

*Orlando*

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**INSTITUTE**

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**THE CENTER FOR ELECTROLYSIS  
LASER HAIR REMOVAL & SKIN CARE**

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**ORLANDO INSTITUTE OF ELECTROLYSIS, INC.  
FOUNDED 1987**

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**LICENSED BY THE COMMISSION FOR INDEPENDENT EDUCATION,  
FLORIDA DEPARTMENT OF EDUCATION,  
LICENSE #112**

**ADDITIONAL INFORMATION REGARDING THIS INSTITUTION  
MAY BE OBTAINED BY CONTACTING THE COMMISSION AT  
325 WEST GAINES STREET, SUITE 1414  
TALLAHASSEE, FLORIDA 32399-0400  
888.224.6684 (TOLL FREE)**

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**[WWW.ORLANDOINSTITUTE.COM](http://WWW.ORLANDOINSTITUTE.COM)**

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## **FACULTY**

**DORIS WILLIAMSON, RE, FS, CCE**  
**DIRECTOR AND INSTRUCTOR**

**MICHELE WILLIAMSON WAGNER, RE, FS, BBA, MBA,**  
**CCE, CME**  
**ASSOCIATE DIRECTOR OF ADMISSIONS AND INSTRUCTOR**

**MELISSA ANN ADCOCK, RE, FS, BS, CCE. CME**  
**ASSOCIATE DIRECTOR AND INSTRUCTOR**

**THE ORLANDO INSTITUTE OF ELECTROLYSIS INC. WAS**  
**FOUNDED IN 1987 AND IS OWNED AND GOVERNED BY**  
**DORIS WILLIAMSON.**  
**THIS SCHOOL IS NOT AFFILIATED WITH ANY OTHER**  
**TRAINING INSTITUTE.**

## **PURPOSE OF INSTITUTE**

ORLANDO INSTITUTE STRIVES TO PROVIDE AN ENVIRONMENT THAT IS BOTH PROFESSIONAL AND CONDUCIVE TO LEARNING. SMALL CLASSES ENABLE INSTRUCTORS TO GIVE SPECIAL ATTENTION TO STUDENTS WHICH IN TURN HELPS THEM TO EXCEL IN BOTH PRACTICAL AND THEORETICAL ASPECTS OF ELECTROLYSIS AND FACIAL SPECIALTY. INSTRUCTORS ARE REQUIRED TO MAINTAIN CONTINUED EDUCATION ON A REGULAR BASIS TO KEEP UP TO DATE ON CURRENT TRADE INFORMATION. THE INSTITUTE ALSO UPDATES EQUIPMENT SO THAT STUDENTS TRAIN WITH THE LATEST IN TECHNOLOGY AND PRODUCTS.

## **ADMISSION POLICY AND REQUIREMENTS**

ALL STUDENTS MUST BE AT LEAST 18 YEARS OF AGE AND POSSESS A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEVELOPMENT CERTIFICATE (GED); OR RECOGNIZED EQUIVALENT. DOCUMENTATION IS REQUIRED. AN INTERVIEW IS REQUIRED FOR ALL PERSONS REQUESTING ADMISSION TO THE INSTITUTE. DISCRIMINATION BASED ON SEX, RACE, RELIGION, FINANCIAL STATUS, OR COUNTRY OF ORIGIN OR RESIDENCE IS NOT TOLERATED NOR PRACTICED AT THE ORLANDO INSTITUTE OF ELECTROLYSIS, INC.

STUDENT SERVICES INCLUDE BUT ARE NOT LIMITED TO ACADEMIC ADVISEMENT, FINANCIAL AID ADVISEMENT, PERSONAL ADVISEMENT AND PLACEMENT SERVICES.

## **STUDENT PLACEMENT**

THE INSTITUTE DOES NOT GUARANTEE JOB PLACEMENT FOR ITS GRADUATES. HOWEVER, WE WILL ASSIST STUDENTS IN OBTAINING EMPLOYMENT WHEN SUCH OPPORTUNITIES ARISE. ANY STUDENT MAY REQUEST ASSISTANCE. GRADUATION AND PLACEMENT STATISTICS ARE AVAILABLE UPON REQUEST.

## **CONDUCT AND PERSONAL APPEARANCE**

IT IS THE PRIMARY CONCERN OF THE INSTITUTE TO PROVIDE ALL STUDENTS AND STAFF WITH A SAFE, HEALTHY AND EDUCATIONAL ENVIRONMENT. THE INSTITUTE HAS DEVELOPED A CODE OF CONDUCT IN ORDER TO ACHIEVE THIS AND EACH STUDENT WILL BE PROVIDED A COPY AT ORIENTATION. STUDENTS MUST CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES. A STUDENT MAY BE PLACED ON PROBATION FOR ONE OR MORE VIOLATIONS. SHOULD THE STUDENT REPEATEDLY ABUSE THE CODE OF CONDUCT THE STUDENT MAY BE TERMINATED AT THE DISCRETION OF THE DIRECTOR. THE INSTITUTE RESERVES THE RIGHT TO DISMISS ANY STUDENT WHOSE BEHAVIOR IS DEEMED INAPPROPRIATE AND DISRUPTS THE CLASS.

STUDENTS ARE REQUIRED TO FURNISH AND WEAR AN ALL WHITE UNIFORM. SCRUBS ARE AN ACCEPTABLE UNIFORM (APPROXIMATE COST \$50). SHORTS MAY ONLY BE WORN FOR PRACTICAL TRAINING AS ADVISED BY INSTRUCTOR, OTHERWISE PANTS OR SKIRTS MUST BE WORN.

THE INSTITUTE IS A NON-SMOKING FACILITY.

## **FACILITIES**

LOCATED IN A LICENSED PROFESSIONAL FACILITY THE INSTITUTE PROVIDES AN ENVIRONMENT CONDUCIVE TO ALL PHASES OF TRAINING. THE FACILITY HAS TWO LARGE TREATMENT CLASSROOMS WITH COMPUTERIZED EQUIPMENT FOR PRACTICAL TRAINING IN A CLINICAL ENVIRONMENT. STUDENTS RECEIVE THEORETICAL TRAINING IN THE CONFERENCE/MEDIA ROOM VIA INSTRUCTOR, VIDEO AND AUDIO PRESENTATION. STUDENTS HAVE ACCESS TO THE INSTITUTES LIBRARY FOR ADDITIONAL STUDY OR REFERENCE MATERIALS. A BREAK ROOM IS ALSO LOCATED IN THE FACILITY FOR BREAKS OR LUNCH. THE FACILITY AND STUDENT/TEACHER RATIO MAKE FOR AN IDEAL LEARNING ENVIRONMENT.

## REGISTRATION AND ENROLLMENT

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THE INSTITUTE ENROLLS STUDENTS ON A CONTINUOUS BASIS. REGISTRATION IS REQUIRED AT LEAST ONE WEEK PRIOR TO START DATE. REGISTRATION AND SUPPLY FEES ARE DUE AT THIS TIME. A STUDENT INTERVIEW IS REQUIRED. REGISTRATION IS BY APPOINTMENT ONLY

## SCHOOL HOURS OF OPERATION

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MONDAY THRU FRIDAY  
9 AM TO 3 PM

## CLASS SCHEDULE

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### **FULL-TIME STUDENTS:**

MONDAY THRU THURSDAY  
9 AM TO 2 PM  
FRIDAY - 9 AM TO 1 PM

### **PART-TIME STUDENTS:**

MONDAY THRU THURSDAY  
9 AM TO 2 PM  
FRIDAY - 9 AM TO 1 PM

A MINIMUM OF 20 HOURS PER WEEK REQUIRED.  
(SCHEDULE TO BE DETERMINED BY INSTRUCTOR)

### **LUNCH HOUR:**

THIRTY (30) MINUTES IS ALLOTTED FOR LUNCH AND WILL APPROXIMATELY BEGIN AT 12 NOON.

## LEGAL HOLIDAYS

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THE INSTITUTE OBSERVES AND CLOSES:

NEW YEAR'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS

SUMMER, WINTER, AND SPRING BREAKS ARE SCHEDULED EACH CALENDAR YEAR. DATES PROVIDED TO STUDENTS UPON ENROLLMENT.

## STUDENT RECORDS

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ALL RECORDS OF REGISTERED STUDENTS WILL BE PERMANENTLY RETAINED BY THE INSTITUTE AND ARE AVAILABLE TO STUDENTS UPON A WRITTEN REQUEST. THERE IS A \$25.00 FEE FOR DIPLOMA AND TRANSCRIPT REPLACEMENTS. IF THE APPLICANT IS NOT ACCEPTED TO THE INSTITUTE, ALL DOCUMENTS PROVIDED TO THE INSTITUTE WILL BE RETAINED FOR A PERIOD OF ONE (1) YEAR AND THEN DESTROYED.

## **RULES AND REGULATIONS**

### **ATTENDANCE**

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PART-TIME AND FULL-TIME STUDENTS ARE REQUIRED TO ATTEND CLASSES ACCORDING TO THEIR CONTRACT. STUDENTS WITH MORE THAN THREE UNEXCUSED ABSENCES WILL BE TERMINATED. THREE UNEXCUSED TARDIES ARE PERMITTED. ALL OTHER TARDIES MUST BE CLEARED WITH A DIRECTOR IN ADVANCE. IF STUDENT GOES OVER MAXIMUM TARDY LIMIT—COUNSELING WILL BE REQUIRED. IF STUDENT CONTINUES BEHAVIOR—PROBATION AND TERMINATION COULD RESULT. ALL ABSENCES AND TARDIES MUST BE EXCUSED BY A DIRECTOR. STUDENTS ARE NOT ELIGIBLE FOR GRADUATION UNTIL ALL REQUIREMENTS ARE MET AS PRESCRIBED BY THE COMMISSION FOR INDEPENDENT EDUCATION.

### **LEAVE OF ABSENCE**

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A LEAVE OF ABSENCE MAY BE GRANTED FOR A PERIOD OF 1 TO 10 DAYS. A LEAVE OF ABSENCE MUST BE APPROVED BY THE DIRECTOR. A REQUEST FOR A LEAVE OF ABSENCE MUST BE PRESENTED IN WRITING AND SPECIFIC DATES MUST BE PROVIDED FOR DEPARTURE AND RETURN. IF STUDENT DOES NOT RETURN IN THE SPECIFIED AMOUNT OF TIME WITHOUT NOTIFYING THE INSTITUTE—THEIR CONTRACT WILL BE TERMINATED AND A REFUND WILL BE GRANTED ACCORDING TO THE REFUND POLICY.

### **INTERRUPTIONS DUE TO UNSATISFACTORY GRADES**

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STUDENTS MUST MAINTAIN AN OVERALL AVERAGE OF 70% IN THEORY AND PRACTICAL. IF STUDENTS DO NOT MAINTAIN THIS AVERAGE, THEY WILL BE PLACED ON ACADEMIC PROBATION FOR ONE WEEK. DURING THIS PERIOD THE STUDENT WILL BE COUNSELED AND IMPROVEMENT MUST BE MADE. IF THE MINIMUM AVERAGE IS NOT MET WITHIN THIS PERIOD—STUDENTS WILL BE COUNSELED AS TO THE ADVISABILITY OF CONTINUING THE PROGRAM.

### **RE-ENROLLMENT POLICY**

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TERMINATED AND/OR CANCELLED STUDENTS THAT DESIRE RE-ENROLLMENT MUST FOLLOW THE REQUIRED ADMISSION POLICY AND REQUIREMENTS. AN INTERVIEW IS REQUIRED AND THE RE-ENROLLMENT CANDIDATE MUST PRESENT A CASE ON THEIR BEHALF REGARDING REINSTATEMENT. IF ACCEPTED, CREDIT FOR THE HOURS ACQUIRED MAY BE APPLIED PROVIDED THAT THE HOURS WERE SATISFACTORILY COMPLETED AND HAVE BEEN PAID FOR ACCORDING TO THE REFUND POLICY STATED HEREIN.

### **TRANSFER CREDIT**

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THE ELECTROLOGY AND FACIAL SPECIALTY PROGRAMS HAVE SPECIFIED CLOCK-HOUR REQUIREMENTS FOR THEORETICAL, PRACTICAL AND INSTRUCTIONAL TRAINING. RECIPROCATION OF HOURS OF PRIOR STUDIES ARE DETERMINED BY THE DIRECTOR UPON RECEIPT OF OFFICIAL TRANSCRIPTS. SHOULD THE STUDENT WISH TO TRANSFER TO ANOTHER INSTITUTION, THE TRANSFERABILITY OF CREDIT IS AT THE DISCRETION OF THE ACCEPTING INSTITUTION. IT IS THE STUDENT'S RESPONSIBILITY TO CONFIRM WHETHER OR NOT CREDITS WILL BE ACCEPTED BY ANOTHER INSTITUTION OF THE STUDENT'S CHOICE.

### **GRADUATION REQUIREMENTS**

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A CERTIFICATE OF COMPLETION IS PRESENTED TO STUDENTS THAT SUCCESSFULLY COMPLETE THE REQUIRED PROGRAM OF STUDY WITH A MINIMUM PASSING GRADE OF 70% IN ALL REQUIRED SUBJECTS. MOREOVER, ALL CLOCK HOURS AND MONETARY OBLIGATIONS MUST BE MET. THE CERTIFICATE WILL FULFILL THE EDUCATIONAL REQUIREMENTS FOR STUDENTS APPLYING FOR LICENSURE IN FLORIDA.

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## **GRADING SYSTEM**

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A	90 -100	EXCELLENT
B	80 - 89	ABOVE AVERAGE
C	70 - 79	AVERAGE
D	60 - 69	BELOW AVERAGE
F	0 - 59	FAILURE

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## **CANCELLATION AND REFUND POLICY**

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SHOULD THE STUDENT BE TERMINATED OR CANCEL FOR ANY REASON, ALL REFUNDS WILL BE MADE ACCORDING TO THE FOLLOWING REFUND SCHEDULE:

1. CANCELLATION MUST BE MADE IN PERSON OR BY CERTIFIED MAIL.
2. ALL MONIES WILL BE REFUNDED IF THE APPLICANT IS NOT ACCEPTED BY THE SCHOOL OR IF THE STUDENT CANCELS WITHIN THREE (3) BUSINESS DAYS AFTER SIGNING THE ENROLLMENT AGREEMENT AND MAKING INITIAL PAYMENT.
3. CANCELLATION AFTER THE THIRD (3RD) BUSINESS DAY, BUT BEFORE THE FIRST DAY OF CLASS, WILL RESULT IN A REFUND OF ALL MONIES PAID WITH THE EXCEPTION OF THE REGISTRATION FEE (NOT TO EXCEED \$150).
4. CANCELLATION AFTER ATTENDANCE HAS BEGUN, THROUGH 40% COMPLETION OF THE PROGRAM, WILL RESULT IN A PRO RATE REFUND COMPUTED ON THE NUMBER OF HOURS COMPLETED TO THE TOTAL PROGRAM HOURS.
5. CANCELLATION AFTER COMPLETING MORE THAN 40% OF THE PROGRAM WILL RESULT IN NO REFUND.
6. TERMINATION DATE: THE TERMINATION DATE FOR REFUND COMPUTATION PURPOSES IS THE LAST DATE OF ACTUAL ATTENDANCE BY THE STUDENT UNLESS EARLIER WRITTEN NOTICE IS RECEIVED.
7. REFUNDS WILL BE MADE WITHIN 30 DAYS OF TERMINATION OR RECEIPT OF CANCELLATION NOTICE.
8. A STUDENT CAN BE DISMISSED AT THE DISCRETION OF THE DIRECTOR FOR INSUFFICIENT PROGRESS, NON-PAYMENT OF FEES, OR FAILURE TO COMPLY WITH RULES.

ALL PRICES FOR THE PROGRAM ARE AS PRINTED HEREIN. THERE ARE NO CARRYING CHARGES, INTEREST CHARGES, OR SERVICE CHARGES CONNECTED OR CHARGED WITH ANY OF THESE PROGRAMS. CONTRACTS ARE NOT SOLD TO A THIRD PARTY AT ANY TIME. COST OF CREDIT IS INCLUDED IN THE PRICE COST FOR THE GOODS AND SERVICES.

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## **FINANCIAL AID**

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THE INSTITUTE'S PROGRAMS ARE NOT ELIGIBLE FOR STATE OR FEDERAL FUNDED FINANCIAL AID PROGRAMS. THE FLORIDA BUREAU OF STATE APPROVING HAS APPROVED ORLANDO INSTITUTE OF ELECTROLYSIS, INC FOR VETERANS TRAINING.

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## **NOTIFICATION**

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SHOULD THE STUDENT NEED TO FILE A COMPLAINT, NEED TO APPEAL ACADEMIC OR DISCIPLINARY ACTION OR HAS AN EMERGENCY PLEASE NOTIFY THE PROGRAM INSTRUCTOR IMMEDIATELY. SHOULD THE STUDENT NEED FURTHER ASSISTANCE BEYOND THE PROGRAM INSTRUCTOR, PLEASE DIRECT ANY INQUIRY DIRECTLY TO THE DIRECTOR OF THE INSTITUTE. ALL COMPLAINTS, APPEALS OR EMERGENCIES WILL BE HANDLED EXPEDITIOUSLY BY THE APPROPRIATE ADMINISTRATION. IN THE EVENT OF EXTREME CASES, IT MAY BE NECESSARY FOR THE INSTITUTE TO TAKE IMMEDIATE DISCIPLINARY ACTION. IF THE INSTITUTE HAS AN EMERGENCY DISCIPLINARY PROCEDURE, THIS PROCEDURE SHALL BE DISCLOSED TO PROSPECTIVE STUDENTS AND GROUNDS FOR SUCH ACTION SHALL BE SPECIFIED IN AS MUCH DETAIL AS POSSIBLE.

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## **CANCELLATION OF PROGRAM**

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SHOULD A PROGRAM BE CANCELLED, NOTICE WILL BE MADE AT LEAST 90 DAYS PRIOR TO THE START DATE. STUDENTS THAT HAVE PAID REGISTRATIONS FOR A CANCELLED PROGRAM WILL BE OFFERED A FULL REFUND OF ALL MONIES PAID TO THE INSTITUTE. ANY STUDENT CURRENTLY ENROLLED IN A CANCELLED PROGRAM WILL COMPLETE THE PROGRAM AS ORIGINALLY SCHEDULED BY THEIR ENROLLMENT AGREEMENT.

## **ELECTROLOGY PROGRAM (320 HOURS)**

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THIS PROGRAM PROVIDES COMPREHENSIVE TRAINING IN PERMANENT HAIR REMOVAL AND GOES BEYOND BASIC TRAINING.

THEORETICAL TRAINING COVERS THE BIOLOGICAL STUDY OF THE FOUNDATIONS OF SKIN AND HAIR, AND THE MODALITIES OF THERMOLYSIS, ELECTROLYSIS, BLEND, AND LASER AND LIGHT-BASED HAIR REMOVAL. STUDENTS WILL RECEIVE THEORETICAL TRAINING AND BE TESTED ON THE FOLLOWING SUBJECTS: ANATOMY, ENDOCRINOLOGY, BACTERIOLOGY, DERMATOLOGY, STERILIZATION, ELECTRICITY, LASER PHYSICS AND SAFETY, FOLLICLE INSERTIONS AND TREATMENT. DEMONSTRATION AND HANDS-ON PRACTICAL TRAINING ON EPILATOR AND LASER AND LIGHT-BASED EQUIPMENT WILL BE PROVIDED. UPON COMPLETION OF THE PROGRAM, GRADUATES WILL BE ELIGIBLE TO APPLY FOR A LICENSE IN THE STATE OF FLORIDA. THE INSTITUTE WILL ASSIST IN THE SELECTION OF EQUIPMENT NECESSARY TO PRACTICE ELECTROLYSIS, AND/OR ATTEMPT TO HELP PLACE GRADUATES PER THEIR REQUEST.

### **DESCRIPTION OF INSTRUCTIONAL EQUIPMENT**

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3 U.S. FDA REGISTERED SHORT WAVE EPILATORS, 5 U.S. FDA REGISTERED GALVANIC/BLEND EPILATORS, 2 NdYAG LASERS, 2 ALEXANDRITE LASERS, 1 NdYAG/ALEX DUAL LASER, 1 DIODE LASER, MAGNIFYING LAMPS, TREATMENT TABLES, OPERATOR STOOLS, AUTOCLAVE WITH CHEMICAL BIOLOGICAL INDICATORS, DRY HEAT STERILIZER WITH CHEMICAL BIOLOGICAL INDICATORS, NEEDLES OF VARIOUS SIZES, FORCEPS, NEEDLE HOLDER TIPS, ULTRA SONIC CLEANER WITH ENZYME DISSOLVING DETERGENT, COVERED HOLDING CONTAINERS FOR CONTAMINATED INSTRUMENTS, SHARPS CONTAINERS, NON-STERILE DISPOSABLE EXAMINATION GLOVES, WASTE RECEPTACLES, ANTI-BACTERIAL SOAPS, PAPER TOWELS, PAPER TABLE DRAPES, TUBERCULOCIDAL HOSPITAL GRADE DISINFECTANT DETERGENT, BETADINE, 3% U.S. PHARMACEUTICAL GRADE HYDROGEN PEROXIDE AND 70% ISOPROPYL ALCOHOL, NON-STERILE COTTON BALLS OR SWABS, CLEAN COVERED CONTAINERS FOR CREAMS, LOTIONS AND OINTMENTS WITH SINGLE USE SPATULAS OR CONTAINERS WHICH ARE PUMP OR TUBE TYPE DISPENSERS, LASER EYE SHIELDS, LASER GOGGLES, MASKS

### **TUITION**

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320 HOUR ELECTROLOGY PROGRAM	\$ 15,000.00
REGISTRATION FEE	150.00
TEXTBOOKS AND SUPPLIES	300.00
TOTAL PROGRAM FEES	<hr/> \$ 15,450.00

## ELECTROLOGY PROGRAM CURRICULUM

<u>COURSE</u>	<u>CLOCK HOURS</u>
EP-101 - INTRODUCTION - INTRODUCTION TO THE FIELD OF ELECTROLYSIS AND THREE ACCEPTED MODALITIES OF PERMANENT HAIR REMOVAL	15
EP-102 - ELECTRICITY - PRINCIPLES OF ELECTRICITY AND EPILATOR FUNCTIONS AND ADJUSTMENTS	5
EP-103 - INTEGUMENTARY SYSTEM - HISTOLOGY AND TRICHOLOGY OF THE SKIN, HAIR AND APPENDAGES	6
EP-104 - NEUROLOGY AND ANGIOLOGY - STUDY OF THE NERVES AND VASCULAR SYSTEM	6
EP-105 - ENDOCRINOLOGY - STUDY OF THE ENDOCRINE SYSTEM AND RELATED DISEASES	6
EP-106 - BIOLOGY OF HAIR GROWTH - STUDY OF STAGES OF HAIR GROWTH	10
EP-107 - SKIN ASSESSMENT - STUDY OF EFFECTS OF SPECIFIC CURRENTS AND TEMPORARY REMOVAL ON SKIN AND HAIR	20
EP-108 - BLOOD BORNE PATHOGENS - STUDY OF BLOOD BORNE PATHOGENS, HEPATITIS, HIV/AIDS AND UNIVERSAL PRECAUTIONS	5
EP-109 - BACTERIOLOGY & STERILIZATION - MICROBIOLOGY OF SKIN, SANITATION AND SAFETY PROCEDURES INCLUDING DEMONSTRATIONS IN ACCORD WITH 59R-56.001	10
EP-110 - CLINIC/OFFICE MANAGEMENT - CLIENT RELATIONS, COMMUNICATION, PROFESSIONAL ETHICS AND MANAGEMENT ISSUES.	5
EP-111 - LAWS AND RULES - STUDY OF RULES UNDER CHAPTER 478, AND CHAPTER 456, PART II, FS	5
EP-112 - CONSULTATIONS - ORAL AND WRITTEN CLIENT/PRACTITIONER TELEPHONE AND OFFICE CONSULTATIONS	20
EP-113 - LASER AND LIGHT-BASED HAIR REMOVAL PHYSICS	5
EP-114 - LASER SAFETY AND PRECAUTIONS	5
EP-115 - MICROBIOLOGY OF THE SKIN, SANITATION, AND SAFETY PROCEDURES	7
EP-116 - PRACTICAL HOURS - INCLUDE COORDINATION SKILLS WITH PROBE HOLDER AND TWEEZERS/FORCEPS, INSERTIONS, SANITATION/STERILIZATION PROCEDURES, HANDS ON EQUIPMENT (ELECTROLYSIS, THERMOLYSIS, BLEND, LASER AND LIGHT-BASED), CLIENT PRE/POST TREATMENT ASSESSMENT, GENERAL TREATMENT PROCEDURES, CONSULTATIONS	175
EP-117 - AUDIO VISUAL - ELECTROLYSIS, THERMOLYSIS, BLEND, LASER AND LIGHT-BASED VIDEO'S	5
EP-118 - REVIEW - STATE BOARD EXAM PREPARATION AND REVIEW.	10
TOTAL HOURS	320

### PROGRAM CURRICULUMS

\*THE COURSE NUMBERING SYSTEM USES A FIVE DIGIT ALPHA NUMERIC IDENTIFIER. THE PREFIXES ARE CHARACTERS THAT REPRESENT THE TYPE OF COURSE AND THE SUFFIXES ARE NUMBERS THAT REPRESENT THE SEQUENCE IN WHICH THEY ARE TAUGHT.

\*\*A CLOCK HOUR IS DEFINED AS A MINIMUM OF 50 MINUTES OF SUPERVISED OR DIRECTED INSTRUCTION AND APPROPRIATE BREAKS.



## **FACIAL SPECIALTY PROGRAM (260 HOURS)**

THIS PROGRAM IS FOR THE PERSON WHO WISHES TO SPECIALIZE IN THE COSMETOLOGY AREA OF FACIAL, SKIN CARE, MASSAGE, MAKE-UP, AND HAIR REMOVAL. UPON SUCCESSFUL COMPLETION OF THIS PROGRAM AND BECOMING REGISTERED, THE INDIVIDUAL IS THEN QUALIFIED TO ENTER THE FIELD OF SKIN CARE, COSMETICS, MAKE-UP AND HAIR REMOVAL AS A PROFESSIONAL SKIN CARE SPECIALIST. THE STUDENT WILL HAVE A THOROUGH KNOWLEDGE OF THE SKIN AND THE THEORY BEHIND VARIOUS ADVANCED SKIN CARE TREATMENTS.

### **DESCRIPTION OF INSTRUCTIONAL EQUIPMENT**

6 FACIAL TREATMENT TABLES, 6 DAZOR LAMPS, 2 STEAMERS, 2 THERMOLYSIS/GALVANIC FACIAL MACHINES, 1 WAX WARMER, 1 STERILIZER CABINET, 1 HALOGEN LAMP, 1 AUTOCLAVE, 1 DRY HEAT STERILIZER, 1 MICRODERMABRASION MACHINE

### **FACIAL SPECIALTY PROGRAM CURRICULUM**

<u>COURSE</u>	<u>CLOCK HOURS/SERVICES</u>
FS101 – ROLE OF FACIAL SPECIALIST-PERSONAL DEVELOPMENT, HYGIENE AND ETHICS	10
FS102 – BACTERIOLOGY-STUDY OF MICRO-ORGANISMS AS IT RELATES TO THE FACIAL SPECIALIST	10
FS103 – HISTOLOGY-THE STUDY OF THE SKIN AND PROPER SKIN ANALYSIS	10
FS104 – DERMATOLOGY-THE STUDY OF THE DISEASES AND DISORDERS OF THE SKIN	15
FS105 – COSMETICS-THE STUDY OF FACIAL SHAPES, CONTOURING AND CORRECTIVE MAKE-UP	20
FS106 – CHEMISTRY-COSMETICS AND PRODUCT INGREDIENTS AND RELATED CHEMISTRY	30
FS107 – PRODUCT KNOWLEDGE-PRODUCT EXPLANATION AND PROPER USE	10
FS108 – HAIR REMOVAL-HAIR REMOVAL METHODS BOTH PERMANENT AND TEMPORARY	15
FS109 – FACIAL MASSAGE-MANUAL AND MECHANICAL MASSAGE TECHNIQUES	100 30
FS110 – COSMETIC APPLICATION- APPLICATION OF COSMETICS, CONTOURING AND CORRECTIVE MAKE-UP	35 20
FS111 – FACIAL SPECIALTY LAWS/RULES- STUDY OF FLORIDA LAW FOR FACIAL SPECIALTY INCLUDING HIV/AIDS REQUIREMENT	5
TOTAL HOURS	260 HOURS

### **PROGRAM CURRICULUMS**

\*THE COURSE NUMBERING SYSTEM USES A FIVE DIGIT ALPHA NUMERIC IDENTIFIER. THE PREFIXES ARE CHARACTERS THAT REPRESENT THE TYPE OF COURSE AND THE SUFFIXES ARE NUMBERS THAT REPRESENT THE SEQUENCE IN WHICH THEY ARE TAUGHT.

\*\*A CLOCK HOUR IS DEFINED AS A MINIMUM OF 50 MINUTES OF SUPERVISED OR DIRECTED INSTRUCTION AND APPROPRIATE BREAKS.

### **TUITION**

260 FACIAL SPECIALTY PROGRAM	\$ 12,187.00
REGISTRATION FEE	150.00
TEXTBOOKS AND SUPPLIES	500.00
TOTAL PROGRAM FEES	\$ 12,837.00

## ELECTROLYSIS LICENSURE REQUIREMENTS:

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**BEFORE** APPLYING FOR A LICENSE WITH THE STATE OF FLORIDA, THE ELECTROLYSIS COUNCIL ENCOURAGES ALL STUDENTS WHO HAVE FINISHED THE REQUIRED 320-HOUR ELECTROLYSIS TRAINING AT A FLORIDA APPROVED SCHOOL TO **FIRST** REGISTER TO SIT FOR AND SUCCESSFULLY PASS THE EXAMINATION DIRECTLY WITH PROMETRIC. TO REGISTER, PLEASE SEE AEA PROMETRIC EXAM INFORMATION TAB BELOW.

AN APPLICANT MUST SUBMIT THE APPLICATION, FEES AND FOLLOWING DOCUMENTATION:

**PROOF OF DATE OF BIRTH** – MAY USE EITHER:

- COPY OF DRIVER'S LICENSE
- BIRTH CERTIFICATE
- CURRENT PASSPORT

**PROOF OF HIGH SCHOOL EDUCATION**

COPY OF THE ACTUAL DIPLOMA, HIGH SCHOOL EQUIVALENT DIPLOMA OR GED, OR HIGH SCHOOL TRANSCRIPT THAT SHOWS THE DATE OF GRADUATION IS ACCEPTABLE. IF IN A LANGUAGE OTHER THAN ENGLISH, A TRANSLATION MUST BE SUBMITTED.

COMPLETED HIGH SCHOOL EDUCATION OUTSIDE OF THE U.S.? AN APPLICANT WHO COMPLETED THEIR HIGH SCHOOL DIPLOMA, HIGH SCHOOL EQUIVALENT DIPLOMA OR GRADUATE EQUIVALENCY DIPLOMA OUTSIDE OF THE U.S. SHALL SUBMIT A CREDENTIALS EVALUATION VERIFYING COMPLETION OF SAME FROM A VALID CREDENTIALING AGENCY. IF THE DOCUMENT IS IN A LANGUAGE OTHER THAN ENGLISH, PLEASE PROVIDE AN OFFICIAL TRANSLATION OF THE FOREIGN DOCUMENT; THIS MUST BE DONE BY A QUALIFIED INDIVIDUAL WHO CAN ATTEST TO ITS ACCURATENESS. A LISTING OF CREDENTIALS EVALUATIONS ORGANIZATIONS YOU MAY CONTACT ARE PROVIDED BELOW.

JOSEPH SILNY & ASSOCIATES, INC.  
INTERNATIONAL EDUCATION CONSULTANTS  
P. O. Box 248233  
CORAL GABLES, FL 33124  
(305) 273-1616  
WEBSITE: WWW.JSILNY.ORG

EDUCATIONAL CREDENTIAL EVALUATORS  
P. O. Box 514070  
MILWAUKEE, WISCONSIN 53203-3470  
(414) 289-3400  
WEBSITE: WWW.ECE.ORG

INTERNATIONAL EDUCATION RESEARCH FOUNDATION  
P. O. Box 3655  
CULVER CITY, CALIFORNIA 90231-7086 (310) 258-9451  
WEBSITE: WWW.IERF.ORG

## PROOF OF ELECTROLYSIS TRAINING

OFFICIAL TRANSCRIPT FROM AN APPROVED ELECTROLYSIS TRAINING PROGRAM; IF NOT APPROVED, A CURRICULUM OUTLINE AND A LETTER FROM THE DIRECTOR OF THE PROGRAM ARE REQUIRED.

- 120 HOURS MINIMUM ACADEMIC TRAINING
- 200 HOURS MINIMUM PRACTICAL EXPERIENCE

THE ELECTROLYSIS COUNCIL APPROVES NO HOME STUDY OR CORRESPONDENCE SCHOOL. FOR MORE INFORMATION CONTACT [MQA\\_ELECTROLYSIS@FLHEALTH.GOV](mailto:MQA_ELECTROLYSIS@FLHEALTH.GOV) BY EMAIL OR BY TELEPHONE AT 850.245-4373 EXT. 2510.

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## FACIAL SPECIALIST REGISTRATION (COSMO 1)

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A FLORIDA SPECIALTY REGISTRATION IS REQUIRED TO PERFORM FACIAL SPECIALTY SERVICES. FACIAL SERVICES ARE THE MASSAGING OR TREATING OF THE FACE OR SCALP WITH OILS, CREAMS, LOTIONS, OR OTHER PREPARATIONS.

### APPLICATION REQUIREMENTS:

- **AGE:** SPECIALTY REGISTRATION APPLICANTS MUST BE AT LEAST 16 YEARS OF AGE OR HAVE RECEIVED A HIGH SCHOOL DIPLOMA.
- **EDUCATION:** APPLICANTS MUST COMPLETE 220 SCHOOL HOURS IN A FLORIDA FACIAL SPECIALTY PROGRAM.
- **HIV/AIDS COURSE:** APPLICANTS SHOULD SUBMIT THE INITIAL HIV/AIDS COURSE COMPLETION CERTIFICATE RECEIVED FROM THEIR SCHOOL. THE HIV/AIDS COURSE MUST HAVE BEEN COMPLETED WITHIN TWO YEARS PRIOR TO SUBMITTING AN APPLICATION AND MUST BE AT LEAST FOUR HOURS LONG. FOR MORE INFORMATION, PLEASE REFER TO OUR LIST OF BOARD-APPROVED INITIAL HIV/AIDS COURSES.
- **EXAMINATION:** YOU DO NOT HAVE TO TAKE THE FLORIDA COSMETOLOGY EXAMINATION FOR THIS REGISTRATION.
- **CERTIFICATION OF ELIGIBILITY:** A COMPLETED CERTIFICATION OF ELIGIBILITY FORM FROM SECTION IV OF FORM COSMO 1 MUST BE SUBMITTED WITH YOUR APPLICATION.
- **FEE:** PAY THE REQUIRED FEE AS PROVIDED IN THE APPLICATION. IF APPLYING ONLINE, YOU CAN PAY WITH A CREDIT CARD OR ELECTRONIC CHECK. IF MAILING YOUR APPLICATION, PLEASE INCLUDE A CHECK PAYABLE TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION. MILITARY VETERANS, THEIR SPOUSES AND FLORIDA NATIONAL GUARD MEMBERS MAY BE ELIGIBLE FOR A FEE WAIVER, FEE REIMBURSEMENT, AND/OR FEE DISCOUNT. PLEASE VISIT OUR DBPR MILITARY SERVICES PAGE FOR MORE INFORMATION.
- **APPLICATION:** COMPLETE THE APPLICATION BY CLICKING ON THE "ONLINE SERVICES" LINK OR THE "PRINTABLE APPLICATION" LINK AT THE BOTTOM OF THE PAGE.

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE IN COMPLETING THIS APPLICATION, PLEASE CALL THE CUSTOMER CONTACT CENTER AT 850.487.1395.

## VA STUDENT INFORMATION:

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IN ACCORDANCE WITH TITLE 38 US CODE 3679 SUBSECTION (E), THIS SCHOOL ADOPTS THE FOLLOWING ADDITIONAL PROVISIONS FOR ANY STUDENTS USING U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) POST 9/11 G.I. BILL® (CH. 33) OR VOCATIONAL REHABILITATION & EMPLOYMENT (CH. 31) BENEFITS, WHILE PAYMENT TO THE INSTITUTION IS PENDING FROM THE VA. THIS SCHOOL **WILL NOT**:

- PREVENT THE STUDENT'S ENROLLMENT;
- ASSESS A LATE PENALTY FEE TO THE STUDENT;
- REQUIRE THE STUDENT TO SECURE ALTERNATIVE OR ADDITIONAL FUNDING;
- DENY THE STUDENT ACCESS TO ANY RESOURCES (ACCESS TO CLASSES, LIBRARIES, OR OTHER INSTITUTIONAL FACILITIES) AVAILABLE TO OTHER STUDENTS WHO HAVE SATISFIED THEIR TUITION AND FEE BILLS TO THE INSTITUTION.

HOWEVER, TO QUALIFY FOR THIS PROVISION, SUCH STUDENTS MAY BE REQUIRED TO:

- PRODUCE THE VA CERTIFICATE OF ELIGIBILITY (COE) BY THE FIRST DAY OF CLASS;
- PROVIDE A WRITTEN REQUEST TO BE CERTIFIED;
- PROVIDE ADDITIONAL INFORMATION NEEDED TO PROPERLY CERTIFY THE ENROLLMENT AS DESCRIBED IN OTHER INSTITUTIONAL POLICIES.

## **VETERAN'S ATTENDANCE POLICY**

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EARLY DEPARTURES, CLASS CUTS, TARDIES, ETC., FOR ANY PORTION OF A CLASS PERIOD WILL BE COUNTED AS 1 ABSENCE.

STUDENTS EXCEEDING 20% **TOTAL** ABSENCES IN A **CALENDAR MONTH** **WILL BE** TERMINATED FROM THEIR VA BENEFITS FOR UNSATISFACTORY ATTENDANCE.

IN ORDER TO SHOW THAT THE CAUSE OF UNSATISFACTORY ATTENDANCE HAS BEEN REMOVED, STUDENTS MUST SHOW GOOD ATTENDANCE (AS DEFINED) FOR ONE CALENDAR MONTH AFTER BEING TERMINATED FOR UNSATISFACTORY ATTENDANCE. AFTER SUCH TIME, THE STUDENT MAY BE RECERTIFIED FOR VA EDUCATION BENEFITS.

THE STUDENT'S ATTENDANCE RECORD WILL BE RETAINED IN THE VETERAN'S FILE FOR USDVA AND SAA AUDIT PURPOSES.

## **STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS**

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STUDENTS RECEIVING VA EDUCATIONAL BENEFITS MUST MAINTAIN A MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA) OF 70% EACH EVALUATION PERIOD.

A VA STUDENT WHOSE CGPA FALLS BELOW 70% AT THE END OF ANY EVALUATION PERIOD WILL BE PLACED ON ACADEMIC PROBATION FOR A MAXIMUM OF TWO CONSECUTIVE TERMS OF ENROLLMENT. IF THE VA STUDENT'S CGPA IS STILL BELOW 70% AT THE END OF THE SECOND CONSECUTIVE TERM OF PROBATION, THE STUDENT'S VA EDUCATIONAL BENEFITS WILL BE TERMINATED.

A VA STUDENT TERMINATED FROM VA EDUCATIONAL BENEFITS DUE TO UNSATISFACTORY PROGRESS MAY PETITION THE SCHOOL TO BE RECERTIFIED AFTER ATTAINING A CGPA OF 70%.

## **VETERAN'S REFUND POLICY**

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THE REFUND OF THE UNUSED PORTION OF TUITION, FEES, AND OTHER CHARGES FOR VETERANS OR ELIGIBLE PERSONS WHO FAIL TO ENTER A COURSE OR WITHDRAW OR DISCONTINUE PRIOR TO COMPLETION WILL BE MADE FOR ALL AMOUNTS PAID WHICH EXCEED THE APPROXIMATE PRO-RATA PORTION OF THE TOTAL CHARGES THAT THE LENGTH OF THE COMPLETED PORTION OF THE COURSE BEARS TO THE TOTAL LENGTH OF THE COURSE. THE PRO-RATION WILL BE DETERMINED ON THE RATIO OF THE NUMBER OF DAYS OR HOURS OF INSTRUCTION COMPLETED BY THE STUDENT TO THE TOTAL NUMBER OF INSTRUCTIONAL DAYS OR HOURS IN THE COURSE.

## **VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

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STUDENTS MUST REPORT ALL EDUCATION AND TRAINING. THE SCHOOL MUST EVALUATE AND GRANT CREDIT, IF APPROPRIATE, WITH THE TRAINING TIME SHORTENED, THE TUITION REDUCED PROPORTIONATELY, AND THE VA AND STUDENT NOTIFIED.