



MARYLAND ELECTROLYSIS EDUCATION CENTER

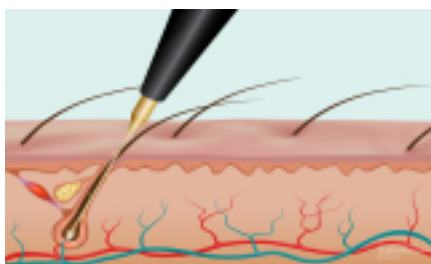
ELECTROLOGY PROGRAM

STUDENT CATALOG

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Volume 1

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MDELECTROLYSISEDUCATION.COM

Table of Contents

Dear Prospective Student.....	4
What is Electrolysis?.....	6
Electrology as a Career.....	7
Director, Faculty and Staff.....	8
About the Maryland Electrolysis Education Center.....	10
Mission & Objectives.....	10
Philosophy.....	10
Location, Facility and Equipment.....	11
State of Maryland License Requirements.....	12
Student/Instructor Ratio.....	12
Admission Requirements.....	13
Distance Education Self-Assessment.....	13
International Students and ESL Students.....	14
Policies on Prior Credits Earned and Prior Experiential Learning.....	15
Credit Transferability.....	15
Statement of Non-Discrimination.....	15
Graduation Requirements.....	16
Requirements for Program Completion.....	16
Grading System.....	17
Class Schedule.....	18
Academic Holiday Schedule*.....	19
Inclement Weather or Emergency.....	19
Academic Year.....	19
Theory Course Outline.....	20
Practical Course Outline.....	21
650 CLOCK HOUR PROGRAM.....	22
Course Description.....	22
Online Theoretical Portion and Textbook Home-Study.....	22
Practical Hands-on portion onsite.....	23
Learning Modules.....	24
Tuition and Fees.....	27
Additional Items Needed.....	28
Payment Options.....	28

Student Financial Aid.....	28
Refund Policy/ Cancellation.....	28
Withdrawal.....	29
Leave of Absence.....	30
Academic Probation and Dismissal.....	31
Academic Probation.....	31
Petitions for Readmission after Dismissal.....	31
Student Complaints/Grievances.....	32
Student Services.....	33
Library.....	33
Student Housing.....	33
Job Placement.....	33
School Rules, Policies and Procedures.....	34
Attendance.....	34
Timecards.....	35
Illness.....	35
Alcohol and Drug Policy.....	35
Smoking.....	35
Cell Phone Use.....	36
Dress Code.....	36
Eating and Drinking.....	37
Student lockers.....	37
Equipment.....	37
Sanitation.....	37
Student Practical Instruction Worksheets.....	38
Retention of Student Records.....	38
Catalog Policy.....	38
Test Taking.....	38
Violations.....	39
Application and Enrollment Process.....	39
Program Performance.....	39

Dear Prospective Student

Thank you for your interest in the Maryland Electrolysis Education Center. Our Program is designed to prepare the students who complete the course to sit for the Maryland state board licensure exam for Electrology.

Our program of instruction encompasses both theory and practical training. The entire program was carefully developed by experienced and knowledgeable instructors. Our instructors will assist you during your online theory study and will constantly supervise you during the practical application of all electroepilation techniques to guide your progress throughout the program. In this comprehensive course, you will be able to master the most advanced permanent hair removal techniques in the world. With our expertise and our state-of-the-art equipment and facilities, you can become an Electrologist who is well-prepared to enter the field.

As you consider Electrology as a career, MEEC encourages you to consider the following important tips, as proper and thoughtful planning will translate to a successful experience in our school.

- When do you want to start (enroll in advance)
- Making sure you have dependable transportation
- Making sure you have childcare (if needed)
- Making sure you have adequate time to study on your own.

It is also important to understand that there are **PHYSICAL DEMANDS** when Electrolysis is your future career choice. If there are any questions or concerns regarding this aspect of our practice, please do not hesitate to reach out to us.

- **Body Position:** Long hours of work may impact posturing and create strain.
- **Eyes:** Good eyesight is required for seeing the unwanted hair of your patient. Magnification and lighting are crucial tools used regularly. Having yearly eye exams is considered best practice for all electrologists.
- **Hands:** in order to protect hands from chemicals, continuous exposure to water and cleansing agents, hand care products are recommended for all service professionals. The use of non-sterile medical gloves are worn during treatment and during cleaning procedures.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.
- **Product Sensitivities:** As an electrologist, you will be required to work with many different types of products. If you have allergies or sensitivities to specific product ingredients, please discuss these with your physician. Your patients may also have sensitivities or allergies as well. It is important

to know ingredients, products, contraindications, and emergency responses for products and chemicals in your establishment.

- **Electrical Equipment:** Some equipment may be electrical, and some equipment may impair pacemakers; it is important that you understand the dangers and safety rules of all equipment, both for yourself and your patients. Please contact MEEC if you have any conditions susceptible to electrical interference.
- **Sanitation:** Communicable disease can be easily transmitted from one individual to the next. You will be required to pay special attention to hygiene and sterilization to avoid spreading any disease.
- **Trade Tools:** As an electrologist, you will be working with sharp objects such as scissors, forceps, probes, etc. You must be able to exercise caution when handling any such item. As a preventive measure, MEEC requires every student and instructor to be up-to-date on vaccinations (ex. HepB, COVID-19).
- **General Safety:** On a daily basis, you will be required to use caution and common sense to avoid any of the following situations: chemical burns, cuts and abrasions, excessive heat from sterilization, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

What is Electrolysis?

What is Electrolysis?

Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. Electrolysis is permanent hair removal. Regardless of the cause - heredity, metabolic, or hormonal conditions - electrolysis will permanently remove unwanted hair. Permanent hair removal using electrolysis has come a long way since its beginnings in 1875. Today's computer technology enables the Electrologist to work with more speed and comfort.

Does electrolysis work?

Electrolysis is the only method approved by the FDA for permanent removal of unwanted hair. As the hair is treated, regrowth is prevented rather than just removed temporarily. Only electrolysis provides both hair removal and hair elimination.

What is the science behind electrolysis?

A small electric current is transmitted by a fine, sterile probe directly into the natural opening of the hair follicle, destroying the dermal papilla, the matrix, and an area called "the bulge," all of which cause hair to grow and regenerate.

Why do people get electrolysis hair removal?

Maybe it's just an unwelcome maintenance routine that takes a lot of time, but often, unwanted hair creates self-consciousness serious enough to impair relationships with other people. Other common reasons are to eliminate the rashes and side-effects caused by hair growth in an area or by other temporary methods, such as razor burns or ingrown hairs.

Is all electrolysis the same?

There are three types, or modalities, of electrolysis used today - galvanic (current produces a chemical reaction), thermolysis (short-wave which produces heat) and a modality that blends the two. They all result in effective permanent hair removal.

Does electrolysis have any side effects on the skin?

Immediately following treatment, there may be a temporary redness or tenderness, which varies with each individual. The latest technology has made electrolysis more comfortable and effective than ever before. Epilators are much quicker, utilizing current timings of thousandths of a second over the longer current applications of the past, plus, intensity settings can now be customized for each client and treatment area.

Electrology as a Career

An Electrologist-patient/client relationship is often a personal one. Great satisfaction can be derived from helping others achieve a better self-image. Whether you have a desire to be self-employed or wish to work with other caring professionals, a career in electrology can provide:

- professional and personal satisfaction in helping others
- opportunity for challenge and self-growth
- flexible hours
- financial independence

For a minimal investment, generally around \$20,000 - \$30,000, you can establish your own practice. Most Electrologists are, in fact, entrepreneurs - independent professionals and businesspeople in private practices. Others work either under an experienced Electrologist, where other allied health services are provided, or in a cosmetology-related environment. Whichever you choose, you can earn a substantial income and achieve the financial independence you've always desired. It is estimated that a full-time, established Electrologist averages between \$40,000 and \$75,000 per year. You can set your own work schedule and maintain business hours on the days of your choice. Obtaining an education in electrology is relatively inexpensive when compared with other professionals of similar income potential. In most states, electrology is a licensed profession.

American Electrology Association

Director, Faculty and Staff



Eileen M. Ebersole Collins, LEI, CPE – Director/Instructor

A licensed electrologist since 1993, Eileen earned her Certified Professional Electrologist credential from the American Electrology Association in 1996. A full time electrologist for almost 30 years, Eileen has served as the Maryland Association of Professional Electrologists, Inc. Recording Secretary for six years, as its Vice President and Program Chairperson for 10 years and is MAPE's current President. She also has served as a Delegate from Maryland to the American Electrology Association's Board of Directors for the last eleven years. Her electrology training was earned at the Maryland Institute of Electrology, the California Electrology Academy, where she recently earned her advanced certificate in Electrology as well as the completion of Dectro International's Train the Trainer Program. She is a Prince George's County, Maryland native and resides in Laurel, Maryland. At MEEC, Eileen will share her expertise in most of the electrology lectures and training.



Sally McAleer, LEI, CPE – Instructor/Substitute

A licensed and Certified Professional Electrologist, Sally graduated from the Maryland Institute of Electrology in 1989. She has owned and operated a successful Electrology clinic in Rockville, Maryland since 1998. A Licensed Electrology Instructor, her comprehensive instruction has covered all aspects of clinical and theoretical electrology. She has taught Anatomy and Physiology of Skin and Hair, Dermatology, Hair and Skin Analysis, Bacteriology, Disinfection and Sanitation, Infection Control Standards, Endocrine System, Hirsutism & Causes of Regrowth, Thermolysis, Galvanic Electrolysis, Blend, Needles, General Treatment Procedures, Electricity, Neurology, Cardiovascular System, Treatment of Specific Areas, Developing a Practice, Professional Ethics, Code of Maryland Regulations, and Consultations. She has given lectures and educational workshops internationally. In 2002, she earned the Gold Probe Award. She has served as treasurer, vice president (twice) and president (twice) of the Maryland Association of Professional Electrologists, Inc. She has been the Policies and Procedures Chair of the American Electrology Association since 2006. At MEEC, Sally will share her expertise in starting a solo electrology practice as well as substitute for Eileen in any subject as needed.



Mary Ellen Ebersole, RN, LE, CPE, CNOR/E, CURN-Ret'd -- Director of Infection Prevention/Assistant to the Director/Board Member

Mary Ellen Ebersole has been practicing electrolysis for more than 38 years. A retired operating room nurse, Mrs. Ebersole has been actively involved in the promotion of infection prevention standards in our industry. She is a member of the American Electrology Association, the Maryland Association of Professional Electrologists, Inc., as well as several professional nursing organizations. Mrs. Ebersole continues to believe that one must never stop learning. She practices in both the Laurel and Columbia offices of Executive Electrolysis.

Elizabeth Burke -- Consultant/Board Member

A consultant, writer, and editor, Elizabeth Burke has extensive experience in training and development, corporate consulting, applications technology, web-based training sites and tools, project management, user support, performance support, human resource operations, software training, and documentation. Elizabeth has English and French degrees and a Business certificate from the University of Maryland. She has worked almost exclusively for not-for-profit organizations and led a youth group ministry for 17 years. She lives with her husband in her hometown of Laurel, Maryland.

Holly Lilienthal -- Director of Admissions/Advisor/Board Member

A community volunteer for many years, Holly is actively involved in the environmental group Laurel for the Patuxent as well as the Laurel Historical Society. Holly worked at Booz Allen Hamilton and ran a successful childcare center before she retired. She resides with her husband in Laurel, Maryland.

About the Maryland Electrolysis Education Center

The Maryland Electrolysis Education Center offers a 650 clock-hour course in Electrology. Students accepted into the program will receive theoretical and practical instruction in the field of electrolysis permanent hair removal and be able to apply for state licensure in Maryland. This is a private institution seeking approval to operate by the Maryland Higher Education Commission.

Mission & Objectives

The objective of the Maryland Electrolysis Education Center is to provide quality education in the field of electrology. Our center has advanced equipment used in many electrology schools and offices, coupled with training by licensed, knowledgeable instructors. Students will be prepared to meet the demands of the public and demanding employers. Upon completing this course, students will be qualified to apply for Professional Certification in Electrology through the Maryland Board of Nursing - Electrology Practice Committee. With the skills earned attending our program, students will have the opportunity to seek employment as, or to become professional and self-employed, licensed electrologists.

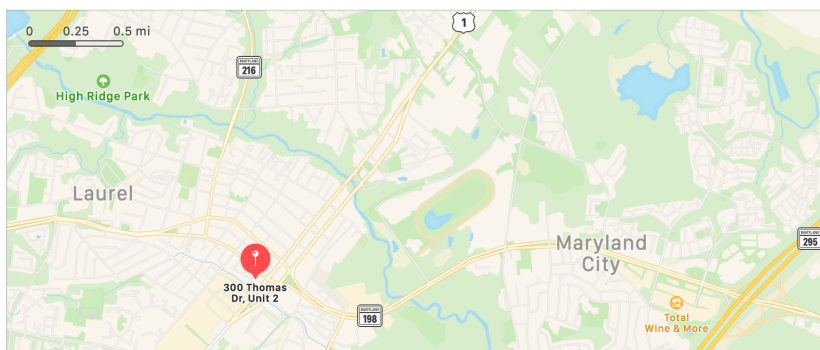
Philosophy

At the Maryland Electrolysis Education Center, we believe in giving our students the most complete, state-of-the-art education encompassing the latest technologies and knowledge available in the field of Electrology today. We believe that exceptional up-to-date personalized instruction from qualified educators, modern equipment and learning tools and networking opportunities are what allow students to excel in our program and go on to become one of the top electrologists in the field.

Location, Facility and Equipment

The Maryland Electrolysis Education Center's location is in Laurel, Maryland, right off Route 198, one block from southbound Route 1, about 2.5 miles East of 95 at Route 198. Instruction takes place at 300 Thomas Drive, Unit 2, Laurel, MD 20707; Telephone: 240-994-0306. There is free parking adjacent to the school. For more details, please refer to the map.

Our facilities consist of a reception with waiting room and student break room as well as over 1,000 square feet of instructional area. Sufficient workstations ensure adequate student hands-on practice. Each workstation consists of a treatment bed, stool, cart with magnifying lamp and epilator with all its accessories. The sanitation area includes a dry-heat sterilizer and autoclave with all needed supplies. Maryland Electrolysis Education Center supplies the student with all supplies to complete the practical course and offers the most up-to-date technology in epilators today. MEEC presents some lectures in a classroom setting using enhanced teaching aids, audio-visual equipment as well as hands-on. Lectures are given via PowerPoint, video projected on a 60-inch flat screen.



State of Maryland License Requirements

The Maryland Electrolysis Education Center offers a six hundred fifty (650) clock hour Electrology Program. The curriculum has been approved by the Maryland Department of Health, Board of Nursing, Electrology Practice Committee. The program complies with the Code of Maryland Regulations (COMAR 10.53.06). Students that have successfully completed our program and obtained a certificate of graduation are eligible to sit for the State Board exam. Upon successfully passing the State Board Exam (Prometric theory, clinical exam and law exam) with a score of 75% or more) a Maryland student can earn a License To practice Electrology in the State of Maryland (Title 10 Department of Health and Mental Hygiene, 10.53).

Note: Training programs for occupations requiring state licensing, certification or registration must contain the following disclosure statement: Criminal convictions may affect a student's ability to be licensed, certified or registered. Applications for this license must include the tracking number from fingerprint receipt or fingerprint card for criminal history records check.

Student/Instructor Ratio

There shall be at least one licensed instructor in attendance at all times for ten students or less. A student may not be assigned in any capacity to instruct another student. The maximum student-instructor ratio will be ten to one for all components of the program: lectures, lab/practical instruction, and clinic hours.

Admission Requirements

- Applicants must be at least 18 years of age and submit a copy of their birth certificate or other legal proof of age such as a passport or driver's license.
- Applicants must submit a copy of their high school diploma or HSE (High School Equivalency).
- Applicants must have a good working knowledge of English, both reading and writing.
- Students must have received the Hepatitis B Vaccine as well as be fully vaccinated against COVID-19. Proof will be required.
- Students must show proof of 20/40 or better visual acuity (with correction, if necessary) for near vision, which is measured at 16 inches, from an optometrist within the last year. Monovision contact lenses (MVCL) and monovision LASIK vision are prohibited, as focusing one eye on near vision and one eye on distance does not allow for depth perception, which is a vital component of working safely. However, newer multifocal contact lenses, which improve distance vision in the center and near vision at the periphery, are fine, after wearing them for at least one month.
- Students should complete the Self-Assessment found on the school's website.
- Applicants must have filled out the enrollment application and paid the non-refundable application and registration fee to apply.
- Criminal Convictions may affect a student's ability to be licensed, certified or registered.

Distance Education Self-Assessment

A successful distance learner needs certain skills, most importantly, a high degree of discipline and motivation. Prior to admission, each student should complete the Self-Assessment found on the school's website. This assessment will help determine whether each student has the skills and competencies to succeed in a distance education environment. For the self-assessment and online theory sessions, learners need to use an Internet-connected computing device, not supplied by MEEC. Please contact the school for more information regarding this self-assessment.

International Students and ESL Students

MEEC welcomes students from all over the world but does not provide visa services or vouch for student status or any associated charges. Please note that MEEC does not provide instruction in any other language than English. Students wishing to attend MEEC must show an intermediate level of comprehension in English as well as reading and writing. You may be required to take the Test of English as a Foreign Language (TOEFL) to show that you possess the level of English language proficiency required to succeed in the course. Students must achieve or exceed the scores listed below for the following TOEFL sections:

- Reading – 20
- Speaking – 26
- Listening – 20
- Writing – 18

A testing center may be available in your country. Please contact MEEC for more information on the TOEFL Test for English as a Foreign Language.

Policies on Prior Credits Earned and Prior Experiential Learning

This institution does not accept credits earned at other institutions or through challenge examinations or achievement tests and does not award credit for prior experiential learning. MEEC has not entered into any articulation or transfer agreement with any other college or university.

Credit Transferability

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution. The transferability of credits you earn at the Maryland Electrolysis Education Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Electrology Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn in the Electrology Program at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Maryland Electrolysis Education Center to determine if your diploma will transfer.

Statement of Non-Discrimination

The Maryland Electrolysis Education Center does not discriminate based on race, gender, religion, color, sex, sexual orientation, age, nationality, disabilities or any other status or condition protected by law.

Graduation Requirements

Requirements for Program Completion

In order to be considered for graduation from MEEC, the student must successfully complete the following:

- Complete 650 clock hours, including all assignments, tests (both theoretical and practical) and satisfy the minimum hours per topic stated in the chart of [Learning Modules](#).
- Pay all tuition.
- Maintain a GPA (Grade Point Average) of 75% “C” or better in the course.
- Successfully pass the written final exam and practical final exam.
- Attain a minimum of 250 insertion hours.
- Complete three (3) mock practical exams (MD students only).

Note: These requirements meet the state’s requirement that a student shall have a minimum attendance rate of 80 percent of the total program, in order to graduate from the program. The student’s timecard is used as proof of completed clock hours and satisfactory completion of the minimum required hours.

Once all requirements for graduation are satisfied, the student will receive a certificate of completion from Maryland Electrolysis Education Center along with the necessary documents for application to the Maryland Board of Nursing, Electrology Practice Committee State Board Examination (Web address: <http://mbon.maryland.gov/>).

A license in Electrology from the Maryland Board of Nursing, Electrology Practice Committee is granted once the student has passed the examination (Prometric theory, clinical exam and law exam), filed all necessary documents pertaining to licensure, and paid any fees that may be incurred by the applicant to the State of Maryland.

Grading System

Academic achievement will be evaluated and reported to students regularly through exams and quizzes in their theoretical instruction online and while completing the practical portion onsite, including additional coursework. MEEC requires all students to maintain a minimum grade average of 75% at these evaluation points and to attain a grade of 75% or more in the course. Quizzes and exams can be taken more than once (see test-taking section on page 21 for more information).

The school uses common grading indicators as follows:

Excellent	A	90-100%
Good	B	80-89%
Average	C	70-79%
Poor	D	60-69%
Failing	F	0-59%

Class Schedule

Students must plan to first complete the online and book self-study theoretical program (generally over three to five months). Students will be given access to the *Connecteam* application to track their clock hours progress. Maryland regulation 10.53.06.03 requires that students complete no more than six hours of the online theory per day. For example, if a student plans for five months of self-study, the student may need to plan to study approximately 1.5 hours per weekday for a total of 12.5 hours per week on average to complete 250 clock hours. Students will need to verify that they will not complete more than six hours of online theory at a time [note: Students may be required to attest to this after each online session]. A Maryland-licensed instructor will be available for questions within 24-48 hours via video conferencing, text, email, or telephone. The instructor will monitor the student's online progress, answer questions, and review the student's quizzes and exams, which must be completed before progressing to the next topic.

Then students can begin the hands-on practical program onsite. Students will attend Orientation and classes with other students. The schedule will be to attend two full days (six hours of instruction plus set-up/clean-up/breaks/lunch each day) and two shorter days (ex. 3.5 hours of instruction plus set-up/clean-up/morning break and 4.5 hours of instruction including two hours maximum of practical training plus set-up/clean-up/morning break on Saturday) to complete 400 clock hours in 20 weeks. Maryland regulation 10.53.06.03 requires that practical/clinic days will not exceed six hours of training, or two hours of training on days that include theoretical instruction. This is a part-time schedule. There is no full-time schedule at this time. MEEC is scheduled to open two full days and two shorter days per week (20 hours), with hours on Wednesday, Thursday, Friday, and Saturday:

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Closed	Closed	Closed	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
			to	to	to	to
			6:00	6:00	2:45	3:45
			p.m.	p.m.	p.m.	p.m.

The schedule includes 30 minutes of setup and 30 minutes of cleanup daily. Lunch is every day from 1:00 p.m. to 2:00 p.m. Students can take a 15-minute break in both the morning and afternoon on full days and one 15-minute break in the morning on shorter days. Classes may be scheduled on Tuesdays in the event make-up days become necessary.

Academic Holiday Schedule*

MEEC is closed for the following holidays, and all federal holidays including but not limited to Columbus Day, Veteran's Day, Fourth of July, Memorial and Labor Day.

*The schedule is subject to change due to emergencies such as inclement weather, death, or illness.

Spring Break	Week after Easter Sunday
Summer Break	Mid-August to Mid-September
Thanksgiving	Thanksgiving Week
Winter Vacation	Mid-December through Week after New Year's Day

Inclement Weather or Emergency

MEEC will be closed at the director's discretion due to inclement weather or emergency such as death or illness. Students and staff will be notified by email or voicemail. Missed classes will be made up at the next available opportunity.

Academic Year

MEEC's academic calendar year will generally start in March and end by or at the start of March of the following year, with open enrollment. Another class of students will start their online program as early as September and complete their onsite program by the following September. Students can begin their online program on any date that would enable the individual sufficient time (generally three to five months) to complete the theory portion before the start of their onsite program.

Onsite program start and end dates depend on the individual student's schedule. Subsequent Orientation dates will be scheduled at the director's discretion based on the number of students enrolled.

Theory Course Outline

A. Anatomy and Physiology

1. Systems of the Human Body
 - i. The various systems of the human body
 - ii. How the systems are connected

B. The Skin and its Appendages

1. Cellular Structure
2. General structure of the skin
3. Pilo-sebaceous unit
4. Functions of the skin
5. Types of hairs and Stages of hair growth
6. Skin disorders and diseases

C. Laws & Regulations

1. Ethics
 - i. Psychological attitudes and communication
 - ii. Professional qualities and code of ethics
 - iii. Associations
2. Business
 - i. Complying with laws and regulations
 - a. Barbering and Cosmetology Laws & Regulations for the state of Maryland
 - ii. Financials
 - a. Taxes
 - b. Financing and budget
 - c. Insurance
 - iii. Locations and facilities
 - iv. Forming a business plan

D. Health and Safety Regulations & Sterilization

1. Personal Hygiene
2. Cleaning and Sterilization of instruments
3. The workplace disinfection
4. Hygienic Handling of Products and instruments
5. Performing Electroepilation
 - i. Pre-epilatory phase
 - ii. Epilatory phase
 - iii. Post-epilatory phase
 - iv. Specific Problems
6. The Consultation
 - i. Contraindications
7. American Electrology Association Infection Prevention Standards for the Practice of Electrology [updated for 2020 guidelines]
8. Microbiology and bacteriology

E. Electricity

1. History
2. First applications of short wave and combined currents
3. Electricity as it pertains to electrolysis

F. Electrolysis

1. The effects of direct current on a sodium chloride solution
2. Electrolytic action in the hair follicle
3. The chemical effects of galvanic current
4. Phoreisis

G. Thermolysis

1. Birth of Hertzian waves
2. Effect of Hertzian waves on tissues and hair
3. The thermolysis process
4. Radio Frequencies (RF) and waves used in thermolysis

H. Combined Currents (Blend)

1. Description of the blend process
2. The effect of combined currents on the follicle
3. Factors of influence on current dosage
4. Units of lye

I. Additional Training

1. Probes
 - i. One-piece and two-piece
 - ii. Insulated and non-insulated
2. Positioning
 - i. Patient positioning
 - ii. Treating different parts of the body
 - iii. Electrologist positioning
 - iv. Injuries due to bad positioning
3. Laser and IPL
 - i. How it works for hair

- removal
- ii. Effects on skin types
- iii. Safety issues
- iv. Pros and cons
- v. Contraindications

Practical Course Outline

A. Patient relation

1. Health history assessment
2. Consultation
3. Contraindications
4. Side effects, tissue injury, and complications

B. Treatment

1. Positioning and draping
2. Lighting and optics
3. Pre- and post-treatment care

C. Modalities (electrolysis, thermolysis, blend)

D. Epilation techniques

E. Practice on all body areas

F. Aesthetic/cosmetic considerations

G. Bookkeeping

1. Treatment records
2. Evaluation of treatment progress and note keeping
3. Billing

H. IBEC Study Guide and Workbook

650 CLOCK HOUR PROGRAM


Course Description

The curriculum for students enrolled in the 650 Clock Hour Electrology Program shall consist of 650 hours of technical (theoretical) and practical (hands-on) instruction covering all aspects constituting the practice of Electrology. Technical (theoretical) instruction refers to instruction by lectures (virtual, online or in-person) and textbook study whereas practical training (hands-on) is the time to perform a practical operation, demonstrations, classroom participation or examinations. This program consists of 250 clock hours of theory and 400 clock hours (20 weeks) of practical onsite training. Students can take the online portion at their own pace (generally over three to five months) and are expected to finish the online and textbook study before beginning the hands-on training. Students must have successfully completed the study of the relevant theory before they will be allowed to proceed with the corresponding hands-on training. This program leads to licensure as an electrologist, a skincare specialist who permanently removes unwanted hair using approved methods, in the State of Maryland.

Online Theoretical Portion and Textbook Home-Study

The theoretical portion for the Electrology course is taught by a Maryland-licensed electrologist using the world-renowned Academie Dectro Electroepilation Online Course and the State of Maryland recommended textbook *Milady's Hair Removal Techniques: A Comprehensive Manual*, Edition 1, by Helen Bickmore, published December 31, 2003 Cengage Learning. The *Milady* textbook is available for purchase online. Once the student has paid the initial deposit, a username and password will be generated to access the online academy within seven days after being admitted into the program. For the online theory sessions, learners need an Internet-connected computing device, not supplied by MEEC. Once logged in students can begin the theory right away. Students will receive their scores immediately after the completion of an online quiz. The instructor will monitor the student's online progress, answer questions, and review the student's quizzes and exams, which must be completed before progressing to the next topic. The theory portion of the program accounts for 250 clock hours of the student's total 650 clock hours.

Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken in-person at the school and may be retaken a maximum of two times at which point the highest grade will become the final grade. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare them for the Final Exam which will be administered as the student nears completion of their program.



This workbook will be passed out as part of the student kit on Orientation Day. A PDF version is available upon request.

Practical Hands-on portion onsite

The practical portion of the Electrology course is taught on site at the Maryland Electrolysis Education Center in Laurel, Maryland (300 Thomas Drive, Unit 2, Laurel, MD 20707). Once the theoretical portion is completed, students are to report to the school facility for the remainder of their program. The practical training accounts for 400 clock hours of the students 650 clock hours.

On the first day of attendance at Maryland Electrolysis Education Center, the student will need to attend an orientation. During the orientation, MEEC will go over school Rules and Regulations, hand out student kits, explain timcards, and other key aspects of your hands-on training.

During the practical portion of their training, students should aim to work on themselves, other students or models who come into the school as much as possible. Insertion hours are described as the number of hours the student does an insertion. MEEC requires a minimum of 250 insertion hours to be eligible for graduation. Student performance on various practical skills will be tested during the time they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts.

Students with under 60 insertion hours will only work on the arms and legs of various models, at 60 insertion hours, the student can sit for part-one of the practical exam. This will test the student on their practical skills to determine if they are ready to progress to other areas such as bikini and underarms. Once the student reaches 100 insertion hours, they will be tested again for part-two of the practical exam to see if they are ready for face work. Students who pass part-two can work on all body areas for the remainder of their training.

When students are nearing the end of their training (250 insertion hours), they will be tested for part-three of the Practical exam which will encompass face work. Part-three is considered the Practical Final Exam. It is at this point that students who are sitting for the Maryland Board of Nursing, Electrology Practice Committee Examination will need to complete three (3) “mock” state board exams and pass all three successfully. These mock exams will be taken under as close to real test conditions as the school can offer in order to best prepare the student for the real thing.

Learning Modules

The following Learning Modules represent chapter designations in the textbook *Milady's Hair Removal Techniques: A Comprehensive Manual* as well as Topics from the Online Academy and should be studied in order.

Theory - 250 Clock Hours	Allotted Hours
I) Anatomy and Physiology	40
<i>Online Content:</i>	
Module 2 – Systems of the Human Body	
Module 3 – The Skin and its Appendages	
<i>Milady Textbook Content:</i>	
Chapter 1 – Anatomy and Physiology of the Hair and Skin	
Chapter 2 – Skin Disorders and Diseases	
Chapter 3 – The Endocrine System	
Chapter 4 – Hirsutism and Hypertrichosis	
II) Laws & Regulations	15
<i>Online Content:</i>	
Module 4 – Code of Ethics	
Module 14 – Starting Your Business	
Barbering and Cosmetology Laws & Regulations for the State of Maryland	
<i>Milady Textbook Content:</i>	
Chapter 19 – Licensure and Starting a Practice	
Chapter 20 – Professional Ethics, Professional Organizations, and Continuing Education	
III) Health and Safety Regulations & Sterilization	70

<i>Online Content:</i>	
Module 6 – Hygiene and Asepsis	
Module 7 – The Workstation	
Module 8 – Performing Electroepilation	
Module 5 – The Consultation	
American Electrology Association Infection Prevention Standards for the Practice of Electrology	
<i>Milady Textbook Content:</i>	
Chapter 5 – Bacteriology, Sanitation and Sterilization	

IV) Electricity	25
<i>Online Content:</i>	
Module 1 – The History of Hair Removal	
<i>Milady Textbook Content:</i>	
Module 12 – Probes	
Chapter 12 – History and Evolution of Electrolysis	
V) Electrolysis	20
<i>Online Content:</i>	
Module 9 – Electrolysis	
<i>Milady Textbook Content:</i>	
Chapter 15 – Galvanic Electrolysis	
VI) Thermolysis	20
<i>Online Content:</i>	

Module 10 – Thermolysis	
<i>Milady Textbook Content:</i>	
Chapter 14 – Thermolysis	
VII) Blend	20
<i>Online Content:</i>	
Module 11 – Combined Currents	
<i>Milady Textbook Content:</i>	
Chapter 16 – The Blend	
VIII) Additional Theoretical Training	40
<i>Online Content:</i>	
Module 13 – Positioning	
<i>Milady Textbook Content with completion of Discussion and Review Questions:</i>	
Chapter 13 – Selecting the Right Modality and Treatment Application	
Chapter 17 – Laser Physics, Equipment, and Safety	
Chapter 18 – Laser Hair-Removal Treatment	
Workbook	
Practical Hands-on Practice (ONSITE) - 400 Hours	
I) Electrolysis	60
II) Thermolysis	165
III) Blend	85
Additional Onsite Practical Training	90
Total Program Hours:	650

Tuition and Fees

650 Clock Hour Program (Up to a year)

Application & Registration Fee	\$150.00
Online Tuition ¹	\$1,500.00
Student Kit ²	\$800.00
Onsite Tuition ³	\$11,600.00
Total Program Costs⁴:	\$14,050.00

¹The Online Tuition is for the distance education portion of the program.

²The student kit must be purchased on the first day of the hands-on portion of the program and is non-refundable once it has been accepted by the student. The kit price is included in the total program cost.

³The Onsite Tuition is for the in-person education portion of the program.

⁴You are responsible for this amount.

Initial Deposit (to be paid prior to online portion start)	\$1,650.00
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The Initial Deposit includes the application and registration fee (\$150) and Online Tuition (\$1500). This deposit reserves a student's practical session and is due prior to the start of the online curriculum.

Onsite Deposit (to be paid prior to onsite curriculum start)	\$4,666.67
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Onsite tuition may be paid either in full (\$11,600 plus \$800 student kit) or one-third per month for three months. A deposit of one-third of the onsite tuition plus the \$800 student kit (\$4,666.67) is required prior to the start of onsite instruction. The two remaining monthly installments would be \$3,866.67 and \$3,866.66.

Estimated total charges for period of attendance per month	\$1,325.00
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The amount of money a student may expect to pay including expenses related to the attendance such as travel and food that are not related to the cost of tuition is estimated to be about \$1,325.00.

Additional Items Needed

Students are required to purchase the student kit on the first day of practical training at our facilities. Students may also choose to purchase the *Milady* textbook. This textbook may be found online. Contact MEEC for the exact version. Students are not responsible for purchasing any further equipment or supplies to complete their program of studies. MEEC will provide any supplies needed for the duration of the program. Tuition excludes living and traveling expenses that the student may incur while attending the institution.

Payment Options

The student may pay their onsite tuition in full, or in three monthly installments. If the installment plan is chosen, the initial deposit must be paid prior to starting the onsite program. It is important that the student keeps copies of the enrollment agreement, receipts, or any other information that documents the monies paid to the institution. Maryland Electrolysis Education Center does not participate in federal or state financial aid programs.

Student Financial Aid

MEEC does not participate in state or federal financial aid programs. If a student obtains a private loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, if applicable.

Refund Policy/ Cancellation

- (1) If the school closes or discontinues a program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- (2) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student or on behalf of the student.

(3) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

(4) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or re-enrollment fees and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.


Proportion of Total Course or Program Taught by Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No Refund

(5) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

(6) In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Withdrawal

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school, Eileen M. Ebersole



Collins, LEI, CPE. MEEC will respond in writing as soon as it is received and the notice to withdraw will be considered effective.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending.

The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

A student will be determined to be withdrawn from the institution if the student misses seven (7) instructional days and all the days are unexcused.

Leave of Absence

Students are expected to attend classes regularly in order to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence. In order to request a leave of absence, students should submit their request, in writing stating the duration of their leave as well as the reason and expected return date. They also must have written consent from the administrator approving the leave. Contact MEEC for a leave of absence form.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Academic Probation and Dismissal

Academic Probation

A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades, unsatisfactory conduct (inappropriate interactions and behavior, dishonesty, violent acts) and violations of the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the student's file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offense will lead straight to dismissal from the school.

Petitions for Readmission after Dismissal

A written request is required for any student petitioning for re-admittance following dismissal. A meeting should then be scheduled with the Director and Administrator to evaluate the situation. Decisions are administered on a case-to-case basis and are final.

Student Complaints/Grievances

MEEC will always address student complaints or grievances to the best of our ability. Should an issue arise, the student can always contact the school administrator, instructor, or the Director of Academia, or any board member, at any time.

A student or any member of the public has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations by calling (800) 974-0203 or using the complaint portal or form on the commission's website at <http://mhec.maryland.gov/>.

The student also has the right to appeal in writing to the Maryland Board of Nursing, using the form on the website <https://mbon.maryland.gov/Pages/complaint-procedures.aspx>. If you save it electronically, email it to mbon.complaintsinvestigations@maryland.gov or send it by U.S. Mail to Maryland Board of Nursing, Attn: Director of Complaints & Investigations, 4140 Patterson Avenue, Baltimore, MD 21215-2254.

The student also has the right to appeal in writing to the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.

Disputes: Any dispute arising from enrollment at Maryland Electrolysis Education Center, no matter how phrased or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA"), under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

Student Services

Library

This institution maintains a library and learning center which is available to students during school hours (Tuesday to Saturday 9AM to 6PM). The library is maintained by the school Director/resource helper Eileen Ebersole Collins, LE CPE and is located on the premises (300 Thomas Drive, Unit 2, Laurel, MD 20707) and may be used free of charge as part of the student's tuition. The school library contains many different textbooks on the topics of Electrology and skin, many issues of the Journal of Electrology, DVD presentations of Electrology Seminars and much more. Students seeking to further their education can check out materials to peruse in their spare time. Students completing the online portion of their program have access to all the materials, resources and videos through their online platform. This includes, but is not limited to Symposium videos, PowerPoint lectures, textbook PDF, forums, etc.

Student Housing

Maryland Electrolysis Education Center does not provide student housing facilities, nor does it have a dormitory under its control. Students coming from outside of the DC, Maryland, Virginia, Delaware area may choose to stay in one of the hotels within walking distance of the school. A standard room within a 5-mile radius of the school costs an average of \$75-95 per night. Please contact MEEC for a list of hotels in the area.

Job Placement

Maryland Electrolysis Education Center does not guarantee employment or job placement or salary for any attending student.

Should any practicing Electrologist, salon owner or other contact us looking for an Electrologist, we will post this request in plain view on the bulletin board in the student break room. Students are responsible for following up on such requests independently.

School Rules, Policies and Procedures

Attendance

Maryland Electrolysis Education Center conducts practical training on a schedule. Since students will be practicing on live models, notice of attendance is mandatory to ensure each student will be given clients to work on. Conversely, should a student be unable to attend training when expected, they **MUST** notify the school by calling to advise the instructor present. This will allow the instructor to assign any client scheduled with the absent student to another student.

MEEC students are required to attend classes regularly. **MEEC requires that all missed clock hours must be made up.** Student attendance will be evaluated and reported in writing to students every four weeks. Students should make every effort to attend 20 clock hours per week. Required time spent on set-up and clean-up, break time and lunch time are not included in the clock hours. The minimum attendance each student must achieve at each evaluation point for the previous four weeks is 80 clock hours.

Attendance Evaluation Points	Model Clock (20) hours per week
Total After Week 4	80
Total After Week 8	160
Total After Week 12	240
Total After Week 16	320
Total After Week 20	400

Any absence lapsing over one (1) month (80 school hours) will be considered a leave of absence and must be requested in writing, or it may be cause for dismissal. **Students are required to finish the whole of their prescribed program within one (1) year of enrollment or risk having to restart the program.** Contact MEEC for the Leave of Absence form.

Timecards

Student timecards are extremely important since they become the basis for the accreditation and licensing for each student. All students must clock in and out on their own timecard through the *Connecteam* app. It is strictly against the rules to allow another person to clock in or out for you or to clock in or out another student. Students must update their online timecard app daily so that the supervising instructor or administrator can check it off.

All on-site theoretical and insertion hours must be tracked on the timecards. Note: Previous theoretical hours with the online academy work done by the student prior to starting the onsite work, and the tests, quizzes, lectures, and practical hours not constituting insertions, are tracked online. Insertion hours are only those hours where you physically do an insertion, whether on yourself, another student, or a model. The work done on you by others does not count as practical hours. In order to satisfy the required minimum hours of insertion, students should aim to work as much as possible while in the classroom. Clock in and clock out times are recorded in 15-minute increments. We allow a seven-minute grace period for tardiness.

Illness

If you become ill while in school, you will be excused but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school as we work closely with the public. According to state law, it is not permissible to work upon the public while suffering from any contagious disease. While the absence is excused, the student will not receive clock hours for the day(s) missed.

Alcohol and Drug Policy

No alcohol or drugs (except a prescription from an M.D.) may be brought on to the school premises or into the school building. No student can attend class while under the influence of drugs or alcohol while at school. This poses a dangerous situation for the student as well as the staff and models. Violation of this condition is just cause for dismissal.

Smoking

Smoking is not allowed in the school building. Smoking is permitted outside away from the school's entranceways, only during authorized breaks or lunch hours. Keep in mind that some patients may be sensitive to the smell of cigarette smoke. School uniforms should not be worn while smoking, hands must be washed, and mouth rinsed before returning to work on clients.

Cell Phone Use

Cell phones (including tablets or any other portable devices) are disruptive to a learning atmosphere, therefore cell phones are NOT allowed in the classroom. They may be kept in the break room but must be off or set to vibrate. Should a student need to place a call, they must do so outside or in the breakroom.

Dress Code

Our dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people but caters to the expectations of the public and the accepted standards of the Electrology profession. All students are expected to present themselves as professionals.

A clean white or black lab coat is to be worn and buttoned during all treatment times with a patron. This will be provided to students as part of the student kit. It is mandatory to wear a uniform at all times while the student is inside the classroom. Arms must be covered to the wrist in order to limit skin-to-skin contact with models. Should your uniform be short sleeved, you must wear a long-sleeved shirt underneath.

Comfortable, non-slip closed-toed black or white shoes with low to moderate heels are required and should be clean. Open toed shoes including sandals are not allowed for safety reasons. Boots are not allowed.

Students must wear full-length black pants; jeans are not allowed. It is acceptable for students to wear scrubs as a school uniform, but the colors should be either black or white.

Perfumes or lotions with perfumes, should not be worn. In your own practice, and as a rule, it is best to avoid wearing them, as some patrons may be allergic and hyper-sensitive to these fragrances.

Overall cleanliness and neatness should be practiced. Good grooming habits include:

- Regular bathing and shampooing.
- Hair must be clean and tied back if long, no hats or caps are allowed.
- Hands must always be clean.
- Nails must be kept short (long nails impede your ability to work).
- Acrylic nail tips are not allowed.
- Proper oral hygiene must be maintained to ensure fresh breath, along with regular dental checkups.

Eating and Drinking

Food and drink are not allowed at the workstations or in the classroom area.

A Breakroom is provided for eating and drinking. It is the student's responsibility to clean up after themselves, including wiping down tables, the microwave, cleaning the coffee maker after use, and keeping the refrigerator clean and free of rotting or excess food and beverages. Every Sunday all leftover food in the student break room will be disposed of in the trash can, students are responsible for taking home any leftover food that is theirs.

Student lockers

Lockers are provided for student use in the breakroom. Students can store any personal items that cannot be kept in the classroom such as purses, cell phones etc. Students must bring their own lock and must take home their belongings every day. MEEC is not responsible for lost or stolen items or items left overnight. Items left in a locker for more than one week (7 days) will result in the lock being cut and should the items remain unclaimed by a student for more than one month (30 days), they will be discarded/destroyed.

Equipment

Students are responsible for the proper care and maintenance of the school's equipment including but not limited to the epilators, beds, lamps, chairs, sterilizer etc. Lost, damaged, or stolen items will be replaced at the expense of the student.

Sanitation

Sanitation and sterilizations are very important in the practice of Electrology. Students will learn the correct standards of sanitation expected at school and how to sterilize their tools and implements. The student will be given thorough instructions on what is expected during the orientation. Students must maintain a sanitary workstation at all times. Failure to do so could result in a warning.

Student Practical Instruction Worksheets

Students are required to log all insertion hours worked for the duration of their program. Practical work logs will include the model (yourself, another student or a model), the duration of the treatment and the modality and settings and techniques used. The student is required to hand in their logs to the supervising instructor before the end of the day. The instructor will note any commentary and sign off on the student's work. The purpose of the log is to track student progress and insertion hours. The tracking of practical work logs is mandatory.

Retention of Student Records

On a regular basis which is at least every evaluation point, school staff will record on an approved individual student permanent record form each student's daily attendance and record of academic achievement. The school shall maintain records and transcripts for students in perpetuity, however after five years records may be stored off-site.

Students may request a copy of their transcript to be mailed to them for a \$15.00 charge within the United States or \$50.00 for any other country. Academic transcripts and attendance records will not be released until tuition charges are paid in full.

Catalog Policy

A copy of our up-to-date catalog is always available to current students or students interested in taking the Electrology Program. You may request a catalog be emailed to you by calling us at 240-994-0306 or emailing us at director@mdelectrolysiseducation.com, or you may download the catalog in PDF form directly from our website www.mdelectrolysiseducation.com. As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. **The school catalog is updated annually**, and should any changes be made during the year that must be included in the catalog, these changes will be made using supplements or insert.

Test Taking

A score of 75% or higher is required for the passing of all tests and quizzes for a student to receive credit for that test or quiz. All tests and quizzes must be taken "closed book" meaning that the student cannot use any textbook, notes or other materials as aids while taking a test. Students get one chance to take and pass the quizzes online. Any make-up exams will be taken at school, on paper, in short-answer format. Retakes may be taken up to twice at school, but the same test or quiz cannot be taken more than once per day. If a student has taken a quiz the maximum number of times, the highest score will become the student's final score for that module. The final exam cannot be retaken.

Violations

A student may be terminated for failure to obey the rules of MEEC, which are posted, or failure to pay the tuition costs. Students terminated by MEEC may petition for readmission in writing and must meet with the Director or Administrator at which time decisions on the request for readmission are final. Any Violation to the above Rules and Regulations could be grounds for dismissal from the program.


Application and Enrollment Process

The application is always available to students interested in taking the Electrology Program. You may request a form be emailed to you by calling us at 240-994-0306 or emailing us at director@mdelectrolysiseducation.com, or you may download the form directly from our website www.mdelectrolysiseducation.com. Your application and supporting documents may be submitted by mail, email, or in person at the school by appointment.

As a prospective student, you are encouraged to review the catalog prior to signing the enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Program Performance

Students and prospective students may obtain information from the Maryland Higher Education Commission regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. The website address of the Maryland Higher Education Commission is www.mhec.maryland.gov.



Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

<http://mhec.maryland.gov/>

Department of Academic Affairs, Research & Policy Analysis, Private
Career Schools, Department of Finance and Administration

Phone Number: (410) 767-3300

Toll Free Phone: (800) 974-0203

Fax: (410) 332-0270

Visitors who are hard of hearing, deaf or speech-disabled and who use a
TTY or text telephone can contact MHEC via Maryland Relay (Dial
7-1-1 or 800-735-2258)