

Cindy Cassady

School of Electrology, Health and Beauty

A Private Career Education School providing technical training for those entering the growing field of Electrolysis and Facial Specialty

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School Catalog

Volume 23

Licensed by:

Commission for Independent Education Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll-(888) 224-6684

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Certified true and correct in content and policy.

<hr/> Katherine Musto, MA, FS, LE School Administrator Cindy Cassady School of Electrology, Health and Beauty 2995 Langley Avenue Pensacola, Florida 32504	Date	1/01/2023
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HISTORY

The Advanced Electrolysis Training Center was originally established in 1995, as a training center offering workshops for practicing electrologists who wanted to improve their technique, learn new techniques and earn continuing education hours.

Cindy Cassady expanded the training center in 2003, to offer advanced education on a beginner's level, after seeing a great need for proper instruction in the beginning of the electrologists career. The school is licensed by the Commission for Independent Education, Florida Department of Education. The name was changed to Cindy Cassady School of Electrology in April 2005. Cindy Cassady School of Electrology, Health and Beauty was established in December 2009.

Cindy Cassady, C.C.E., C.P.E., C.M.E., practiced electrology for over 40 years. She studied at the California Institute of Electrology under Claire Lofgren and at the A.R. Hinkel School of Electrology. She was instructed by John Fantz, who is a leader in the Electrology industry and is very well-known and respected nationwide. This is where she not only perfected short wave and multi-needle electrolysis, but also mastered the newest needle-type modality: the "blend" technique. Ms. Cassady was Director of Electrolysis Services at a very popular skin care salon where she built an outstanding and steady clientele. She was a long-standing member of the American Electrology Association and the Society for Clinical and Medical Hair Removal Specialist and was a long-time member of the International Guild of Professional Electrologists.

Beginning January 2010, the school added its first Facial Specialist program. The decision to expand was due to the high volume of requests to attend the program by individuals in the community and surrounding cities who were seeking high-quality education, small class sizes, and experienced instructors who were familiar with the ever-changing knowledge in the exciting industry of skin care.

In 2017, the Florida Electrolysis Council approved and implemented a revision in Florida Law Chapter 64B8-53, Florida Administrative Code, Electrolysis Training Programs. This revision merged the laser/light-based hair removal course (formerly a continuing education course) with the electrology course. The didactic portion of the required training for electrolysis/laser/light-based hair removal may include online or home study courses. (Online or home study is not permitted for students who qualify for veterans training assistance). These requirements will begin to take effect June 1, 2017. This new catalog will take the place of previous catalogs.

PHILOSOPHY

Cindy Cassady School of Electrology, Health and Beauty is dedicated to those who wish to enter the rapidly growing professions of permanent hair removal and esthetics. This school prepares technicians who enter the electrology program to perform in all needle-type modalities/ laser and light-based modalities accepted and approved by the State of Florida for the pre-licensure program. Students use a variety of electrolysis equipment and laser/light based equipment, and receive personalized training as well.

The facial specialist program teaches manual facials as well as facials accompanied by equipment designed to use different modalities for different effects in skin care.

Small class sizes give students the opportunity to learn the maximum amount of information and obtain close, professional supervision. Plenty of hands-on time is available for top perfection.

Properly trained electrologists and facial specialists are greatly needed to serve our community at a time when electrolysis and esthetics are increasingly in demand. Both men and women are seeking relief from excessive and unwanted hair growth, as well as desiring to slow the aging process and maintain healthy, vibrant skin.

Electrology/laser and light-based services and esthetics services are demanding, exciting, and rewarding professions. Many electrologists/laser and light-based technicians and facial specialists prefer to open their own practice, while others opt to work in day spas, skincare clinics, or with dermatologists and other health care providers.

Attendees of our School can feel confident that they have been trained with the newest equipment and techniques in these fields.

OWNERSHIP

Cindy Cassady School of Electrology, Inc., is a corporation formed under the laws of the State of Florida. This corporation owns Cindy Cassady School of Electrology, Health and Beauty.

GOVERNING BODY

Shaun Cassady
Jake Cassady, LE
Owners
2995 Langley Avenue, Pensacola, Florida 32504
850-478-3362

FACULTY

Jake Cassady, LE
Co-owner/Technician
Electrologist/ Laser and Light-based technician- Cindy Cassady School of Electrology,
Health & Beauty, 2019

Katie Musto, MA, FS, LE
School Administrator, Instructor, Electrologist/Laser and light-based technician, Facial
Specialist

Facial Specialist License-Cindy Cassady School of Electrology, Health & Beauty- 2011
Bachelor of Arts-University of West Florida- 2013
Master of Arts- University of West Florida - 2016
Licensed Electrologist and laser/light-based hair removal technician- Cindy Cassady
School of Electrology, Health & Beauty- 2017

MISSION STATEMENT

The purpose of this institution is to provide the highest quality education to those seeking a successful career in electrolysis/laser and light-based modalities and/or skin care/esthetics. Through hands-on training and small class sizes, we maintain an optimum environment to ensure excellence in students' exciting new careers. Our mission is to prepare the student for career opportunities in electrolysis/laser/light-based services and esthetics by preparing them to enter the workforce with the confidence, skill, and necessary knowledge to perfect the science of permanent hair removal using needle-type electrolysis/laser/light-based modalities, and/or the skills needed to perform a variety of different types of facial specialist services.

2023 SCHOOL/HOLIDAY CALENDAR

January 2, 2023	Open enrollment, classes begin
January 16, 2023	Martin Luther King Day- no class; office open
February 20, 2023	President's Day- no class; office open
March 25-April 1, 2023	Spring Break- no class; office open
April 7, 2023	Good Friday- no class; office open
May 29, 2023	Memorial Day- no class; office closed
June 19, 2023	Juneteenth- no class; office open
July 3-9, 2023	Independence Day and summer break; office closed 7/4
September 4, 2023	Labor Day- no class; office closed
November 11, 2023	Veteran's Day- no class; office closed
November 18-26, 2023	Thanksgiving/Fall break- no class; office closed 24,25
December 16, 2023- January 3, 2024	Christmas break- no class

DESCRIPTION OF SCHOOL FACILITIES

The school consists of approximately 2800 square feet, located in Pensacola, Florida, situated near the airport, malls and schools. It is convenient for public transportation and has ample parking. The school has sufficient space for at least 7 treatment stations, a spacious lobby, reception area, administrator's office, classroom, and student and client restrooms. The kitchen area includes a refrigerator, microwave, and a washer and dryer. The lab is equipped with an autoclave and a dry heat sterilizer. A resource center of books and videotapes are available for the students' use. The facility is handicapped accessible.

Class areas are equipped with a variety of electrolysis epilators/lasers/light- based equipment and facial equipment to include

Facial Steamers	Hot towel caddies	Dry heat sterilizer/autoclave
Galvanic and Tesla modalities	Laser & light-based equipment	Multi-needle epilators
Treatment tables	Short-wave epilators	Tweezers and probes
Treatment chairs	Blend epilators	Pro-stand magnifiers and lamps

DISCLOSURES FOR THE ELECTROLOGY PROGRAM

Cindy Cassady School of Electrology, Health and Beauty holds an annual license, #2865, by the Commission for Independent Education. Accreditation and financial aid are not available at this time. The school is approved for Veteran's Training and MyCAA for those who qualify. Credit for previous training or experience is at the discretion of the administrator. Transferability of credit is at the discretion of the accepting institution, and is the student's responsibility to confirm whether or not another institution will accept credits. Students may take an examination to earn credit for a specific course, for a maximum of fifty percent of the academic portion of the program. Completion of this electrology course prepares the student for the Florida Department of Health examination for electrology licensure. This licensure is required to practice electrology and laser light-based hair removal in the state of Florida.

Students must register for the American Electrology Association's (AEA) International Board of Electrologist Certification (IBEC) Licensure Examination with exam vendor, Prometric. After students have passed the exam, applicants must submit the application for licensure along with the required documents. Application must be made to the state by the student including a \$205.00 application fee (\$100 application fee; \$100 licensure fee; \$5 unlicensed activity fee), an Electrology diploma, proof of date of birth, and proof of high school diploma or equivalent.

All applicants requesting admission must have prior proof of completion of high school or a GED and be at least 18 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. Criminal histories must be reported to the Department of Health, Electrolysis Council on electrolysis applications for permission to pursue licensing in a health care position.

Additional information regarding the institution may be obtained by contacting the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

Each Prospective student shall have access to this institution's catalog one week prior to enrollment or the collection of any tuition. Catalogs may be accessed online at www.electrolysischools.com.

DISCLOSURES FOR THE FACIAL SPECIALIST PROGRAM

Cindy Cassady School of Electrology, Health and Beauty holds an annual license, #2865, by the Commission for Independent Education. Accreditation and financial aid are not available at this time. The school is approved for Veteran's Training and MyCAA for those who qualify. Credit for previous training or experience is at the discretion of the administrator. Transferability of credit is at the discretion of the accepting institution, and is the student's responsibility to confirm whether or not another institution will accept credits. Students may take an examination to earn credit for a specific course, for a maximum of fifty percent of the academic portion of the program.

Completion of this facial specialist program prepares the student for application to the Florida Board of Cosmetology for facial specialist licensure. This licensure is required to practice facials in the state of Florida. Application must be made to the state by the student along with the facial specialist certification.

All applicants requesting admission must be at least 16 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. All candidates must interview with the school administrator and tour the school before admission.

Additional information regarding the Institution may be obtained by contacting the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

Complaints and disciplinary actions will be given careful consideration by administration. The health and safety of students and staff are the institution's primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly.

Each prospective student shall have access to this institution's catalog one week prior to enrollment or collection of any tuitions. Catalogs may be viewed on line at www.electrolysischools.com.

POLICY STATEMENT

The school does not discriminate regarding race, gender, sexual orientation, creed, or religion. The training offered by the school may also be recommended to specific handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

PROGRAM DESCRIPTION OF ELECTROLOGY PROGRAM

The training center prepares technicians in all needle-type and laser/light-based hair removal modalities accepted and approved by the state of Florida. Students use modern equipment and receive personalized training.

OBJECTIVES OF THE ELECTROLOGY PROGRAM

The objectives of this program are to provide students with complete knowledge in the science of permanent hair removal and teach the expert skill required to permanently remove unwanted hair for those in our community and elsewhere.

In this program of study, students are taught the technical skills required to be successful electrologists. Along with hands-on experience, students will obtain in-depth knowledge of their new profession with the confidence to pursue career opportunities and answer questions in detail pertaining to electrolysis.

This program is recommended for anyone desiring:

- Working one-on-one with the public
- Helping others' self esteem
- Having flexible hours
- Seeking self-employment or employment in the service business
- Working part-time or full-time

Total electrology program hours: 320. Hours and classes are based on actual clock hours.

Required for completion: 20-hour weeks for 16 weeks (22 hours min. approved for full time veterans training) OR 10-hour weeks for 8 months available to help accommodate working students. Hours may be adjusted to meet the student's needs. Consult with the school administrator for special accommodations. Hours may vary to accommodate students. Students are required to attend 10 hours minimum per week.

Course Numbering and Unit of Credit

The course-numbering system uses a five or six digit alphanumeric identifier. The prefixes are characters that represent the type of course, and the suffixes are numbers that represent the sequence in which they are taught. All academic courses of study are numbered in a 100 series. The clinical hours are numbered

with a 200 series. A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

ELECTROLOGY PROGRAM CURRICULUM

(As required by Florida Law)

This program is devoted to the study of hair and skin. The student is exposed to the history of electrolysis from single-needle galvanic to multiple needles and laser-light based modalities. The student will begin practicing insertions/ and conducting experiments with the different modalities. Students will learn general treatment procedures including pre- and post-treatment procedures. Students will also learn the necessary skills to build a practice such as interviewing clients, answering the telephone, and booking appointments.

Electrology Academic Schedule/Course of Study

EL101 Florida Laws and Rules - 5 hours

Study of Chapter 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 455, Part 11 F.S.: This unit familiarizes the student with the legal requirements of electrology in the State of Florida.

EL102 Introduction to Thermolysis, Electrolysis, Blend and Laser and Light-based Modalities - 15 hours

Introduction to hair-removal techniques through thermolysis, galvanic/ blend, and laser and light-based modalities. History of permanent hair removal and general treatment procedures. This unit looks at the chemical decomposition of the lower part of the hair root by the use of a galvanic current (galvanic), high-frequency electro coagulation, its actions and processes in relationship to electrology (thermolysis), and a dual-action method by simultaneously using high-frequency and galvanic current in one application (blend). Laser and light-based hair removal modality will discuss thermal heat and its effects on tissue.

EL103 Electricity - 5 hours

Principles of electricity, epilator functions and adjustments. This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in electrology.

EL 104 Laser and Light-Based Hair Removal – 5 hours

Discussion of key terms, laser removal, photo-epilation, laser devices, laser physics, treatment parameters, safety issues, and case history.

EL 105 Laser Safety and Precautions- 5 hours

To ensure safe use of the laser and patient and personnel safety. This unit will discuss environment, equipment, personnel, patient safety, & documentation.

EL106 Integumentary System - 6 hours

Integumentary system (skin and appendages). This unit identifies appendages of the skin and explains their functions.

EL107 Biology of the Hair - 10 hours

Biology of hair growth. This unit gives the students an overall blueprint of the architecture and activity of the skin and hair. It also offers a technical analysis of the intricate structure of the hair follicle and details of its development.

EL108 Microbiology - 7 hours

Microbiology of the skin (flora), sanitation and safety procedures including demonstrations. This unit of study defines bacteria, its growth and reproduction, and non-bacterial causes of infection. Students are taught effective methods of sanitation and disinfections of implements, supplies, and equipment.

EL109 Blood-borne Pathogens - 5 hours

Study of blood-borne pathogens with emphasis on hepatitis (all types), and HIV/AIDS. This unit defines bacterial growth and reproduction, destruction of bacteria, and methods to prevent disease.

EL110 Skin Assessment – 20 hours

Skin assessment, including types, effects of specific current, effects of temporary removal, and complications of the skin. This unit teaches the student to recognize different skin types and apply the correct amount of current for a specific area.

EL111 Clinical Management - 5 hours

Clinic and office management, communications, professional ethics, bookkeeping, and patient management. This unit gives the student an overview of ethics necessary for proper conduct of the professional electrologist. Topics covered include: dress, hygiene, courtesy, honesty, and confidentiality.

EL112 Consultations – 20 hours

Consultations: medical history, contraindications and complications. This unit helps the electrologist develop valuable communication skills when dealing with the client.

EL113 Endocrine System - 6 hours

Endocrine system, including related diseases. This unit covers glands and which ones can cause excess hair growth.

EL114 Circulatory System - 6 hours

Circulatory (blood and lymph, and nervous system). This unit's purpose is to understand what effects electrology treatments have on the body.

SUBTOTAL = 120 ACADEMIC HOURS

ELECTROLOGY CLINICAL APPLICATION

EL201 Skills - 5 hours

Coordination skills with probe holder and forceps. Hands-on techniques in manipulating instruments.

EL202 Insertions - 15 hours

Insertions. Practice angles and techniques to insure proper insertions.

EL203 Sanitation - 10 hours

Sanitation and sterilization procedures. Demonstrate proper procedures—hands-on practice.

EL205 Thermolysis – 10 hours

Hands-on equipment instruction (thermolysis). Experiments with meat and eggs at different intensity and timing.

EL204 Electrolysis/Blend - 10 hours

Hands-on equipment instruction (electrolysis). Experiments with meat and eggs at different intensity and timing.

EL206 Laser and Light-based Modalities -15 hours

Hands-on equipment instruction.

EL207 Client Preparation - 10 hours

Client pre/post-treatment. Instruction in proper preparation of skin before treatment and caring for skin after procedure.

EL208 Client Assessment - 15 hours

Client assessment. Instruction in proper assessment of skin before and after treatment.

EL209 Procedures - 80 hours

General treatment procedures. Hands-on hours. Students work practicing procedures on clients.

EL210 Consultations - 15 hours

Consultations. Interviewing clients, evaluating client history, explaining procedures, and selecting proper treatment for individual situations.

EL211 Visuals – 5 hours

Visuals/ library. Viewing videos of treatments from insertions to action in the hair follicle, oral quizzes on content, group and independent study from library.

EL212 Review - 10 hours

Review/exam preparation. Group and independent study of content covered, oral quizzes, question and answer.

SUBTOTAL = 200 CLINICAL HOURS

TOTAL ACADEMIC & CLINICAL: 320 HOURS

A certificate will be issued to each student who successfully completes the program and satisfies all requirements.

Cindy Cassady School of Electrology, Health and Beauty prepares the student to be qualified to enter a field of employment in electrology.

ELECTROLOGY PROGRAM TUITION & SCHEDULE

Registration fee:	\$100.00
Cost of Books/Materials:	\$200.00
Tuition Cost:	\$8,200.00
Total Program Cost:	\$8,500.00

Uniform Cost: \$100.00 (purchased by student at a uniform store)

The student is required to purchase black scrub pants with a white scrub top, white or black shoes, and a personal pair of magnifying glasses or loops.

Cost of books includes textbooks, instruments and required lab supplies for clinical-books and materials are *non-refundable*.

The registration fee of \$100.00 and cost of books/materials of \$200.00 and \$8200.00 is due at the time of registration for admission to the school.

All payments must be paid in full **before** the first day of school unless other arrangements have been approved by the school administrator.

DESCRIPTION OF FACIAL SPECIALIST PROGRAM

The facial specialist program includes teaching services in facials, client consultations, skin analysis, mechanical, manual, and chemical exfoliation, cleansing, toning, manipulations, masks, or other treatments as needed. Students will also learn the basics of temporary hair removal methods such as waxing and sugaring, makeup application, lash application, and lash and brow tinting.

OBJECTIVES OF THE FACIAL SPECIALIST PROGRAM

To teach numerous skin care techniques, skin analysis, exfoliation, applications, manipulations both manual and mechanical, product knowledge, and include the science of skin care to those pursuing an exciting career in the skin care industry.

In this program of study, students are taught the technical skills required to be successful facial specialists. Along with hands-on experience, students will obtain in-depth knowledge of their new profession and the confidence to pursue career opportunities and answer questions in detail pertaining to facials.

This program is recommended for anyone desiring:

- Working one-on-one with the public
- Helping others' self esteem
- Having flexible hours
- Seeking self employment
- Working part-time or full-time.

Total Facial Program Hours: 220. Hours and classes are based on actual clock hours.

Required for completion: 20-hour weeks for 10 weeks (22 hours min. approved for full time veterans training) OR 10-hour weeks for approximately 5 months is available to help accommodate working students. Hours may be adjusted to meet the student's needs. Consult with the administrator on special

accommodations. Hours may vary to accommodate students. Students are required to attend 10 hours minimum per week.

FACIAL SPECIALIST PROGRAM CURRICULUM

Course Numbering and Unit of Credit

Facial Specialist Academic Hours

FS101 Skin Theory and Disease, HIV/AIDS - 67 hours

Study of the integumentary system to include the biology of the skin and hair, layers of the epidermis, dermis and subcutis, functions of the layers, nerves and glands. This unit discusses diseases of the skin, symptoms, causes, treatments and appropriate referral to a physician. Study of HIV, the virus that causes AIDS, how it breaks down the immune system, its symptoms, and transmission.

FS102 Hair Removal-5 hours

Explains the morphology of hair and its growth stages, and describes methods of temporary and permanent hair removal. Students will learn to identify different hair-removal equipment, tools, and accessories. Students will also learn how to perform face and body waxing, contraindications, and to provide a thorough client consultation before hair removal.

FS103 Makeup-1 hour

Describes the different types of cosmetics and their uses. Students will be able to demonstrate an understanding of cosmetic theory. Students will learn to consult with clients to determine their needs and preferences, to identify different facial features, and to demonstrate procedures for basic corrective makeup. Students will also learn how to perform a basic makeup procedure for any occasion.

FS104 Product Chemistry- 8 hours

Describes product chemistry and components in formulating products, the most common cosmetic ingredients and their functions. Students will learn how to understand product formulation for different skin types, recognize and understand the benefits of many ingredients, and be able to recommend home care for different skin types and conditions.

FS105 Sanitation-10 hours

Study of the types and classifications of microbes, including hepatitis and HIV, and their transmission. Students will learn different types of disinfectants and their uses, and how to safely sanitize and disinfect various salon tools and

surfaces. Students will also learn the importance of sanitation for the health and safety of clients and themselves.

FS106 Basics of Electricity-2 hours

Discusses the nature of electricity and the two types of electrical current. Students will learn to describe the four types of electromagnetic radiation and the visible spectrum of light, describe rays used in light therapy and their benefits.

FS107 Facial Techniques and Contraindications-50 hours

Study of facial treatments and their benefits, skills and techniques, treatment and client preparation, key elements of the basic facial treatment, facial philosophies and methods, treatments for different skin types and conditions, and acne facials. Students will also learn how to incorporate massage during the facial, massage contraindications, types of massage movements and techniques. Students will use magnifying lamps, steamers, galvanic current, high-frequency machines, electric hand-warmers. Students will also learn about equipment and purchasing the necessary items to begin working.

FS108 Ethics-2 hours

Learn the principals of good character, proper conduct, and moral judgment expressed through personality, human relation skills, and professional image.

FS109 Florida Law and Rules-4 hours

Examination of Florida laws and rules pertaining to the facial specialist including rules and requirements for examination, licensing, the licensing process, continuing education requirements, facility licenses and application procedures, preparing and passing inspections, reviewing Florida Statutes for facial specialists, and disciplinary proceedings for licensee's not in compliance.

SUBTOTAL = 149 ACADEMIC HOURS

Facial Specialist Service Hours

FS201 Facials – 30 hours

Practice manual and mechanical facials, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily, dry, combination, problem, and mature skin. Students will learn skills and techniques for facial services and treatments, client preparation, key elements of the basic facial treatment, facial philosophies and methods, variation of the basic facial, the mini facial, treatment for different skin types and conditions, acne facials, and men's skincare.

FS202 Electrical Devices - 1 hour

Work with galvanic and high-frequency currents. Students will also learn care of machines, devices, and accessories.

FS203 Hair removal – 10 hours

Perform hair removal including tweezing, waxing, threading, and sugaring. Students will learn the hair-growth cycle, characteristics and differences in hair growth, methods of hair removal, temporary methods, waxing techniques, contraindications for hair removal, and general procedures for waxing, threading, and sugaring.

FS204 Makeup application – 10 hour

Application of both daytime and nighttime looks. Use of makeup products, makeup brushes, makeup color theory, selecting makeup colors, evaluating face shapes and proportions, corrective makeup, tips and guidelines. This section also includes retailing products.

FS205 Lash and brow tinting - 2 hours

Perform lash and brow tints to darken lashes and brows. Students will learn safety procedures and contraindications.

FS206 Eyelash application - 12 hours

Application of strip lashes, individual lashes, and semi-permanent lashes.

FS207 Manual Extractions - 6 hours

Perform manual extractions to remove impurities and comedones, and to unblock clogged areas and refine pores.

SUBTOTAL = 71 SERVICE HOURS

TOTAL ACADEMIC & SERVICE HOURS 220 HOURS

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

FACIAL SPECIALIST PROGRAM TUITION

Registration fee:	\$100.00
Cost of Books/Materials:	\$395.00
Tuition Cost:	\$2100.00
Total Program Cost:	\$2,595.00

Uniform Cost: \$100.00 (purchased by student at a uniform store). Cost of books includes textbooks, instruments, and required lab supplies for clinical-books and materials are *non-refundable*.

The student is required to purchase black scrub pants and a white scrub top, (purchased by student at a uniform store), white or black shoes.

The registration fee of \$100.00 and cost of books and materials for \$395.00 is due at the time of registration for admission to the school.

All payments must be paid in full **before** the first day of school unless other arrangements have been approved by the school administrator.

ADMISSION REQUIREMENTS FOR THE ELECTROLOGY PROGRAM

All applicants requesting admission must have proof of completion of high school or have a GED, and be at least 18 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. Criminal histories must be reported to the Department of Health, Electrolysis Council on electrolysis applications for permission to pursue licensing in a health care position.

ADMISSION REQUIREMENTS FOR THE FACIAL SPECIALIST PROGRAM

All applicants requesting admission must be at least 16 years of age. Good eyesight is a necessity. The applicant must have the ability to read and perform simple mathematical calculations. All candidates must interview with the school administrator and tour the school before admission. Students receiving VA benefits/GI Bill ® must provide the school with a certified high school transcript or diploma.

Licensure is by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

CLASS START AND END DATES

The school offers enrollment at different times during the year (open entry). The date of completion is determined by the date of entrance and the frequency of attendance. Students must attend a minimum of 10 hours a week.

HOURS OF OPERATION

The business office is open 9:00 am to 5:00 pm and when classes are in session. The school's office hours are Monday through Friday 9:00 am to 5:00 pm. The school library will be open for students Tuesday through Friday 9:00 am to 5:00 pm.

Full time hours: 30 hours a week-when available.

Part time hours: 10-20 hours a week

Part-time classes are available Monday through Saturday. Lunches are from 1:00-2:00 pm. Saturdays may be alternated as needed (when offered). **Special arrangements may be requested through the school administrator to attempt to accommodate personal schedules.**

GRADUATION REQUIREMENTS

A certificate is presented to the Student that has:

- 1) Successfully completed all required courses in the electrology and/or facial specialist programs
- 2) Attended all class hours
- 3) Fulfilled all monetary obligations to the school
- 4) Met a completion grade of at least 70%

All progress records kept by the school will be furnished to the student.

GRADING

Students at Cindy Cassady School of Electrology, Health and Beauty will receive grades based on classroom participation, laboratory and project work, written examinations, professional appearance, client rapport, and personal conduct. Grade reports are reviewed at mid-term. Final grades are issued at the end of the program and are based on the following:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – 59 or below

Grades below 70% will be reviewed with an instructor and re-taken until knowledge of subject meets with the satisfaction of the instructor. If a student has unsatisfactory grades or progress, they may be placed on academic probation for 30 days and counseled by the school administrator. If at that time, grades have not met satisfactory level, the student may be suspended from the program for a minimum of 2 weeks, and reentrance will be allowed only if an open slot is available. If the classroom is full, the student will receive an incomplete until reentrance is available. Termination of the program is at the discretion of the school administrator.

A student may appeal the school administrator's decision to suspend or terminate for failure to comply with grades, professional appearance, client rapport, or personal conduct, but it is ultimately the administration's final decision.

Students need to appeal or file complaints in writing to the school administrator within 1 week of being placed on academic probation, suspended, or terminated from the program.

A written examination will be given at the completion of the program. Generally, students are not terminated for failure to pass a test, but repeated failure may result in additional classes before obtaining a diploma, at additional cost to the student.

STUDENT SERVICES

This institute designates the school administrator, Katie Musto, who is properly trained to provide each of the following student services: academic advisement, financial aid advisement, personal advisement, and placement services.

Housing

The school does not provide housing. The administrator may be able to assist the applicant in locating hotels, motels, or boarding in private residences. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student who requests assistance at the time of enrollment.

Student Records

Student records are permanently retained by the school and are available to students upon individual request. Student's records will be provided to potential employers only after the student has made written request.

Student Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment.

Students seeking assistance with academic advisement, financial aid advisement, personal advisement, or placement services should see the school's administrator, Katie Musto.

RULES & REGULATIONS

Attendance

Unexcused Absences

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. Each absence must be made up. After five unexcused absences, the student will be counseled by the school administrator and placed on probation. An absence is considered unexcused if the student fails to both notify the school and provide written documentation. Should the student have another unexcused absence while on probation, the student will be counseled by the school administrator, and at the school administrator's discretion, may be terminated. Leaving class early without prior approval from the instructor or school administrator is not permitted and is considered an absence for the entire class period.

Excused Absences

An excused absence is one in which the student has: 1) notified the school and administration on the day of the absence; and 2) provided written documentation of the

absence. Documentation can be in the form of an email to administration, doctor's note, jury summons, or other official excuse form. It is the student's responsibility to attend make-up hours for the absence. If students have excessive excused absences and are unable to graduate with their class, they may take a leave of absence and re-enroll with the next class.

Tardiness

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. All class time missed in excess of 15 minutes must be made up by the student prior to graduation. Tardiness cannot be tolerated. Clients must not be kept waiting.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, disrespectful behavior, possession of drugs, prescription drugs without a prescription, or alcoholic beverages is considered unsatisfactory conduct and may be grounds for dismissal. Students who conduct themselves in a manner detrimental to the school, staff, or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal. Uniforms with name badges shall be worn at all times.

Grievance

Complaints and disciplinary actions will be given careful consideration by administration. The health and safety of students and staff are this institution's primary concern. Complaints and disciplinary actions shall be documented and dealt with accordingly. Grievances or complaints by students will be documented by the instructor. Each complaint shall be dated and initialed by the student and instructor at the time of the complaint. Documentation shall be reviewed by the school administrator. The school administrator will schedule time to privately discuss concerns with the student to resolve the issue. A copy of the documented complaint shall be placed in the student's file. The student may contact the Commission for Independent Education with questions or concerns. The toll free number is (888)224-6684.

Make-up Work

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next course of study. A student may make up missed time by attending another class in session or attending a make-up class given at the discretion of the administrator. A fee of \$15.00 per hour may be charged for make-up hours that are attended outside of normal school hours.

Probation

A student who does not adhere to the attendance policy will be placed on probation for 30 days. Should the student be absent while on probation, he/she will be counseled by the school administrator, which may result in termination. Probation periods are not applicable for academic progress.

Interruptions in Training/Termination

Students will not be terminated for failure to learn the required skills. Students who have not successfully completed the examinations at the end of each course are encouraged to attend the additional class sessions for extra practice. Students are permitted to retake examinations within a reasonable time as determined by the instructor. If a student fails to achieve a passing grade the second time, they will be counseled by the school administrator as to the advisability of continuing, and if the student decides to continue, a diploma may not be awarded. A student may be dismissed for failure to follow rules, nonpayment of tuition, or unacceptable progress as noted by the school administrator, and the student will be granted a refund according to the refund policy.

Leaves of Absence

A student may be granted a leave of absence for up to eight weeks if approved by the chief administrative officer. A request for a leave of absence must be in writing, and the date of expected return must be specified. If the student does not reenter within the specified time and has not notified the school, the student's contract will be terminated and will be granted a refund according to the refund policy.

Reentry

A student who has canceled or has been terminated and desires to reenter the program of study must notify the school and follow the required admission procedures. A student who was terminated for any reason must have an interview with the chief administrative officer and show cause as to why he/she should be reinstated. The decision of the chief administrative officer is final.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail, or by termination.

2. All monies will be refunded if the school does not accept the applicant or if student cancels within three business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro-rata refund computed by the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. **Termination Date:** When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of cancellation notice from the student.
8. A student may be dismissed for failure to follow rules, nonpayment of tuition or unacceptable progress, as noted by the chief administrative director, with no refund to student.
9. The institution's policy regarding course or program cancellations are as follows:
 - a. The student will be notified if the program is cancelled and enrollment fee will be refunded.
 - b. The program may be cancelled if the class is not filled.

VA STUDENTS

VETERANS' ATTENDANCE POLICY

Early departures, tardies, etc., for any portion of a class period will be counted as **one** absence. A total of more than 5 absences per program is grounds for dismissal.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance (i.e. only one absence per month is allowed).

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERANS' TRANSFER OF CREDITS

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

STANDARD OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.5 each (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 2.5 at the end of any course (term, quarter, semester, evaluation period, etc.), will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.5 at the end of the second term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after attaining a CGPA of 2.5.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran's Affairs (VA) Post 9/11 G.I. Bill ® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE)- A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the U.S. Department of Veteran’s Affairs’ (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

Additional criteria to qualify for this provision are also required for such students and listed below: No Other Requirements Other Than COE Submission.