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##### **Electrologist Training**

##### **Course Catalog**

**Volume 1**

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# Why Become An Electrologist?

* Each and every day in this **immensely gratifying** career, you will help people uncover the confidence they have been missing.
* The demand for ***permanent*** hair removal is steadily increasing.  An estimated 41 million women in the USA reported having unwanted hair according to SkinMedica.
* Recent surveys show hair removal to be **a growing industry with the removal of facial hair being "the fastest growing and most used spa services..."** (Industry Fact Sheet--Beauty Salons NAICS 812112)
* In 2003 the Economist published "The Bare Truth; Human Hair" revealing Gillette's report that **"Men and women spent $8 BILLION removing it {hair}"**.  Is there really anyone who does not have unwanted hair?
* Electrolysis is still the ***only*** permanent method of removing hair.  Educated consumers are seeking **permanent results**.  Clients who have undergone laser still need removal of light and white hairs in addition to follow up treatments as hair re-grows after laser treatments.
* Electrology is a career ideally suited for full or part-time hours with a **significant earning potential**.
* The NACCAS 2007 Job Demand Survey reported the **average salary for an employed electrologist** on staff in the USA was $37,522 - $40,524 exclusive of tips.  Owning your own practice could help you increase that potential income as well.
* For a **minimal investment** (less than $10,000 in many cases reports the A.E.A.) you can become the owner of your own practice.

# Why Choose Madison Institute

# of Electrology?

* Our very complete curriculum includes 450-600 hours of fun theoretical and practical hands-on **training in** ***all four*** modalities:  Thermolysis (flash and manual), Galvanic, and the Blend as well as Phoresis.  We also include training in entrepreneurship, safety and sanitation, and law and code.
* Our program gives you **more effective relevant training** with less busy work.
* **All new course content**, modern textbooks--no 1965 copyright dates here!  Combined with 17 years of experience, ensure you have the skill sets you need to be a successful electrologist.
* We offer flexibility to work around your schedule.

# Our Mission is Simple:

We believe the field of professional hair removal is more relevant than ever and that we are in need of talented electrologists across the country.

Our program provides students with training to successfully

pass licensure examinations and to begin their new career with the knowledge needed to make a positive impact in the field of electrology.



# MIE Executive Summary

We pride ourselves on our solid curriculum including instruction in all four modalities and all the extra subjects a truly *GOOD* electrologist needs. We have designed our program to cut out busy work and focus on the skill sets you need. Graduates of our program are among the most skilled in our field.

Our core program is designed to exceed Wisconsin State licensure requirements of a minimum of 450 hours. It prepares students to excel at rigorous state and national certification examinations designed by the American Electrology Association and IBEC as well as the Society for Clinical and Medical Hair Removal.

Class hours for the onsite practical class will be 10AM to 5PM unless other days and times are contracted for. The total program time must meet Wisconsin State requirements of not less than 11 weeks nor more than 30 weeks until completion. Our theory class can be conducted via an online eLearning program. Students must physically come to campus to complete their practical class. We design and deliver customized course plans with up to 1600 hours to satisfy almost any state's training requirements.

The theory and concepts that form the basis of electrology are fully explained the theory course while the practical or clinical course allows students to experience all facets of what it is like to be a professional electrologist. The Wisconsin State 450-hour licensure preparation course contains 240 practical hours and 210 theory hours. Lecture, labs, discussion and fun activities give the student a broad picture of all areas pertaining to this specialized field. A thorough business and marketing unit is designed to assist the students in developing and maintaining a successful business in compliance with State and National regulations and standards. The newest IRS and current State law and code are also presented.

A substantial part of the training is devoted to actual epilation practice on clients. Under careful supervision, the student progresses through every step necessary to become thoroughly familiar with every phase of practical experience. The practical/clinic course must be completed onsite regardless of the program chosen. Complete training in body waxing as per the December 2006 scope of practice change for Wisconsin electrologists, can also be added onto the program if needed or desired.

The main campus is located in a private practice setting conveniently located in Monona, Wisconsin. This provides a real life window into all aspects a successful working practice. Students not only learn about what a successful Electrologist does, they experience it first hand. Classes are kept VERY small to ensure a maximum of teacher contact time.

We believe the field of electrology is ready for a new kind of Electrologist, one that is business savvy ***and*** technically superior. Our graduates are armed with the latest information available and a comprehensive understanding of electrology. This program will provide students with the skill sets needed to successfully pass licensure examinations and to begin their new career with confidence.

# Wisconsin State Defined

# Syllabus of Study for 450/600-Hour Electrology Course

|  |  |  |
| --- | --- | --- |
| Subject | **Theory Hours**  **State Required/MIE Required** | **Practical Hours**  **State Required/MIE Required** |
| Introduction, Law and Code, Bookkeeping, Business Management, History and Ethics | 30/50 | 0 /30 |
| Basic Principles of Electricity and Equipment Usage | 20 | 20 |
| Anatomy, Physiology, and Microbiology | 20 | 0 |
| Safety, Sanitation, and Sterilization | 30/45 | 20/35 |
| Modalities of Electrology | 20 | 50 |
| Electrology Techniques and Variables | 20 | 50/70 |
| Clinical Practice: Consultation, Evaluation, Complications, Contra-indications, Positioning and Draping, Lighting and Optics, and Epilation Techniques | 40/70 | 60/80 |
| Individual Student Needs and Electives | 30 | 40 |
| **Total Hours** | **210/275** | **240/325** |

# MIE 450 Hour Program

# e-Learning may require an additional 10 hours (610 total)

|  |  |
| --- | --- |
| **Theory Subject** | **Theory Hours** |
| **Introduction, Law and Code, Bookkeeping, Business Management, History and Ethics** | **30** |
| Legal Issues |  |
| 1. Liability exposure and insurance |  |
| 2. State law and code |  |
| 3. National standards (AEA) |  |
| Business principles and practices |  |
| 1. Record keeping and HIPAA |  |
| 2. Bookkeeping |  |
| 3. Insurance |  |
| 4. Advertising and marketing |  |
| 5. Business set-up and management |  |
| 6. Law and code |  |
| 7. Professional ethics |  |
| Introduction to electrology |  |
| 1. History of electrology |  |
| 2. Current methods of permanent and temporary hair removal: Threading, laser/IPL, waxing, sugaring, depilatories |  |
| **Basic Principles of Electricity and Equipment Usage** | **20** |
| Operation, care, & maintenance of equipment & instruments |  |
| a. Basic principles of electricity |  |
| b. Trouble shooting techniques |  |
| c. Types of epilators and equipment available |  |
| **Anatomy, Physiology, and Microbiology** | **20** |
| Basic body systems Anatomy and Physiology |  |
| 1. The cardiovascular and nervous system |  |
| 2. The nervous system |  |
| 3. The endocrine system |  |
| 4. The integumentary system |  |
| 5. The hair |  |
| Concepts in microbiology |  |
| Dermatology |  |
| 1. Types of skin lesions |  |
| 2. Common types of skin diseases |  |
| 3. Causes of common skin diseases |  |
| 4. Contraindications for treatment |  |
| 5. Complications |  |
| **Safety, Sanitation, and Sterilization** | **30** |
| Concepts in microbiology |  |
| Hygiene and sterilization |  |
| 1. Aseptic Techniques |  |
| 2. Safety |  |
| 3. Personal hygiene |  |
| 4. Sanitation/Cleanliness procedures |  |
| 5. Skin antisepsis |  |
| 6. Disinfection procedures |  |
| 7. Sterilization procedures |  |
| 8. Law and code |  |
| 9. National standards (AEA) |  |
| 10. Positioning and draping |  |
| **Modalities of Electrology** | **20** |
| a. Electrolysis-- Basic principles of electricity |  |
| 1. Single needle method |  |
| 2. Multiple needle method |  |
| b. Thermolysis-- Basic principles of electricity |  |
| 1. Manual method |  |
| 2. Automatic/Flash method |  |
| c. The blend method-- Basic principles of electricity |  |

|  |  |
| --- | --- |
| **TTheory Subject** | **Theory**  **Hours** |
| **Electrology Techniques and Variables** | **20** |
| a. Lighting and optics |  |
| b. Variables that affect treatment |  |
| c. Advanced techniques |  |
| **Clinical Practice: Consultation, Evaluation, Complications,**  **Contra-indications, Positioning and Draping, Lighting and Optics, and Epilation Techniques** | **40** |
| Professional consultation and Board style |  |
| Evaluating the Client, Treatment, and Skin |  |
| Positioning and draping |  |
| Lighting and optics |  |
| Basic principles of electricity |  |
| Epilation Techniques |  |
| a. Galvanic |  |
| 1. Single needle method |  |
| 2. Multiple needle method |  |
| b. Thermolysis |  |
| 1. Manual method |  |
| 2. Automatic/Flash method |  |
| c. The Blend method |  |
| Contraindications |  |
| **Technology For Distance Learning** | **10\*** |
| Orientation to Instant Messenger, Desktop conferencing, Quia, Media  Player, and other programs as needed |  |
| Study and pacing skills for distance learners |  |
| Communication skills for distance learners |  |
|  |  |
| **Individual Student Needs and Electives** | **30** |
|  |  |

|  |  |
| --- | --- |
| **Practical Subject** | **Practical Hours** |
| **Basic Principles of Electricity and Equipment Usage** | **20** |
| Practice of all skills and techniques on/with live models |  |
| Epilator care and basic electricity troubleshooting skills |  |
| **Safety, Sanitation, and Sterilization** | **20** |
| Pre and post treatment care |  |
| Contraindications and common skin conditions |  |
| Positioning and draping |  |
| Practice of all skills and techniques on/with live models |  |
| Identification and analysis of skin conditions |  |
| **Modalities of Electrology** | **50** |
| Epilator care and basic electricity troubleshooting skills |  |
| Practice of all skills and techniques on/with live models |  |
| Epilation techniques |  |
| **Electrology Techniques and Variables** | **50** |
| Evaluation of treatment progress |  |
| Creation of safe and effective treatment plans |  |
| Dealing with discomfort |  |
| Positioning and draping |  |
| Review for state board exams |  |
| Practice of all skills and techniques on/with live models |  |
| Side effects of treatment and complications |  |
| Identification and analysis of skin conditions |  |
| **Clinical Practice: Consultation, Evaluation, Complications, Contra- indications, Positioning and Draping, Lighting and Optics, and**  **Epilation Techniques** | **60** |
| Consultations |  |
| Documentation of treatments and record keeping |  |
| Professional conduct and ethics |  |
| Clinic start up |  |
| Contraindications |  |
| Ergonomics for the Electrologist |  |
| Practice of all skills and techniques on/with live models |  |
| Lighting and optics |  |
| Epilation techniques |  |
| Side effects of treatment and complications |  |
| Aesthetic and cosmetic considerations |  |
| **Individual Student Needs and Electives** | **40** |

# Total Hours of Theory Training

# 210

# Total Hours of Practical Training 240

# School & Faculty

Madison Institute of Electrology is directed by Blair Dehnke, who has 17 years of experience serving Wisconsin clients. Our classes are taught by electrology specialists who hold appropriate licensure in their fields. Our program was created, and is constantly refined, to ensure students pass their Boards in states which require them. We train students to be high-quality Electrologists. We are conveniently located in the Madison area.



# Entrance Requirements

According to Wisconsin State Regulations, applicants to the Madison Institute of Electrology must:

1. Have earned a high school diploma or GED or they must be at least 18 years of age and pass an ability to benefit test.
2. In order to submit an application for licensure as an Electrologist, the State of Wisconsin requires that an applicant disclose if they have been convicted of a crime.

We require that prospective students must:

1. Be mature as evinced by their presentation of a positive, friendly attitude and the ability to accept constructive criticism graciously
2. Have a history of successful work and/or school experience
3. Have fine motor skills with excellent manual dexterity
4. Have high personal hygiene standards
5. Be able to work well with the public and staff—have solid people skills also called soft skills including courtesy, common sense, and the desire to help others and be part of a team
6. Although it is not required, we highly recommend applicants undergo a thorough eye examination by a qualified optometrist or ophthalmologist. Due to the precision work involved in doing electrolysis, students should ensure they are able to see clearly prior to training. MIE cannot be held responsible for inability to visualize due to a student’s lack of visual ability or the lack of correct or updated eyewear correction/prescription.

# State Licensure Requirements

Prospective students should note that the State of Wisconsin requires prospective Electrologists to undergo a minimum of 450 hours of training in a State Approved Institute of Electrology (§454.06) and then must pass a State administered Board Examination that consists of both a practical and a written portion before they will be granted licensure and allowed to practice in Wisconsin.

When successfully completed, this program prepares students to pass this difficult examination.

It is not required that students who wish to complete our program register, take, or pass this State examination (though it is required they take and pass the Board Exam if they want to practice electrology in Wisconsin).

As of December 2006, Electrologists desiring to add body waxing to their practice must complete a State approved 8-hour course in depilatory waxing.

# Student Supply Requirements

Students must bring the following supplies with them to class:

* We recommend the student to provide their own surgical loupes for magnification. We strongly encourage students to arrange to be fitted for their custom scopes a month BEFORE classes begin so they can start from day one with their opticals. With your 50% student discount these cost on average $1,000. There are several vendors that offer students no interest payment plans.
* A sense of humor and a willingness to learn and accept constructive feedback.
* Professional dress meaning a business casual approach that allows you to move in comfort which would include:
  + Closed-toe dress shoes.
  + Scrubs, pants, or very long (ankle length) skirts (no torn/ripped/or stained blue jeans. Ensure you can bend, sit, and move in clothing you wear without exposing your undergarments.
  + Tops that are appropriate for work environments and adequately cover the torso. Low cut tops are to be avoided for safety and sanitation reasons as are sleeves that may be caught in equipment.
  + For safety and sanitation reasons, jewelry is to be kept small and unobtrusive.
    - Earrings may be worn if they are kept very small so as not to interfere with opticals or dangle onto clients.
    - Large rings may tear gloves and impede hand dexterity, please plan accordingly (consider switching to a wedding band during practical training so your ring does not become damaged).
* Please do NOT use perfumes and other heavily scented products, our staff and clients are allergic and chemically sensitive to fragrances and essential oils.
* Our campus is a non-smoking facility and our city is smoke-free; meaning there is absolutely no smoking onsite and smelling of smoke is not acceptable due to the close proximity of client and staff interaction.
* Please plan accordingly WELL BEFORE COMING TO CLASS—quitting smoking or searching for appropriate attire the day before school adds to your pre-training stress level.
* **ALL other necessary materials are supplied for each student at no extra cost to students.**

**Tuition and Fees**

The current tuition rate for the 450-hour course is $7,200 and the 600-hour course is $10,000 including the application and enrollment package fee of $50.

We require the student to provide their own magnification eyewear/loupes. We recommend a custom fitted surgical-style loupes for magnification such as the kind many dentists and doctors use; which allow us to work in an ergonomically correct position. We strongly encourage students to arrange to be fitted for their custom scopes a month or BEFORE onsite classes begin so they can start from day one with their opticals. With a 50% student discount, these loupes are an affordable tool for students. Prescription lenses are included at no additional charge if students need them by many vendors. Many vendors offer no interest payment plans to students.

As this is a tool that you will need to save your body and eyes and will use for years and years during your career as an electrologist, it along with other equipment you will need to open your own practice, such as your own personal epilator, are NOT included in your tuition cost but you should budget for this when looking ahead to opening your own practice. Many of our students report that custom fitted surgical loupes are the single most important tool they have used that helps them to visualize the hair accurately and confidently. Thus, we prefer students utilize these scopes rather than ergonomically disastrous dime-store style reader or magnifying glasses.

Similarly, the fee for taking your State Board Exams and/or for taking other certifications is also not included in our tuition costs as they are not requirements of our program. Each state has their own requirements for practicing as electrologists. Licensure is a State requirement to practice, not one of MIE. We will prepare you to pass, but whether you take it or not is up to you.

If payment is not received as per the instructions and other arrangements are not made in writing with the Administrator, training will be terminated and applications and contracts may be cancelled for failure to adhere to instructions or deadlines.

# Refund Policy

Madison Institute of Electrology, in accordance with State law, sets forth the following refund policy. All requests for cancellation of the Student Contract and settlement of the student’s account must be made by the student to Madison Institute of Electrology. The first day of class is defined as the day students begin their online theory training for the e-Learning program or are granted online access; or the first day of onsite for a traditional all in-person program.

###### Full Refund

A full refund of all money paid by the student for tuition shall be given to the student if the student cancels by using the form in the Student Contract within three business days of the Contract’s receipt by Madison Institute of Electrology or as required by law. If a student withdraws from, or is dismissed from, the Institute prior to the commencement of classes (date of granting of online theory access is counted as day 1) but after the three business-days cancellation period, they will be entitled to a refund of monies paid to Madison Institute of Electrolysis.

###### Partial Refund

If a student begins classes and withdraws or is dismissed from the Institute, a prorated refund will be issued upon written request. The amount will be calculated utilizing the date of withdrawal or dismissal.

**Refund Table:** The table below sets forth the schedule for the adjustment of tuition for a refund assuming forty-five 10-hour class days as the base number:

|  |  |  |
| --- | --- | --- |
| **If Refund Request is Received After:** | **And is Received On or Before:** | **Maximum amount of total payment ($7,200) that may be charged:** |
| Day of receipt of the completed Student Contract | 3 business days of receipt of the completed Student Contract | $0.00 |
| The three day cancellation period after receipt of the Student Contract | After the three day cancellation period and before classes commence | $0.00 |
| First day of instruction | Course Day 3 | $850 |
| Course Day 4 | Course Day 6 | $1750 |
| Course Day 7 | Course Day 9 | $2700 |
| Course Day 10 | Course Day 15 | $3200 |
| Course Day 16 | Course Day 30 | $5500 |
| Course Day 31 | The last day of class 60 | $7,200 |

**Refund Payment Deadline:** Madison Institute of Electrology shall make any refunds due to a student or applicant within thirty days of the date the Institute dismisses the student or receives notices of withdrawal, or the Institute closing date.

# Application Process and Fees Due 450 Hour example

Student is not accepted.

2

3

1

Student is accepted!

Institute sends enrollment package to student.

Remainder of tuition $4,272 is due two weeks prior to practical class start date.

Student signs enrollment contract and returns it with theory class tuition $2,700

Submit Application and $25 fee

**Step One:**

An applicant would complete the written application fee and submit it with the $50 application and enrollment package fee in the form of a check or money order. Applications must be received by the deadline shown in the Institute calendar.

**Step Two:**

Upon acceptance, applicants will be notified in writing and sent an enrollment package, which includes the Student Contract. Applicants must complete the student contract and submit it with the theory class tuition $2,700 (in the form of a check or money order; no cash payments please) by the deadline noted by the Institute. Textbooks may be sent to students before the first day of class if time allows or sent on the first day of theory class.

**Step Three:**

The remainder of the tuition, $4,272 must be received two weeks prior to the start date of the practical class. Tuition should be paid in the form of a money order or check unless other arrangements are made.

**NOTE:** If you are awarded transfer credits, make other written payment arrangements with the director, or if granted financial aid, these figures will differ and replace those shown above. The Transfer Credit Assessment or Amendment to Contract Due to a Grant Award Agreement supersedes all figures shown here.

# Student Code of Conduct

Students enrolled in Madison Institute of Electrology are expected to maintain a professional demeanor at all times. This would include but is not necessarily limited to:

* Being prompt and prepared for all classes and class activities
* Complete all assigned activities in a timely manner to the best of their ability
* Wearing appropriate professional attire at all times
* Maintaining acceptable levels of personal hygiene
* Conducting all training activities in an honest and positive manner
* Treating staff members, other students, and clients with respect and kindness
* Exhibit good study skills and self-motivation
* Follow all Institute policies and procedures

## ZERO Tolerance for Sexual Harassment and/or Discrimination

It is the policy of MIE not to discriminate against students, applicants for admission, or employees on the basis of sex, race, color, religion, pregnancy status, marital status, national origin, ancestry, age, sexual orientation, gender identification, physical or mental disabilities unrelated to institutional jobs, programs or activities.

As such, MIE will not tolerate at any time derogatory, discriminatory, or harassing behaviors on the part of students, staff, or clients. Students who feel they have been subject to harassment should immediately report it to the school administrator without fear of reprisal.

## ZERO Tolerance for Alcohol or Other Drug Use

Due to the nature of our studies it would be an extreme danger to the health and safety of the public and our staff to allow drug-impaired individuals to train at our facility.

Madison Institute of Electrology does not permit students to engage in alcohol or other illicit drug use while on campus or engaged in school activities of any kind.

Misuse or abuse of any OTC or prescription drugs is also NOT permitted. Should students violate this policy, discipline up to and including immediate termination of training may be enforced.

# Institute Calendar and Instructional Time

Students are expected to complete the course within the contracted time frame.

Wisconsin State Law requires students to complete the course in no less than 11 weeks and not more than 30 weeks. Students must complete a time tracking sheet daily to document their time on task during all phases of instruction if directed to complete on. Time is traced automatically in the online learning environment.

Failure to accurately report time served may result in loss of hours and or penalties up to and including removal from the program. Vacation days, days missed due to illness or other absence do not count toward your hourly requirement.

One of Madison Institute of Electrology most heralded features is that we are a bespoke program. Each program is custom designed for the student; including their school calendar. While we make every effort to accommodate student calendar requests but we are not able to guarantee students will be accommodated for their first choice dates of onsite practicals.

Practicals/clinicals are scheduled during the enrollment process and confirmed after successful completion of the theory class. Each student individually contracts for the course content they need including the dates they will have classes and class hours using the student enrollment and planning process.

All courses must meet appropriate time standards set forth by the State of Wisconsin requiring students to complete the total course in not less than 11 weeks and not more than 30 weeks; or the state requirements of their home state.

There are no predetermined course dates at Madison Institute of Electrology. Specific times and days are contracted for by the Institute and Student guided by the applicable state law and code.

The Institute is generally closed to practical students on Weekends, Christmas Eve & Day, New Year’s Eve & Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving and other holidays or breaks as announced.

**The Offices and the Institute are open by appointment only when students are not onsite as the location converts to an independent private practice.**

## 2008

We utilize open enrollment for e-Learning students there are no set term schedules. You may begin theory training at any time. All practical onsite sessions are individually scheduled so you may or may not be onsite with other students. You will need to carefully select your anticipated start and end dates on your student contract so that appropriate space can be reserved for you for the onsite practical.

# Class Hours, Tardiness, and Leaves

Classes are in session according to the contracted hours arranged individually with the student guided by the applicable state law and code. Holidays, vacation days and special sessions will be announced. Students are expected to attend and be prompt and prepared for ALL class sessions and activities as scheduled.

Though we understand that emergencies do occur, please be aware students’ attendance is recorded. Tardiness, in excess of once per week, and/or more than three absences could lead to a suspension or termination of training or negatively impact student’s grades at the discretion of the instructor, regardless of excuse.

If a student must miss class or be tardy for any reason they must notify the instructor by phone PRIOR to the absence or tardy. Phone calls must be received before 8:00 am so clients can be notified if necessary.

Students will be provided with instructor’s home phone number and the office numbers to facilitate the timeliness of this contact. If students “no-show” for class and/or fail to notify the instructor prior to the absence, disciplinary action may be instated and/or grades may be negatively impacted.

## Leaves of Absence

A Leave of Absence (LOA) may be granted to students at the discretion of the instructor for a variety of reasons including family emergencies, personal illness, or funerals. Students requesting a Leave must submit a written request to the instructor prior to the LOA and arrangements must be made to make up time missed within a reasonable time as determined by the instructor.

Students will be expected to make up any and all time missed during a leave of absence, or if course time is missed for any other reason including tardiness, at the convenience of the instructor. Students are expected to conduct personal business outside of class time.

**No more than three consecutive health-related absences will be allowed without a doctor’s note.**

**If a student does not attend classes for a period of ten consecutive class days, or does not provide their required weekly checking during online classes, and does not give the Institute a written explanation prior to the ten-day period, the student will be considered to have withdrawn and will be terminated from the program.**

# Dismissal from the Institute

A student will be dismissed for unsatisfactory work if the student, after having been informed of their unsatisfactory progress, makes no attempt to seek remedial help or improve their grades and/or performance within a one-week period following said notification.

Students may also be dismissed if the instructor deems they are unwilling, or unable, to meet training requirements or as part of a disciplinary action for unsatisfactory behavior, actions, or attitudes. The decisions of the instructor shall be binding and non-negotiable.

The instructor may dismiss a student for any of the following reasons or others as deemed necessary:

* When it becomes apparent the student is unable to develop the skills necessary at an acceptable level for practical application as determined by the instructor.
* When the student fails to maintain a passing grade of 75% in theoretical studies and a level of at least Meets Standards in practical studies.
* If a student fails to pay their tuition or fees at all or is more than 10 days late on payments of the tuition or fees.
* If a student breaks our privacy policy and discloses protected information including but not limited to client health histories outside of the school.
* If a student forges, alters, or falsifies any application, student contract, or any other documents including daily time sheets.
* If a student fails to comply with rules and regulations regarding attendance, absences, make-up of work, and conduct as set forth in this catalog.
* For being disrespectful to the instructors, other students, or clients as determined by the instructor.
* For disrupting the learning environment for other students, staff, or clients.
* If responsible for the intentional destruction of Institute property.
* If a student uses, is under the influence of, or distributes: illegal drugs or alcohol, or misuses legal drugs such as prescription medication.
* Sexually harasses other students, clients, staff members, or the instructor.
* If a student engages in or is a party to stealing, lying, cheating, or fighting.
* Any other conduct deemed disruptive to the educational process or damaging to Institute property, personnel, or process.

# Withdrawal and Reinstatement after Withdrawal

A student may voluntarily terminate participation in the electrolysis training program by notifying the Institute in writing prior to withdrawal. Any extenuating circumstances the student feels are applicable should be outlined in this notice. If the student wishes to be considered for reinstatement at a later date, they should also include this in the notice. Any refund that may apply to the student will be calculated from the last day of actual attendance utilizing the appropriate chart in the Refund Policy section.

Note that a withdrawal is not a Leave of Absence. A Leave presumes you intend to return to the program at a specific generally limited or brief time whereas a withdrawal presumes you are unable or unwilling to complete the program.

A student, who has withdrawn from a course of instruction due to extenuating circumstances such as serious illness or emergency, may be considered for reinstatement by notifying the Institute in writing that they wish to continue the course of instruction. The instructor shall determine whether or not the former student shall be allowed to re-enroll or not. Decisions of the instructor are final and binding.

# How to Officially Notify the Institute

***An e-mail message does not constitute adequate written notice for this or any other official communication*** with the Institute such as cancellation of contract as receipt by the Institute is not guaranteed or documented.

Students are directed to utilize certified mail for this notice or those similar to it so receipt of the notice is assured.

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# Institute Closing

Madison Institute of Electrology closes and no longer offers instruction after a person is already enrolled, the person shall be entitled to a prorated refund of the total cost for the course of instruction based on the table listed under Refund Policy.

# Grading Policy

Academic progress in theoretical studies is measured according to the following scale:

|  |  |
| --- | --- |
| **Theory Grading Scale** |  |
| Exceptional (A) | 90-100% |
| Above Average (B) | 80-89% |
| Meets Expectations (C) | 75-79% |
| Does Not Meet Minimum Standards (F) | 0-74% |

Academic progress in practical studies is measured according to the following scale:

|  |  |
| --- | --- |
|  | Practical Grading Scale |
| ES | Exceeds Standards |
| AA | Above Average |
| MS | Meets Standards |
| NI | Needs Improvement |
| UN | Unsatisfactory |

A student must maintain at least an average of 75% in the theoretical studies portion of the course in order to progress to the practical portion of the course. Students must maintain at least a Meets Standards in the practical portion of the course to pass the course and earn a diploma as well as to be certified to sit for a State Board examination.

Students who complete the hour requirements but who cannot meet our skill level requirements may be issued a certificate of attendance but will NOT be certified to sit for Board Exams. If students attempt to qualify for multiple states licensure, students are responsible for passing all parts of all of the states requirements they intend to sit for. Students will only be certified for the portions or states whose criteria and standards they meet.

Students will be notified in writing or orally with regard to unsatisfactory status. The student is expected to make an immediate effort to improve. Their progress will be reevaluated after a one-week period following notification. Course records are kept on file during your studies at Madison Institute of Electrology and will not be released without written authorization from the student except as required by law.

# Course Records

All students will receive reports of grades received on each quiz and the Written Final Examination. A report will also be given orally or in writing assessing the Final Practical Examination. We will maintain records for each student recording successful completion of the course.

Proof of completion is required before a student is eligible to apply for the licensure examination administered by the State of Wisconsin as well as in other licensed states. If a transcript or other documentation is required by your home state, we will work with you to provide it in the format your authority requires.

Students will also receive ongoing informal and a formal assessments and a final assessment interview in which the student will receive a report of progress and a verbal assessment of skills.

Students may request up to two transcripts per year free of charge. Additional transcripts are available for $5 each. Students will receive a diploma upon graduating successfully from the Institute. Additional copies of diplomas are available for $10 per diploma issued.

Any course records will not be released to outside parties without written permission from the student except as required by law. We keep all formal student records for 5 years after date of graduation.

# Credit for Previous Training

Students who wish to be exempted from part of our training program due to previous course work or life experience may be granted partial credit if it can be demonstrated that the training would meet Wisconsin State standards, is recent, and was completed at a level equivalent to that of “A” level work.

Credit for previous training may be given if the prospective student attended a licensed or accredited school and that school furnishes a written document detailing the content and hours of previous training received at that Institute at the discretion of the Institute Administrator. Each case will be evaluated individually; all documentation of prior training is to be submitted for evaluation with the candidate’s initial application materials.

All decisions of the Institute are final and will be rendered in writing at the time of the notification of admissions decision.

# Candidates Trained Out-Of-Program

# Wishing to Sit for WI Board Exams

The State of Wisconsin regulates the practice of electrology by licensing its electrology schools and by requiring candidates to pass a licensure exam. Students who have been trained at a non-licensed school/or training program, in or out of state, who wish to take the Wisconsin State Board Exam for electrology must prove that they have received training that is the equivalent of what they would have had at a state licensed school so they are properly prepared to pass their board exams.

Candidate submits documentation to Institute for evaluation. **No Charge**.

If time and subject requirements are met, candidate may sit for on-site evaluation. **$400 fee**.

If candidate passes written and practical assessment, they may sit for Boards.

**Quantity of Training**

**Quality of Training**

If a candidate received training outside the Institute we have established a two-part process. First the Institute will determine if the State required time and subject requirements have been met. This is not an evaluation of the quality of the previous training merely the appropriate quantity. The candidate must submit course records and transcripts detailing the subjects taught, the hours of practical and theory training in EACH subject area, and grades for each.

Madison Institute of Electrology will evaluate the course records without charge. If the student appears to have met or exceeded Wisconsin State requirements for 450 hours of training in the appropriate subject areas and with the appropriate allocations of time, the Institute will allow the candidate to sit for an on-site assessment. This is the second step. The candidate will be required to pay an assessment fee of $400 for the on-site assessment.

The candidate will be given a written and practical assessment in person at Madison Institute of Electrolysis that is commensurate with the final exams our students would take. If the candidate passes the assessment, they will be allowed to sit for Wisconsin State Board Exams.

# Employment Advisory Services

No guarantee of employment is made to the student. When written or verbal requests from an employer are received, referrals will be made.

No further employment advisory services are offered except to thoroughly discuss with the student all possible job options available in the field of electrolysis and to present an academic unit on the basics of starting a practice.

Attendance at the Institute is NOT an employment offer.



# Surety Bond

Madison Institute of Electrology is bonded for the protection of the student. The bond is required by Sec. 440.62 (2), Wisconsin Statutes and RL 61.06 Wisconsin Administrative Code. The bond provides indemnification, within the limits of the bond, to any student or enrollee, or the parent, guardian, or sponsor of such a student or enrollee who suffers a loss or damage from any of the following:

1. Fraud or misrepresentation
2. Violation of any state administrative rule, statute or Institute policy relating to the licensing or operation of the Institute
3. The Institute’s failure to perform its contractual obligations
4. A student being refused a tuition refund to which they are entitled.

For further information or to file a claim contact:

TRICOR Insurance

608-755-5200

A piece of paper with writing on it

Description automatically generated with medium confidence

The school has fully equipped treatment rooms featuring adjustable treatment tables, Apilus epilators, and all treatment supplies including drapes, gloves, sterile implements, probes and tools.

We have hand washing areas and a sterilization area. Our break room has storage space for student and staff meal supplies for student and staff use. We have a restroom for client and student/staff use.

Our complex is equipped with wireless internet throughout. Our room utilization may change according to Institute needs.

There is ample free parking right outside in our private lot. We have a fully stocked dispensary/storage area.



# An Important Note Regarding eLearning

It is important to note that if you select e-Learning that you are aware that you will be completing ONLY your theory work online and must still physically come onsite for the practical portion of the class. You don’t have to be a computer whiz to be successful, but you do need to be able to send e-mail with an attachment, download and save files, and have the right kind of programs on your computer. The rest, we can assist you with.

This means that you will do your reading assignments, chapter work and “homework” from home. You will also view lectures or presentations over the computer from your location. You may have conference calls or use text messaging or Instant Messenger communication with your instructor in real time.

We have determined that most adults can read a lesson from a textbook and complete the study questions from the comforts of home just as easily if not better and with less stress than if they were to do the same assignment in a classroom.

You will have a real live human instructor available to answer questions and discuss material if you need it. You are required to stay in close communication with your instructor via telephone, e-mail, texting, or Instant Messenger. You will submit homework to your instructor and receive detailed feedback on it. Unlike in a traditional classroom, you will move along at your OWN pace not the pace of the group.

You are still bound by all of the policies and procedures that any of our traditional students would be. This means it is essential that you document your time every day when you work on your theory work on the time sheets provided. When you come to campus, you will complete the hands-on or lab portion of the course.

E-learning can be a great option for working adults who don’t require someone else to keep them on task and who can not be away from home for three months.

If you need someone to say “now turn to page two and read it twice before you do the questions” for each assignment, then e-Learning isn’t an option for you. If you are an independent thinker and can motivate yourself to stay on task you might find you enjoy the convenience and flexibility of e-Learning.

# eLearning Student Requirements

All e-Learning Students must abide by the following terms:

##### **ONE: Documentation of Time on Task**

* Students will complete all time documentation in an accurate and timely fashion. Students will log onto our class page and understand that even though the computer tracks time on task and logs what activities are completed, that the student is still responsible for documenting time. Failure to document my time and learning or to inaccurately document time may result in loss of credit and increase required time and could result in termination from the program.

##### **TWO: Course Requirements and Delivery Methods**

Just like traditional in-class participation, exercises, and instruction, the student will:

* Participate in the conference calls and Zoom conferences as instructed.
* Regularly consult the Class eLearning Website and log on to IM each time they are on the computer to keep in touch with classmates, update learning objectives and to use the resources.
* Complete the assignments for each chapter that are assigned on the eLearning Page including viewing presentations, DVDs, and other learning materials as directed.
* Ask any questions about the course, assignments, e-mail, etc. to the instructor via e-mail, IM, or telephone call.
* Send in a weekly Student Time Sheet documenting learning activities and accomplishments. Time sheets may be submitted as a file attachment to an e-mail to the instructor by 11:30 pm on the appropriate due date as assigned or hard copy mailed in.
* Student will check email at least daily.
* Student will complete other distance-learning activities as assigned during the allotted time frame in consultation with the instructor.

##### **THREE: Communication with Instructor and Grading**

* The student understands that if they have any difficulties or questions it is the student’s responsibility to communicate directly to the instructor to resolve them as soon as possible. Our instructors are amazing, but they are not psychic, you need to ask for help if you need it.
* The student will communicate directly with the instructor either by phone or electronically a minimum of once per week.
* The instructor will calculate grades based on completion of the above, plus the following: Scores on Quiz sessions, distance-learning activities, assignments, and final theory examination.

##### **FOUR: Training Hours and Time Line**

* Students may work at their own pace on all assignments. Students will not be allowed to advance to the next unit until they have mastered the previous one. According to Wisconsin State Statutes students must **complete** the theory AND practical classes (thus total program) in no less than 11 weeks and no more than 30 total weeks.
* Due to the nature of distance learning and individual aptitudes and abilities, students may actually spend more than 450 hours on training. There is no additional charge for extra hours if students need more training due to a performance issue.

##### **FIVE: Computer Requirements and Technology Skills Needed**

* This course is designed for a computer with a high speed Internet connection (preferably high speed DSL or cable internet access) and a Windows PC operating system MAC/APPLE users may miss out on some of the features of the online program. Alternate assignments can be offered for Apple users if they encounter issues.
* Regardless of computer type, Microsoft Word (not Works) will be used. You may be able to substitute OpenOffice if you do not have Word.
* The free program Adobe Acrobat Reader will need to be installed on the computer (MIE will send links to download this free program).
* Students must have, or have access to, speakers/headset, and a telephone connection.
* Students must be motivated to take this course, be an independent, proactive learner who will work hard to succeed and can follow directions carefully.
* Students must be comfortable using a computer. Students should know how to open and save documents, use a mouse, surf the web, e-mail and type on the keyboard.