all written and practical exams.
- Attain a minimum of 90 insertion hours.

Learning Modules
The following Learning Modules from the Online Academy and should be studied in order.

Theory - 250 Hours	
I) Anatomy and Physiology	Allotted Hours
Module 2 – Systems of the Human Body	20
Module 3 – The Skin and its Appendages	20
II) Laws & Regulations	
Module 4 – Code of Ethics	15
Module 14 – Starting Your Business	
American Electrology Association Infection Control Standards for the Practice of Electrology	
III) Health and Safety Regulations & Sterilization	
Module 1 – The History of Hair Removal	10
Module 5 – The Consultation	20
Module 6 – Hygiene and Asepsis	20
Module 7 – The Workstation	15
Module 8 – Performing Electroepilation	15
IV) Electrolysis	
Module 9 – Electrolysis	20
V) Thermolysis	
Module 10 – Thermolysis	20
VI) Blend	
Module 11 – Combined Currents	20
VII) Additional Training	
Module 12 – Probes	15
Module 13 – Positioning	20
Workbook	20
Lectures (ONSITE)	
Comprehensive Final Exam	
Practical Hands-on Practice (ONSITE) - 150 Hours	
I) Electrolysis	15
II) Thermolysis	45
III) Blend	30
Additional Onsite Practical Training	60
Total Program Hours:	**400**

180
CLOCK HOUR PROGRAM

Course Description
This refresher Electrology 180 clock hour program is designed for students who already have training in the field of Electrology and are looking to take their skills to the next level. This program consists of 100 hours of theory to be completed online and 80 hours (two weeks) on practical training onsite. Students must show proof of training in Electrology to be eligible for this 180-clock hour program. The 180 hour program is meant for practicing Electrologists in need of a refresher course and does NOT lead to licensure in the State of California. California students must enroll in the 600 hour program. This program is NOT available for California students. Prospective students wishing to enroll in the 180-hour advanced course must show proof of prior electrology training or work history of 2+ years as an electrologist.

Online Theoretical Portion and Textbook Home-Study
Theoretical portion for the Electrology course is taught using the world renowned Academie Dectro Electroepilation Online Course. Once the student has paid the $1,500.00 deposit, a username and password will be generated for you to access the online academy. Once logged in student can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz and may progress through the online theory at their own pace. Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person at the school. Students will receive their graded results instantly upon the completion of the online Module quiz. The theory accounts for 100-hours of the students 180-hour program.

Practical Hands-on portion onsite
The practical portion of the Electrology course is taught on site at the California Electrology Academy in Corona, California (1159 Pomona Rd., Suite D2, Corona, CA 92882). Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program.

On the first day of attendance at California Electrology Academy, the student will need to attend an orientation. During the orientation, CEA will go over school Rules and Regulations, hand out student kits, explains time cards, and other key aspects of your hands-on training. Orientations are offered two (2) times per month; on the first (1st) Tuesday of the month and the third (3rd) Saturday of the month. Contact CEA for exact dates. On orientation day students taking the advanced program will need to take an entry practical evaluation to evaluate the students starting point, strenghts and weaknesses.

During the practical portion or your training, students should aim to work on themselves, other students or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. CEA requires a minimum of 40 insertion hours to be eligible for graduation. Student performance on various practical skills will be tested during the time they are they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts. The practical portion accounts for 80 hours of the students 180-hour program.

Requirements for Program Completion
In order to be considered for graduation, students completing the 180-hour program must successfully complete the following:

- Complete 180 or more clock hours and satisfy the minimum credit hours stated in the chart below.
- Average a score of 75% or more in the course.
- Successfully complete all written and practical exam.
- Attain a minimum of 40 insertion hours.

Students nearing 40 hours insertion will need to take a final practical exam and final written exam.

Learning Modules
The following Learning Modules from the Online Academy and should be studied in order.

Theory - 100 Hours	
I) Anatomy and Physiology	Allotted Hours
Module 1 – Endocrine System and Anatomy of the Hair	15
II) Health and Safety Regulations & Sterilization	
Module 2 – Performing Electroepilation	10
III) Electrolysis	
Module 3 – Electrolysis	15
IV) Thermolysis	
Module 4 – Thermolysis	15
V) Blend	
Module 5 – Combined Currents	15
VI) Additional Training	
Module 6 – Probes	10
Module 7 - The Consultation	10
Module 8 – Positioning	10
Practical Hands-on Practice (ONSITE) - 80 Hours	
I) Electrolysis	5
II) Thermolysis	20
III) Blend	15
Additional Onsite practical Training	40
Total Program Hours:	**180**

Tuition and Fees

	600 Hour Program (Up to a year)	400 Hour Program (Up to a year)	180 Hour Program (Up to a year)
Tuition Fee[1]	$ 9,745.00	$ 6,746.00	$ 2,748.00
Registration Fee[2]	$ 250.00	$ 250.00	$ 250.00
STRF Fee (CA. schools only)[3] (non-refundable)	$ 5.00	$ 4.00	$ 2.00
Deposit[4]	$ 1,500.00	$ 1,500.00	$ 1,500.00
Student Kit[5]	$ 600.00	$ 600.00	$ 600.00
Total charges for period of attendance per month[6]	$ 1,325.00	$ 1,237.50	$ 650.00
Estimated Total Program Costs:	**$ 10,600.00**	**$ 7,600.00**	**$ 3,600.00**

[1]Tuition fee for students enrolled in a program
[2]Registration fee is non-refundable
[3]The State of California established the Student Tuition Recovery Fund (STRF)
[4]A deposit of $1,500.00 is required upon enrollment.
[5]The student kit must be purchased on the first day of the hands-on portion of the program and is non-refundable once it has been accepted by the student. The kit price is included in the total program cost.
[6]The amount of money a student may expect to pay including expenses related to the attendance such as travel and food that are not related to the cost of tuition.

Additional Items Needed
Students are required to purchase the student kit on the first day of practical training at our facilities. Students may also choose to purchase the Milady textbook. This textbook may be found online or purchased directly from the school. Contact CEA for the exact version. Students are not responsible for purchasing any further equipment or supplies to complete their program of studies. CEA will provide any supplies needed for the duration of the program. Tuition excludes living and traveling expenses that the student may incur while attending the institution.

Extra Charges Incurred
Students are required to finish the whole of their prescribed program within one (1) year of enrollment to prevent incurring additional charges. Students who go beyond their prescribed program length as outlined in their enrollment agreement are liable to pay the hourly rate of $16.25 per hour incurred.

Payment Options
The student may pay their tuition in monthly payments while the student is completing their program. Payments are calculated as 12 monthly payments of the remaining tuition balance minus any monies paid. It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the institution. California Electrology Academy charges a late fee of $25 per month for any late monthly payment. California Electrology Academy does not participate in federal or state financial aid programs.

Student Financial Aid
CEA does not participate in state or federal financial aid programs. 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 financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

If you receive federal student aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds. If you get a student loan, you are responsible for repaying the loan amount plus interest, less the amount of any refund.

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

Refund Policy/ Cancellation
An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of executing the enrollment agreement or on the first day of class session, whichever is earlier, is entitled to a refund of all money paid, excluding the $250 non-refundable registration fee and STRF fee where applicable. The notice of cancellation shall be in writing and submitted directly to California Electrology Academy.

Students beginning the distance education portion of their training shall have the right to cancel the agreement and receive a full refund before their login information is sent to them. Cancellations are effective on the date the written notice of cancellation is sent. If the student has received any materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

OTHER CANCELLATIONS: An applicant requesting cancellation more than seven (7) days after executing the enrollment agreement and making an initial payment, but prior to beginning the online theoretical portion is entitled to a refund of all money paid, less a maximum tuition fee of 15% of the stated cost of the course.

REFUND POLICY: After the cancellation period (seven days), the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed less than 75 percent of the program. Once more than 75% percent of the entire course has been completed, there will be no refund to the student.

The online registration fee of **$250.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** are not returnable or refundable. **Once received** by the student it will belong to the student and will represent a liability to the student. The STRF fee is **non-refundable**.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it.

Proportion of Total Program Hours Completed by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

Withdrawal
A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school, Johanne Fortier Gonella. CEA will respond in writing as soon as it is received and the notice to withdraw will be considered effective.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

A student will be determined to be withdrawn from the institution if the student misses seven (7) instructional days and all of the days are unexcused. All refunds will be submitted within 45 days of the determination of the withdrawal date.

Leave of Absence
Students are expected to attend classes regularly in order to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence. In order to request a leave of absence, students should submit their request, in writing stating the duration of their leave as well as the reason and expected return date. They also must have written consent from the administrator approving the leave. Contact CEA for a leave of absence form.

Academic Probation and Dismissal

Academic Probation
A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades and behavior that is contrary to the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the students file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offence will lead straight to dismissal from the school.

Petitions for Re-admission after Dismissal
A written request is required for any student petitioning for re-admittance following dismissal. A meeting should then be scheduled with the Director and Administrator to evaluate the situation. Decisions are administered on a case-to-case basis and are final.

Student Rights and Complaints/Grievances
CEA will always address student rights and complains or grievances to the best of their ability. The student can always contact the school administrator or request to speak with the Director of Academia and any time should an issue arise. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov

Any dispute arising from enrollment at California Electrology Academy, no matter how phrased or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA"), in Corona, CA, under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

Student Tuition Recovery Fund (STRF)
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. Because all programs require students to attend school physically in Corona, California, all students must pay the STRF.

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 N. Market Blvd. Ste 225 Sacramento, CA 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 noncollection 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.

Student Services

Library
This institution maintains a library and learning center which is available to students during school hours (Tuesday to Saturday 9AM to 6PM). The library is maintained by the school Director/resource helper Johanne Fortier Gonella and is located on the premises (1159 Pomona Rd., Suite D2, Corona, Ca 92882) and may be used free of charge as part of the student's tuition. The school library contains many different textbooks on the topics of Electrology and skin, many issues of the Journal of Electrology, DVD presentations of Electrology Seminars and much more. Students seeking to further their education can check out materials to peruse in their spare time. Students completing the online portion of their program have access to all the materials, resources and videos through their online platform. This includes, but is not limited to Symposium videos, PowerPoint lectures, textbook PDF, forums etc.

Student Housing
California Electrology Academy does not provide student housing facilities nor does is have a dormitory under its control. Students coming from outside of Southern California may choose to stay in one of the many hotels within walking distance of the school. A standard room within a 5-mile radius of the school costs an average of $90 per night. Please contact CEA for a list of Hotels in the area.

Job Placement
California Electrology Academy does not guarantee employment or job placement for any attending student.

Should any practicing Electrologist, salon owner or other contact us looking for an Electrologist, we will post this request in plain view on the bulletin board in the student break room. Students are responsible for following up on such requests independently.

School Rules, Policies and Procedures

Attendance
California Electrology Academy conducts practical training in an "open enrollment" fashion. Students are welcome to attend class whenever their schedule permits, but must notify the school on they days they will be attending. Since students attending the school will be practicing on live models, notice of attendance is mandatory to ensure each student will be given clients to work on. Conversely, should a student be unable to attend school on a day they had originally given notice of attendance, they MUST notify the school by calling to advise the instructor present. This will allow the instructor to assign any client scheduled with the absent client to another student.

CEA requires advance notice of 3 days (72 hours) should a student not be able to attend class as originally scheduled due to a non-emergency. Failure to give CEA 3-days notice could lead to a demotion of up to 5.5 practical hours from the student's time card and a written warning in the student's file. Absences will be excused due to personal, family or health related emergencies, but students must provide proof to the school.

While CEA does have an open enrollment policy, students are required to attend classes regularly, and any absence lapsing over one (1) month will be considered a leave of absence and must be requested in writing. **Students are required to finish the whole of their prescribed program within one (1) year of enrollment to prevent incurring additional charges.** Contact CEA for the Leave of Absence form.

Students who go beyond their prescribed program length as outlined in their enrollment agreement are liable to pay the hourly rate of $16.25 per hour incurred.

Illness
If you become ill while in school you will be excused but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school as we work closely with the public. According to state law, it is not permissible to work upon the public while suffering from any contagious disease. While the absence is excused, the student will not receive clock hours for the day(s) missed.

Alcohol and Drug Policy
No alcohol or drugs (except a prescription from an M.D.) may be brought on to the school premises or into the school building. No student can attend class while under the influence of drugs or alcohol while at school. This poses a dangerous situation for the student as well as the staff and models. Violation of this condition is just cause for dismissal.

Smoking
Smoking is not allowed in the school building. Smoking is permitted outside away from the school's entrance ways, only during authorized breaks or lunch hours. Keep in mind that some clients may be sensitive to the smell of cigarette smoke. School uniforms should not be worn while smoking, hands must be washed, and mouth rinsed before returning to work on clients.

Cell Phone Use
Cell phones (includes tablets or any other portable devices) are disruptive to a learning atmosphere, therefore cell phones are NOT allowed in the classroom. They may be kept in the break room but must be off or set to vibrate. Should a student need to place a call, they must do so outside or in the breakroom.

Dress Code
Our dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people, but caters to the expectations of the public and the accepted standards of the Electrology profession. All students are expected to present themselves as professionals.

A clean white or black lab coat is to be worn and buttoned during all treatment times with a patron. A uniform will be provided to students as part of the student kit. It is mandatory to wear a uniform at all times while the student is inside the classroom. Arms must be covered to the wrist in order to limit skin-to-skin contact with models. Should your uniform be short sleeved, you must wear a long-sleeved shirt underneath.

Comfortable, non-slip, closed-toed black or white shoes with low to moderate heals are required and should be clean. Open toed shoes including sandals are not allowed for safety reasons. Boots are not allowed.

Students must wear full-length black pants; jeans are not allowed. It is acceptable for students to wear scrubs as a school uniform, but the colors should be either black or white.

Perfumes or lotions with perfumes, if worn should be subtle and not overwhelming. As a general rule, it is best to avoid wearing them, as some patrons may be allergic and hyper-sensitive to these fragrances.

Overall cleanliness and neatness should be practiced. Good grooming habits include:

- Regular bathing and shampooing.
- Hair is must be clean and tied back if long, no hats or caps are allowed.
- Hands must always be clean.
- Nails must be kept short (long nails impede your ability to work).
- Acrylic nail tips are not allowed.
- Proper oral hygiene must be maintained to insure fresh breath, along with regular dental checkups.

Eating and Drinking
Food and drink are not allowed at the workstations or in the classroom area.

A Breakroom is provided for eating and drinking. It is the student's responsibility to clean up after themselves, including wiping down tables, the microwave, cleaning the coffeemaker after use, and keeping the refrigerator clean and free of rotting or excess food and beverages. Every Sunday all leftover food in the student breakroom will be disposed of in the trashcan, students are responsible for taking home any leftover food that is theirs.

Student lockers
Lockers are provided for student use in the breakroom. Students can store any personal items that cannot be kept in the classroom such as purses, cell phones etc. Students must bring their own lock and must take home their belongings every day. CEA is not responsible for lost or stolen items or items left overnight. Items left in a locker for more than one week (7 days) will result in the lock being cut and should the items remain unclaimed by a student for more than one month (30 days), they will be discarded/destroyed.

Equipment
Students are responsible for the proper care and maintenance of the school's equipment including but not limited to the epilators, beds, lamps, chairs, sterilizer etc. Lost, damaged, or stolen items will be replaced at the expense of the student.

Sanitation
Sanitation and sterilizations are very important in the practice of Electrology. Students will learn the correct standards of sanitation expected at school and how to sterilize their tools and implements. The student will be given thorough instructions on what is expected during the orientation. Students must maintain a sanitary workstation at all times. Failure to do so could result in a warning.

Time Cards
Student time cards are extremely important since they become the basis for the accrediting and licensing for each student. All students must clock in and out on their own time card. It is strictly against the rules to allow another person to clock in or out for you or to clock in or out another student. Students must sign their time cards daily and have the signature of the supervising instructor or administrator.

Students must turn in their completed time cards to the school administrator for processing as soon as it is completed. All theoretical and insertion hours must be tracked on the time cards. Theoretical hours constitute the online academy work done by the student prior to starting the onsite work, and the tests, quizzes, lectures and practical hours not constituting insertions. Insertion hours are only those hours where you physically do an insertion, whether on yourself, another student or a model. The work done on you by others does not count as practical hours. In order to satisfy the required minimum hours of insertion students should aim to work as much as possible while in the classroom. Clock in and clock out times are recorded in 15 minute increments. We allow a 7-minute grace period for tardiness.

Student Practical Instruction Worksheets
Students are required to log all insertion hours worked for the duration of their program. Practical work logs will include the model (yourself, another student or a model), the duration of the treatment and the modality and settings and techniques used. The student is required to hand in their logs to the supervising instructor before the end of the day. The instructor will note any commentary and sign off on the student's work. The purpose of the log is to track student progress and insertion hours. The tracking of practical work logs is mandatory.

Retention of Student Records
The records for students, including a transcript of academic progress, shall maintained by the institution for at least 5 years with student transcripts being kept indefinitely. Students may request a copy of their transcript to be mailed to them for a $15.00 charge within the United States or $30.00 for any other country.

Catalog Policy
A copy of our up-to-date catalog is always available to current students or students interested in taking the Electrology Program. You may request a catalog emailed to you by calling us at or emailing us at info@electrologyacademy.com or downloaded in PDF form directly from our website www.electrologyacademy.com. As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. **The school catalog is updated annually**, and should any changes be made during the year that must be included in the catalog, these changes will be made using supplements or insert.

Test Taking
A score of 75% or higher is required for the passing of all tests and quizzes in order for a student to receive credit hours for that test or quiz. All tests and quizzes must be taken "closed book" meaning that the student cannot use any textbook, notes or other material as aid while taking a test. Students get one chance to take and pass the quizzes online. Any makeup exams will be taken at school, on paper, in short-answer format. Retakes may be taken up to twice at school, but the same test or quiz cannot be taken more than once per day. If a student has taken a quiz the maximum amount of times, the highest score will become the student's final score for that module. The final exam cannot be retaken.

Violations
A student may be terminated for failure to obey the rules of CEA, which are posted, or failure to pay the tuition costs. Students terminated by CEA may petition for readmission in writing and must meet with the Director or Administrator and which time decisions on the request for readmission are final. Any Violation to the above Rules and Regulations could be grounds for dismissal from the program.

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:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
www.bppe.ca.gov
Phone: (888) 370-7589 | (916) 574-8900 | FAX: (916) 263-1897