

Esthetics Institute of New Englandsm

A division of

E.I.N.E. INC.

TOLL FREE: (800) 548-6339 or

LOCAL: (978)851-4040

1501 Main St.

Suite 44-49-50

Tewksbury, MA 01876

www.skin-care-schools.com

School Catalog
2009

Dedicated to Excellence
in the field of
SKIN CARE.

MISSION STATEMENT

E.I.N.E., Inc. (Esthetics Institute of New Englandsm) is dedicated to excellence in the teaching of Skin Care. We aim to provide a high caliber education so that our students will easily pass the state licensure examination and become gainfully employed in the field of Esthetics.

APPLICATION & ADMISSION REQUIREMENTS

- **Physical exam** – Doctor’s statement required. (Tested for Hepatitis B Series initiated & Tuberculosis Test)
- **Copy of birth certificate.**
- **Must be 18 years of age or older.**
- **Copy of high school diploma, transcripts or GED.**
- **Non-refundable Application fee of \$50.00 and Enrollment fee of \$150.00**

ADDITIONAL ADMISSION POLICIES

Non-Discrimination Clause

The school does not discriminate on the basis of sex, age, race, color, religion or ethnic origin in admitting students.

Non-Recruitment Statement

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Transfer Hours

The school accepts full credit hours from any other nationally accredited esthetics school

Terms of re-entry for students who withdraw temporarily.

A student who temporarily withdraws from the school will return at the same status at which s/he departed. The student’s graduation date will be modified accordingly.

SCHOOL CALENDAR:

Classes are rotating on a quarterly basis. Dates to be determined.

School vacations: One week during Christmas/New Year Season and one week at the end of summer during Labor Day holiday. Dates change according to where the holidays fall on the calendar.

Other Holidays: Thanksgiving weekend, Memorial Day weekend and Independence Day observed.

School Cancellations for inclement weather is announced on our phone lines which students can access at 978/851-4040.

COURSE OUTLINE

Course Name

Esthetics

Course Length

300 hours Basic Program (required for MA License & CT)
600 hour Advanced Esthetics

Course Description

This course is the study of the basic principles of Esthetics that will prepare a student to meet all the requirements necessary to pass the state licensure examination and obtain gainful employment in the field of Esthetics.

Course Goals

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board examination for licensure.

Instructional Methods/Format

Instruction will be presented in the form of lectures, demonstrations, visual aids, textbook study, practical assignments and practice on clinic clients.

Grading Procedures

Report cards are prepared at set evaluation points throughout the course of instructions (*see satisfactory progress policy*). Students are evaluated on theory and practical work as well as on attendance. The report totals student's cumulative hours to date and identifies whether or not the student is making satisfactory progress. Our grading scale is as follows:

90%	to	100%	=	Excellent
85%	to	89%	=	Good
75%	to	84%	=	Average
74%	&	below	=	Unsatisfactory

Contents of Units of Instruction

<u>SUBJECT:</u>	<u>300 HOURS:</u>	<u>600 HOURS:</u>
Anatomy & Physiology	10 hours	40 hours
Diseases and Disorders of the Skin	10 hours	15 hours
Electricity & Esthetics Equipment	10 hours	120 hours
Cosmetic Chemistry Ingredients & Product Knowledge	25 hours	35 hours
Sterilization, Sanitation & Bacteriology	30 hours	30 hours
Management, Laws, Communication & Ethics	20 hours	20 hours
Massages	35 hours	45 hours
Application of Makeup & Sales Product Knowledge	25 hours	50 hours
Depilation & Waxing, Eyebrow Shaping	30 hours	30 hours
Clinical Practice	105 hours	240 hours
TOTAL	300 hours	600 hours

CAREER OPPORTUNITIES

The field of Esthetics has changed and grown immensely in recent years. Many women today have greater amounts of money at their disposal than ever before. This enables them to seek self-improvement and increase self-confidence.

In Massachusetts class I estheticians must work as an apprentice under a class 6 esthetician for two years. After this two year apprenticeship one may:

- Open a professional office, advertise and hire help. The monetary rewards are excellent, depending on your creativity and how hard you work.
- Open in a day spa and work either on a full or part-time basis. This can be extremely profitable because expenses are low due to co-operative sharing of expenses.
- Conduct Workshops or give lectures to fellow estheticians.
- Pursue a career in teaching Esthetics.
- Work as a representative for a Cosmesudical Company.

COURSE COSTS

300-hour Course

Application Fee:	\$ 50.00
Enrollment Fee:	\$ 150.00
Lab Fee	\$ 325.00
Books & Kit	\$ 600.00
Tuition:	<u>\$4,200.00</u>
TOTAL COST:	\$5,352.00

600-hour Course

Application Fee:	\$ 50.00
Enrollment Fee:	\$ 150.00
Lab Fee	\$ 550.00
Books & Kit	\$ 700.00
Tuition:	<u>\$6,000.00</u>
TOTAL COST:	\$7,450.00

Payment Requirements

Both Courses

- \$50.00 enrollment fee shall be paid with the submission of the Student application and shall be *non-refundable* and not applied to the tuition.
- \$150.00 registration fee shall be paid prior to the student's first day of school and shall not be applied to the tuition.

300-hour Course

- \$1,800.00 shall be paid on the first class.
 - a. Full-Time Students – Two (2) monthly payments of Twelve Hundred Dollars (\$1,200.00)
 - b. Part-Time Students – Four (4) monthly payments of Six Hundred Dollars (\$600.00)

600-hour Course

- \$1,200.00 shall be paid on the first class.
 - c. Full-Time Students – Six (6) monthly payments of Eight Hundred Dollars (\$800.00)
 - d. Part-Time Students – Eight (8) monthly payments of Six Hundred Dollars (\$600.00)

Additional Costs:

In addition to the tuition payments there is a required lab fee. Esthetics kit/text books become the property of the student and are *non-refundable*. Students are required to purchase supplies their first day of class.

SCHOOL AND OWNER

The Electrology Institute of New England is approved for Esthetics by the Commonwealth of Massachusetts Division of Registration of Cosmetology.

Mary L. Evangelista – Director/Owner
(978) 851-4040

STAFF MEMBERS

Class 8 Instructors:

Jacqui Luongo
Lina Alasmar

Junior Assistant Instructors/ Licensed Estheticians:

Melissa Vitorino

All instructors and lecturers have degrees in the subject they teach, and all have excellent credentials.

Administrative Assistants

Melissa Vitorino

Finance Manager

Robert Strickland

Medical Director

Remedios Strickland, MD

GRADUATION REQUIREMENTS/DIPLOMAS:

A certificate is given for satisfactory completion (contracted hours at 67% rate of attendance and grades at 75% or higher) of the course study. Tuition must be paid in full before completion certificate is issued.

HOUSING FACILITIES:

Housing facilities are available for out-of-state students in the local area with private parties.

SCHOOL RULES AND REGULATIONS

SAFETY & SANITATION

1. Women must wear all white; men must wear professional lab coat. Not allowed: white jeans, tank tops and shorts. Clothes should be professional looking. White closed toe shoes (recommended are Grasshoppers by Keds, found in J.C. Penny stores). Please leave clinic shoes in the Student Locker room, in shoebox or catalog labeled with your full name. Stockings are necessary (knee highs are recommended for easy access to leg hairs) and are worn all the time. No flip-flop style shoes allowed in building.
2. The Institute is kept at 70° during winter months and 72° during summer months. No tank tops or sweaters are necessary.
3. Hair must be pulled back during clinic.
4. No colored nail polish. No dangling earrings or heavy jewelry. Leave expensive items at home. The school takes no responsibility for lost or stolen items.
5. Bring in a small pouch or plastic lid container to store your tweezers, eyewear, breath mints, etc.
6. Due to time constraints and absolute necessity for sanitary conditions, please bring only a bagged cold light lunch.
7. Refrigerators-please keep clean and do not leave anything overnight. Do not overcrowd. Put only perishables and small drinks. Refrigerator located upstairs in the clinic area is available, if needed.
8. Clinic safety protocol established by the Institute must be adhered to by all students when servicing clients in order to assure a safe treatment for each client seen in the Institute clinics.
9. Security cameras are positioned in four areas – entrances, product stations, money desks & classrooms. No cameras are in areas that would violate privacy issues.

FINANCIAL

1. All tuitions are due the first week of the month. If you are unable to meet this requirement, please speak with administration.

COURTESY

1. Please do not answer the phone unless you are asked to.
2. Students should ask permission to use the phone for emergency reasons only.
3. All cell phones are to be kept off.

ACADEMICS

1. Students are expected to pay attention during class and not be using class time for personal concerns.
2. Students should not copy each others notes. You are expected to do your own work. If you miss a class, a video may be available for note taking in the Institute classroom.
3. If you are assigned to observe, please do and learn by observing.
4. If you are going to be more than a half hour late for classroom attendance, please skip class altogether and make up that subject at a later date.

ETHICS

1. Each student is responsible for her own State Board client. No soliciting of clinic clients in any manner unless you are responsible for referring client. Do not ask Institute clients for phone numbers or give them your phone number or email address. Clinic clients are needed for other students.
2. If you have a question or problem with something, please speak to the instructors, not other students. Only the instructors and administration can make any important decisions.

STATE

1. Nametags must be worn during clinic hours.
2. Student's copy of the Massachusetts Rules and Regulations (distributed at orientation) must be kept for review in class. Have your handout available at all times.

ADDITIONAL POLICIES

EMPLOYMENT ASSISTANCE:

Information is provided to students regarding work opportunities; however, we can not and will not guarantee employment. Individual professionals (i.e.: Spa & Salon owners) contact the school for employment assistance and we match up the information to a student in that area who may be interested in pursuing the lead. The Institute has a 84% placement rate based on the 2006 calendar year.

PRIVACY ACT/RELEASE OF INFORMATION

- The school maintains complete records of each student. Students or parents/guardians of minor students have the right to inspect the content of their files. A request must be made to review the file with a staff member during regular school hours.
- It is the school's policy not to release student file information to a third party without the specific written consent of the student or parent/guardian of minor students. However, administrative and instructional staff, state board inspectors, accreditation & federal agencies are exempt from this policy.
- In addition, before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degree and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, the school will allow the student or parent/guardian of a minor student to deny authority to publish one or more of these items.

ATTENDANCE/TARDINESS:

- This school is a clock hour school
- Attendance is recorded in clock hours therefore we give appropriate attendance credit for all hours attended. Students must punch time clock when arriving and leaving for the day. We do not add or deduct attendance hours as a penalty and we round out the actual attendance hours to no more than the nearest quarter hour.
- Punctuality is important since clients are booked for appointments depending on the number of students we have scheduled. If a student is sick or cannot make it into school on a specific day they need to call as soon as possible. Students are responsible for their own hours. Most students are very serious about their schooling and don't miss many days.
- If a student knows in advance that they cannot attend school on a specific day they are asked to sign themselves out for the day to avoid overbooking of clients in the clinic. Missed work is to be made up the next time the student has that subject and instructor. Notes can be obtained from the instructor as well as missed tests.
- Time cards are used daily by students and passed in weekly.
- Students must maintain a 67% attendance rate.
- Students must be seated by 9:30a.m. Monday through Wednesday. Evening students must be seated by 4:30 p.m.
- Hours for each student calculated monthly.
- It is the school's policy to give appropriate credit for all hours attended;
- It is the school's policy not to add or deduct attendance hours as a penalty.
- It is the school's policy to round hours to the nearest quarter hour.
- The school does not have an excused/unexcused absence policy. You are expected to be here pursuant to your contract. Consider good attendance an investment in your future.
- As long as the student completes the course within 150% of the contracted time frame, you will be considered to be in satisfactory progress.

(Attendance/Tardy policy continued)

- Students must call in as soon as they know they will not make it to school for any reason. Students must call 978/851-4040. Please leave a message if no one answers.
- The **Tardy Policy** is as follows:
 - a. If a student arrives 10 minutes after the designated time, s/he will not be allowed to clock in until the ½ hour mark.
 - b. If habitual tardiness occurs, students will be subjected to advising with the Director.

GROUND FOR TERMINATION:

The Institute reserves the right to suspend or dismiss the Student if in the sole discretion of the Institute the Student:

- A. Fails to complete or adequately perform lesson assignments to the reasonable satisfaction of the Institute. A grade point average of 75% must be maintained in both theory and clinical portions of the program.
- B. Demonstrates misconduct and violation of school policies as described in school catalog.
- C. Failure to return from leave of absence by scheduled return date (not to exceed 180 days).

AWARD OF CREDIT HOURS:

The State Board of Cosmetology determines credit hours allowed for **licensed cosmetologists** enrolled in our Esthetics program. Eighty (80) theory credit hours are awarded to these students. E.I.N.E. honors these credits and applies them according to cosmetology didactic breakdown.

The division of Electrologist in Massachusetts allows transfer of credits (Rules & Regs. 238 CMR 3.02). The Board leaves to the discretion of the school to either accept or deny credits. E.I.N.E. accepts credits from any educational institution which is nationally accredited and approved by the US Dept of Education for Title IV funds. Credit is given only on applicable didactic subjects as described in the Rules and Regulations by the Commonwealth of Massachusetts.

SCHOOL FACILITIES

The school sits in a professional plaza on Main St. in Tewksbury, MA. There is approximately 4,500 square footage of space, with E.I.N.I., Inc. occupying three floors. The Electrology clinic which is located on the top level is equipped with 10 stations (including epilator, treatment table, magnification lamp and stool). There are also two restrooms available for clients and students. The supply and sterilization areas are outfitted with double sinks with hot and cold running water, an ultrasonic cleaner, a sterilizer and other supplies and instruments. The lower level of the school houses the Electrology classroom space, storage and a break area. The main level includes the administrative offices and six restrooms. The Esthetics classroom and clinics are located on the main floor.

LICENSING BOARD

Division of Registration
 Board of Cosmetology
 239 Causeway St.
 Boston, MA 02114
 (phone)
 617.727.4095 (fax)

ACCREDITATION BOARD

NACCAS
 4401 Ford Ave.
 Suite 1300
 Alexandria, VA 22302
 703.600.7600 (phone)
 703.379.2300 (fax)

REFUND POLICY

The Institute will refund the Student a prorated rebate according to **general laws of Massachusetts – Chapter 255 Section 13K.**

- a. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid, with the exception of the \$50.00 non-refundable application fee.
- b. If a student cancels his/her enrollment and requests his/her money back in writing, within five (5) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded with the exception of the non-refundable application fee of \$50.00. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- c. If a student cancels his/her enrollment after the five (5) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the application fee of \$50.00 and the enrollment fee of \$150.00.
- d. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Termination of agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs.

Termination of agreement during the second quarter of the program, student receives a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs.

Termination of agreement during the third quarter of the program, student will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs.

Termination of this agreement during the fourth quarter of the program, the school is not obligated to provide any refund.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student, as defined in item (b) or formal-termination by the school, which shall occur no more than thirty days (30) from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. In cases of unofficial withdrawal of a student, the Institute, by monitoring the student's attendance, will refund money from the date of determination.

- e. The Institute reserves the right to cancel a scheduled course if the registration is insufficient to make up a class. All monies paid by the student will be refunded.
- f. The Institute reserves the right to change or modify, without notification, the program contents, equipment, staff, or materials as it deems necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods or procedures. In no event will any change diminish the competency or content of any program. In such event, there will be no increase in tuition, and any fee changes shall be as an optional upgrade and the student shall be notified thirty (30) days prior to introduction of said changes.
- g. If the school is permanently closed and no longer offering instruction, the student shall be entitled to a pro-rata refund of tuition.
- h. In cases of mitigating circumstances, the school shall make a refund that is fair and reasonable to both parties.
- i. Equipment (once received) becomes the property of the student and can not be returned for a refund. The school will buy back the books if student discontinues after only one month.

SATISFACTORY PROGRESS POLICY

1. All students must maintain a **75% academic grade point average** and a **67% attendance rate** in order to be considered in satisfactory progress.

Attendance Progress

Attendance progress in each course is dependent upon the schedule for which you are contracted. For example, if you are contracted for 40 hours per week, then you must, at a minimum, attend 27 hours per week in order to be considered in satisfactory attendance progress.

$(40 \times .67 = 26.8$ or 27 hours per week.

Maximum Time Frame

Our 67% attendance rate means that you must complete the course within 150% of the contracted end date. For example, your contract says that you will complete the course in 10 months. You could do that if you had perfect attendance according to your contract. But maybe you were sick a few times, or maybe you had to take a few personal days. You might not finish in the 10 months your contract says. But, as long as you attend at a 67% rate, you will still be in satisfactory progress. Therefore, instead of completed in 10 months, you have attended school in accordance with your contract, you need to complete within 15 months (150% from the contract end date $(10 \times 1.5 = 15)$) to be considered in satisfactory attendance progress.

Program	Schedule	Approximate Time Frame
300-hours	FT	3 1/2 months
300-hours	PT	6 months
600-hours	FT	7 months
600-hours	PT	13 months

Overtime Hours:

If a student does not complete the program within 150% of the contract time frame he/she will be charged a rate of \$10.00 per hour for each additional hour needed to complete the program.

Academic Progress

Students are awarded grades for both theory and practical work. Grades come from exams, projects, quizzes and practical work. All grades are based on a 100 point scale. All grades must be at least 75% to be considered passing. All assignments must be completed and passing for the student to graduate. Failing theory assignments must be retaken. If a practical score for the grading period is failing, the students shall be counseled as to the best way to bring the grade to passing for the practical total at the end of the grading period. Practical grades are assessed by comparing possible completion of practical sheets with actual completion of practical sheets in each individual area.

Below is a chart showing our grading system:

90-100	=	Excellent
85-89	=	Good
75-84	=	Average
74 & below	=	Unsatisfactory

(Satisfactory Progress Policy Continued...)

Determination of Progress

The courses are broken down into the specific checkpoints where we will see if you are meeting the 67% attendance and academic rates. These progress checks are based on actual hours; meaning we do the progress checks when you reach the following intervals:

<i>300-hour Esthetics course</i>	100 and 250 hours
<i>600-hour Esthetics course</i>	100, 250 and 575 hours

Students meeting the minimum academic and attendance requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, as of the midpoint of the program, s/he must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the program.

Students failing to make minimum progress requirements will be placed on probation until the next evaluation period. During probation, students are considered to be making satisfactory progress. At the end of the probation period, progress will be re-evaluated. If the student is meeting minimum requirements, probationary status will be lifted. If the student fails to meet the minimum requirements, a second probation status will go into effect. If the student again fails to meet satisfactory progress after the second probation, s/he will be terminated. No more than two (2) probation periods will be allowed during the course.

Leaves of Absence (Temporary Interruptions)

Students may take one leave of absence during the enrollment period not to exceed 180 days. When the leave expires, the student must physically return to school or s/he will be terminated. Students returning from a leave of absence or other official interruption of training will return to school in the same satisfactory progress status at which s/he left. The graduation date will be extended on the contract on an approved leave of absence.

Course Incompletes, Repetitions, Non-Credit Remedial Courses

These specific areas do not apply at our school and therefore have no effect upon satisfactory progress.

Appeal Process

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the owner, along with any supporting documentation, reasons why the decision to terminate should be reversed and a request for a re-evaluation of termination. Should a student fail to appeal the decision to terminate, the termination shall stand.

The owner shall make a decision on the student's appeal within five (5) business days. The student shall be notified in writing and the decision will be final. Should a student prevail on the appeal and be determined as to be making satisfactory progress, the student will be automatically re-entered into the course.

ESTHETICS PROGRAM

Consumer Information Sheet

Completion Rate:

For calendar year 2006, our completion rate was calculated to be 95%

Placement Rate:

For calendar year 2006, our placement rate was 84%

Licensure Rate:

For calendar year 2006, our licensure rate was 95%

Compensation

The average hourly rate is between \$50-75 per hour. Common compensation for employees is a 50/50 split of the hourly rate.

Physical Demands of the Profession

The physical aspect of practicing esthetics can be demanding. One might have to sit for long periods of time; lower back pain; carpal tunnel is a hazard if proper technique is not followed; long hours and working on weekends is a theme in this profession, as is dealing with many different types of people.

Safety Requirements of the Profession

Through training, the student is made aware of several ways to protect oneself and one's client from safety hazards including, exposure to hair and skin diseases as well as exposure to latex.

Licensing Requirements

All students seeking licensing must first complete the designated hours of course instruction and satisfactorily complete all academic (theory & practical) requirements prior to applying for state licensure. Differing hour information between states is available and posted for reference.