

CALIFORNIA  
**ELECTROLOGY**  
academy

## **ELECTROLOGY PROGRAM**

STUDENT CATALOG

01/01/2025 - 12/31/2025

JOHANNE FORTIER - DIRECTOR OF ACADEMIA



**LEADERS IN ELECTROLOGY EDUCATION**

1159 Pomona Road, Suite D2, Corona, CA 92882 | 951.987.0034 | [ELECTROLOGYACADEMY.COM](http://ELECTROLOGYACADEMY.COM)





PRACTICAL CLASSROOM

All Work Done  
By Supervised  
Students

Certificate of Completion  
Marissa Morera

Certificate of Completion  
Alicia Brown

Institute of Cosmetology  
Valerie Alvarez

Ministry  
Electrolysis and  
Hair Removal

Tweezing  
Waxing  
Laser  
Soyar  
Epilating  
Threading  
Shaving

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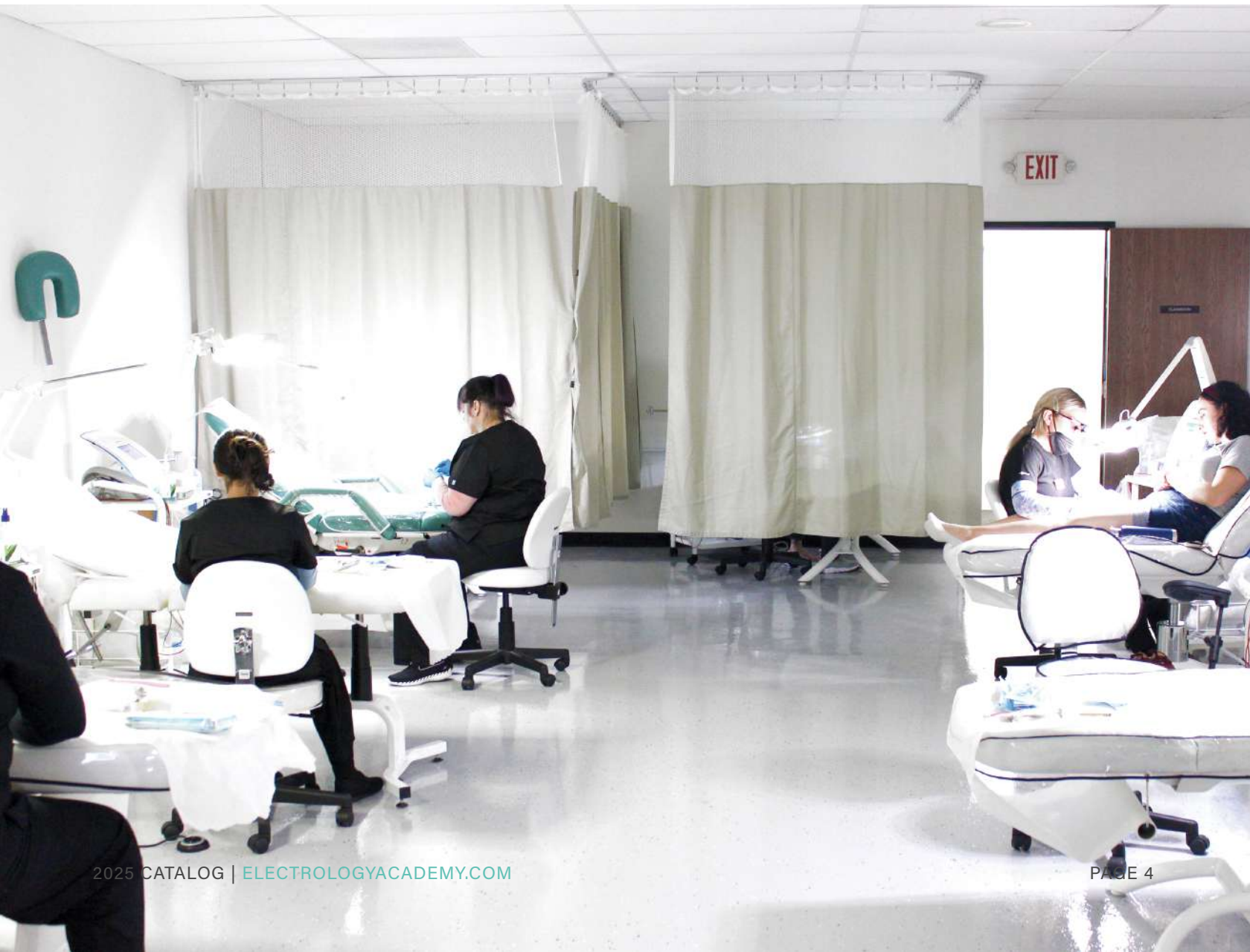
## Dear Prospective Student,

Thank you for considering the California Electrology Academy! Our program is crafted to equip future professionals with the skills and expertise required to meet the highest standards in the field of electrology, whether in response to public demand or the expectations of top employers.

Our curriculum combines rigorous theoretical instruction with hands-on practical training, meticulously designed by seasoned professionals. Throughout your online theory studies, our knowledgeable instructors will be there to support and guide you. In the practical training phase, you will receive close supervision to ensure you master each electroepilation technique with confidence and skill.

Upon completing this comprehensive course, you will have gained proficiency in the world's most advanced permanent hair removal methods. Our international expertise, cutting-edge equipment, and modern facilities provide the ideal environment for you to excel and emerge as a highly skilled electrologist.

Johanne Fortier, Director of Academia  
California Electrology Academy



## 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 of Academia**

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 operated her own salon in both Canada and California since 1979.



### **Joanie Gonella CPE - Director of Student Services**

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.



## 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 no filed petitions or any filed petitions filed against it under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et seq.)

## Mission & Objectives

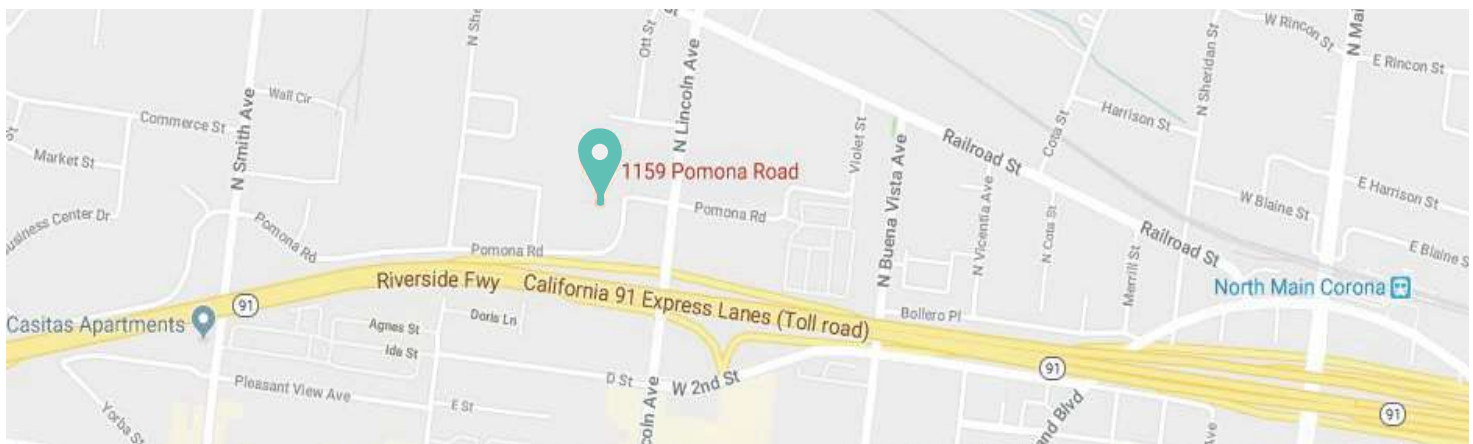
The objective of the California Electrology Academy is to provide quality education in the field of electrology. We provide the most modern equipment available on the market today coupled with world-renowned, knowledgeable instructors. At California Electrology Academy, we prepare students to meet the 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 (CEA) 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 2,000 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 hands-on. 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 for the 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

Eligibility Criteria for Admission: California Electrology Academy is committed to providing high-quality education in electrology. To ensure that our students are well-prepared for the demands of the program and subsequent professional responsibilities, the following admission criteria must be met:

- **Age Requirement:** Applicants must be at least 17 years of age at the time of enrollment. Applicants under 18 must provide parental or guardian consent along with their application.
- **Educational Background:** Applicants must have successfully completed a high school diploma or its equivalent (GED). Official transcripts or a diploma must be provided during the application process.
- All applicants must provide ONE of the following OR provide documentation for Ability to Benefit (ATB)
  - A high school diploma from a recognized U.S. high school
  - A General Education Development (GED) certificate
  - A state-approved equivalency certificate, such as the California High School Proficiency Exam (CHSPE)
- A foreign high school diploma, provided it is evaluated and translated by a credential evaluation service.
- **English Language Proficiency:** Since all courses are conducted in English, proficiency in English is required. Applicants whose primary language is not English must demonstrate proficiency through one of the following:
  - o TOEFL: Minimum score of 80 (Internet-based test)
  - o IELTS: Minimum overall band score of 6.0
  - o Equivalent proof of English proficiency may be considered on a case-by-case basis
- Applicants must have filled out the enrollment application and paid the non-refundable \$250.00 registration fee
- Students must show good visual acuity and proof from an optometrist may be required from the school

## Ability to Benefit (ATB)

California Electrology Academy does not discriminate based on educational background and strives to provide access to quality education for individuals who demonstrate the ability to succeed. Applicants who do not have a high school diploma or recognized equivalent may be admitted if they demonstrate the ability to succeed in the program through one or more of the following:

- Completion of Postsecondary Coursework
  - Applicants may provide transcripts showing successful completion of at least 6 credit hours (or equivalent) of postsecondary coursework at an accredited college, community college, or vocational school.
- Internal Competency Assessment
  - Applicants may provide transcripts showing successful completion of at least 6 credit hours
    - o Basic Reading Comprehension & Writing (Short passage with comprehension questions & a brief written response).
    - o Basic Math Skills (Addition, subtraction, multiplication, division, percentages, and decimals relevant to electrology).
    - o Practical Aptitude (Scenario-based questions assessing problem-solving in a learning environment).
  - A passing score of 75% or higher is required for admission under this method.
  - The test is administered in person at no cost to the applicant.

## 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. To ensure that all students possess the necessary English language skills to successfully participate in and complete their educational programs at California Electrology Academy Students must demonstrate a proficiency in English at a level sufficient to ensure the ability to:

- Understand and comprehend English at a level equivalent to a standard college course.
- Communicate ideas and assignments effectively in written and spoken English.
- Engage with course materials and participate in class discussions.

**Documentation Required:** Applicants can demonstrate English language proficiency through one of the following methods:

### 1. Standardized Test Scores:

- o TOEFL (Test of English as a Foreign Language)
  - Minimum score required: 80 (Internet-based test).
- o IELTS (International English Language Testing System)
  - Minimum overall band score required: 6.0.
- o Other standardized English language tests may be accepted upon review.

### 2. Previous Education in English:

- o A secondary school diploma or post-secondary degree from an institution where English is the primary language of instruction.
- o Official transcripts must be provided as evidence.

### 3. Personal Interview:

- o Conducted for candidates who are unable to provide the above documentation. The interview will assess the applicant's comprehension, speaking, reading, and writing abilities.
- o Applicants must submit a written request explaining why they are unable to provide standard documentation and must be approved by the admissions office prior to the interview.

## English Language Services

**Provision of English Language Services:** California Electrology Academy recognizes the importance of supporting students in achieving the necessary English language proficiency required for their programs. However, it is important to note that the Academy does not provide formal English language services such as ESL classes or tutoring. Students requiring additional English language support are encouraged to seek external resources to ensure they meet the Academy's proficiency requirements.

# 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 attitudes 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. Phoresis

## 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 an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at 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 educational program 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 United 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 26 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 (48) hours per week on the following days:

| Sunday | Monday                 | Tuesday                | Wednesday              | Thursday               | Friday                 | Saturday               |
|--------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Closed | 9:00am<br>to<br>6:00pm | 9:00am<br>to<br>6:00pm | 9:00am<br>to<br>6:00pm | 9:00am<br>to<br>6:00pm | 9:00am<br>to<br>6:00pm | 9:00am<br>to<br>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:

|                                  |  |
|----------------------------------|--|
| <b>Winter Vacation 2024</b>      | December 23rd, 2024 to January 4th, 2025 (classes resume January 6th)    |
| <b>Martin Luther King Jr Day</b> | Monday, January 20th, 2025   |
| <b>President's Day</b>           | Monday, February 17th, 2025  |
| <b>Spring Break 2025</b>         | April 14th , 2025 to April 19th, 2025 (classes resume April 21st)        |
| <b>Memorial Day</b>              | Monday, May 26th, 2025   |
| <b>Independence Day</b>          | Friday, July 4th, 2025 to Saturday July 5th, 2025                        |
| <b>Summer Vacation 2025</b>      | August 25th, 2025 to September 6th, 2025 (classes resume September 8th)  |
| <b>Columbus Day</b>              | Monday, October 13th, 2025   |
| <b>Veterans Day</b>              | Tuesday, November 11th, 2025   |
| <b>Thanksgiving 2025</b>         | November 24th, 2025 to November 29th, 2025 (classes resume December 1st) |
| <b>Winter Break 2025</b>         | December 22nd, 2025 to January 3rd, 2026 (classes resume January 5th)    |



# 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 (8-10 weeks with full time attendance) 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 CIMA Online Course and the State of California recommended textbook Milady's Electrolysis and Hair Removal (Advanced Services) 1st Edition. The Milady textbook is available for purchase at the school. Once the student has paid the \$2,200.00 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.

## 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 the student's 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, explain time cards, and other key aspects of your hands-on training. Contact CEA for exact orientation 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 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 exams. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikinis 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
- Attempt all written exams and practical exams
- Attain a minimum of 200 insertion hours

## Learning Modules

The following Learning Modules represent chapter designations in the textbook *Milady's Electrolysis and Hair Removal (Advanced Services) 1st Edition*; and Topics from the Online Academy and should be studied in order.

| <b>Theory - 250 Hours</b>  | <b>Allotted Hours</b> |
|--|-----------------------|
| <b>I) Laws &amp; Regulations</b>   |                       |
| Barbering and Cosmetology Laws & Regulations for the State of California                     |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 1 – Hair Removal History and Careers   | 20                    |
| <b>II) Anatomy and Physiology</b>  |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 2 – Anatomy and Physiology of the Hair and Skin                                      | 30                    |
| Chapter 3 – Disorders and Diseases of the Hair and Skin                                      | 30                    |
| <b>III) Health and Safety Regulations &amp; Sterilization</b>                                |                       |
| American Electrology Association Infection Control Standards for the Practice of Electrology |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 4 – Client Safety and Infection Control  | 20                    |
| <b>IV) Electricity</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 5 – Basic Concepts of Electricity  | 20                    |
| <b>V) Electrolysis</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VI) Thermolysis</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VII) Blend</b>  |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VIII) Additional Theoretical Training</b>   |                       |
| <i>Senior Project</i>  |                       |
| Consultation Book  | 10                    |
| Business Plan  | 20                    |
| Business Website   | 20                    |
| Chapter 11 – Building a Hair Removal Business  | 20                    |
| <b>Practical Hands-on Practice (ONSITE) - 350 Hours</b>                                      |                       |
| <b>I) Electrolysis</b>   | 60                    |
| <b>II) Thermolysis</b>   | 80                    |
| <b>III) Blend</b>  | 60                    |
| Additional Onsite Practical Training   | 150                   |
| <b>Total Program Hours:</b>  | <b>600</b>            |



# 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 200 hours of theory and 200 hours of practical training onsite (5 weeks with full time attendance). 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 CIMA Online Course. Once the student has paid the \$1,600.00 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 200 hours of the students 400-hour course.

### 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 200 hours of the student's 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, explain time cards, and other key aspects of your hands-on training. Contact CEA for exact orientation dates.

During the practical portion of 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 125 insertion hours in order to be eligible for graduation. Student performance on various practical skills will be tested during the time 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 40 insertion hours will only work on the arms and legs of various models, at 40 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 bikinis and underarms. Once the student reaches 60 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 (125 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 125 insertion hours



## Learning Modules

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

| <b>Theory - 200 Hours</b>  | <b>Allotted Hours</b> |
|--|-----------------------|
| <b>I) Laws &amp; Regulations</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 1 – Hair Removal History and Careers   | 20                    |
| American Electrology Association Standards of Practice for the Electrologist                 |                       |
| <b>II) Anatomy and Physiology</b>  |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 2 – Anatomy and Physiology of the Hair and Skin                                      | 30                    |
| Chapter 3 – Disorders and Diseases of the Hair and Skin                                      | 30                    |
| <b>III) Health and Safety Regulations &amp; Sterilization</b>                                |                       |
| American Electrology Association Infection Control Standards for the Practice of Electrology |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 4 – Client Safety and Infection Control  | 20                    |
| <b>IV) Electricity</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 5 – Basic Concepts of Electricity  | 20                    |
| <b>V) Electrolysis</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VI) Thermolysis</b>   |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VII) Blend</b>  |                       |
| <i>CIMA Online Content</i>   |                       |
| Chapter 6 – Hair Removal: Electrolysis   | 20                    |
| <b>VIII) Additional Training</b>   |                       |
| Chapter 11 – Building a Hair Removal Business  | 20                    |
| <b>Practical Hands-on Practice (ONSITE) - 200 Hours</b>                                      |                       |
| <b>I) Electrolysis</b>   | 20                    |
| <b>II) Thermolysis</b>   | 75                    |
| <b>III) Blend</b>  | 30                    |
| <b>Additional Onsite Practical Training</b>  | 75                    |
| <b>Total Program Hours:</b>  | <b>400</b>            |

# 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 with full time attendance) of 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

The 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 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 online theory must be completed before beginning the hands-on portion of the training. 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 student's 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. Contact CEA for exact orientation dates. On orientation day students taking the advanced program will need to take an entry practical evaluation to evaluate the students starting point, strengths and weaknesses.

During the practical portion of 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 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 student's 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 of insertion will need to take a final practical exam and a final written exam.

## Learning Modules

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

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

## Tuition and Fees

|   | <b>600 Hour Program<br/>(Up to a year)</b> | <b>400 Hour Program<br/>(Up to a year)</b> | <b>180 Hour Program<br/>(Up to a year)</b> |
|---|--|--|--|
| Tuition Fee <sup>1</sup>  | \$ 10,950.00                               | \$ 7,950.00                                | \$ 3,250.00                                |
| Registration Fee <sup>2</sup>                                       | \$ 250.00                                  | \$ 250.00                                  | \$ 250.00                                  |
| STRF Fee<br>(CA. schools only) <sup>3</sup><br>(non-refundable)     | \$ 0.00                                    | \$ 0.00                                    | \$ 0.00                                    |
| Deposit <sup>4</sup>  | \$ 2,200.00                                | \$ 1,600.00                                | \$ 1,500.00                                |
| Student Kit <sup>5</sup>  | \$ 600.00                                  | \$ 600.00                                  | \$ 600.00                                  |
| Total charges for<br>period of attendance<br>per month <sup>6</sup> | \$ 1,325.00                                | \$ 1,237.50                                | \$ 650.00                                  |
| <b>Estimated Total<br/>Program Costs:</b>                           | <b>\$ 11,800.00</b>                        | <b>\$ 8,800.00</b>                         | <b>\$ 4,100.00</b>                         |

<sup>1</sup>Tuition fee for students enrolled in a program

<sup>2</sup>Registration fee is non-refundable

<sup>3</sup>The State of California established the Student Tuition Recovery Fund (STRF)

<sup>4</sup>A deposit is required upon enrollment.

<sup>5</sup>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.

<sup>6</sup>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 \$250.00 per month for every month beyond their contracted year. Should students need extra hours in order to satisfy another state's licensing requirements, additional hours can be purchased at the hourly rate of \$20.00 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. 180 hour program payment plans are calculated over a 4-month period or four installments. 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 imposes a \$25 late fee for any monthly payment not made by its due date. Payments that are overdue by more than 30 days will incur an additional \$25 late fee.

## **Student Financial Aid**

CEA does not participate in state or federal financial aid programs or any form of financial aid. 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 and Cancellation Rights**

### **Cancellation Rights:**

- **Right to Cancel:** An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of signing the enrollment agreement or attending the first class session, whichever is later, will receive a refund of all monies paid, excluding a \$250 non-refundable registration fee.
- **How to Cancel:** Notice of cancellation must be submitted in writing directly to the admissions office of California Electrology Academy. This can be done via mail, email, or hand delivery.

### **Refund Policy after Cancellation Period:**

- **Pro-Rata Refund:** After the initial seven-day cancellation period, the institution will provide a pro-rata refund of all funds paid for tuition charges to students who have completed less than 75 percent of the program.
- **Beyond 75% Completion:** No refunds will be issued once more than 75% of the course has been completed.

### **Non-Refundable Items:**

- **Registration Fee:** The online registration fee of \$250.00 is non-refundable.
- **Equipment and Materials:** Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable or refundable. Once these items are received, they belong to the student and represent a liability to the student.
- **STRF Fee:** The Student Tuition Recovery Fund (STRF) fee is non-refundable after the seven (7) business days cancellation period.

### **Refund Processing:**

- **Timing of Refund:** If you are entitled to a refund, the school will issue this refund within 45 days of receiving your notice of cancellation, or your withdrawal date, whichever is applicable.
- **Balance Adjustments:** If the calculated refund exceeds the amount you have paid, a refund will be made to you within the specified period. Conversely, if you owe more than what you have paid at the time of withdrawal, arrangements must be made to settle your outstanding balance.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

## **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 student's 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 Complaints/Grievances**

CEA will always address student complaints or grievances to the best of our 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](http://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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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's, forums, etc.

### Student Housing

California Electrology Academy (CEA) does not own or operate on-campus housing facilities. However, the institution offers limited off-campus housing options for students. A rental property, owned by JJ&F Properties and managed by CEA, is available for student accommodations. The property is located in Corona, CA 92878, approximately 1 mile from the institution.

### **Housing Availability and Costs**

The tri-level rental house offers 4 bedrooms with shared living spaces, including a kitchen, bathroom(s), and common areas. Monthly rental costs range from \$1,100 to \$1,600, depending on room size and amenities. This rental price includes all utilities, including air conditioning, WIFI, washer/dryer, and access to the community pool. An additional fee is required for garage access for parking. Free street parking is available outside the community. Please note that securing a room in this housing is optional and not required for enrollment in any program. The institution does not guarantee housing, and accommodations are available on a first-come, first-served basis. Interested students should contact CEA at [info@electrologyacademy.com](mailto:info@electrologyacademy.com) or call 951-987-0034 for availability and further details.

### **Housing Compliance**

The rental property complies with all local housing, health, and safety regulations. It is equipped with smoke detectors, carbon monoxide detectors, and fire extinguishers, and meets all legal requirements for residential housing.

### **Student Financial Aid and Housing**

Rental costs for the house are separate from tuition and fees for educational programs. Students may not use their tuition payments to cover housing costs. If financial aid is available to students, it may be used for housing costs if allowed by the financial aid program. Students are responsible for managing their financial aid and living expenses accordingly.

### **Non-Affiliation and Optional Nature of Housing**

Please be advised that renting a room in this property is not a condition for enrollment in any program at California Electrology Academy. Students are free to seek alternative housing arrangements independently of the institution and will not be penalized or denied educational services for choosing other housing options.

### **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 the 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 student 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 provide CEA with a 3-day notice may result in 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 monthly rate of \$250.00 per month over contract.



## **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 or vaping is not allowed in the school building. Smoking is permitted outside away from the school's entranceways, 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 (including 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 heels 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 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 sterilization 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.

### **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 two chances to take and pass the quizzes online. If a student has taken a quiz the maximum number of times, the highest score will become the student's final score for that module. The final exam can only be taken one time.

### **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. Records are held at the California Electrology Academy 1159 Pomona Rd. Suite D2, Corona, CA 92882. 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. Students wishing to access their student records can contact the school directly during business hours and schedule an appointment at the following address:

**Director of Student Services**  
Joanie Gonella  
1159 Pomona Rd., Suite D2  
Corona, CA 92882  
Email: [info@electrologyacademy.com](mailto:info@electrologyacademy.com)  
Phone: 951-987-0034



### **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](mailto:info@electrologyacademy.com) or downloaded in PDF form directly from our website [www.electrologyacademy.com](http://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.

### **Violations**

A student may be terminated for failure to obey the rules of CEA, which are posted, or for failure to pay tuition costs. Students terminated by CEA may petition for readmission in writing and must meet with the Director or Administrator, at 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](http://www.bppe.ca.gov)

Phone: (888) 370-7589 | (916) 574-8900 | FAX: (916) 263-1897



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