

# COURSE CATALOG



*Dedicated to Excellence In the field of Electrology, and to the Science of Results*

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CATALOG VOLUME 2  
February 4, 2024

Students who complete the EIW Enrollment Agreement are signifying they have read, understand, and agree to adhere to the policies and procedures set forth in this catalog. Please read this catalog carefully

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This catalog is written in English and all courses are taught in English. This School Catalog supersedes all previous School Catalogs of the institutions owned & operated by JElectrology Institute of Wisconsin LLC. This School Catalog is a guideline for its students.

EIW reserves the right to modify its policies based upon its understanding and interpretation of standards and policies, state or federal laws and rules, or any other reason at its discretion. Any modifications to rules, regulations, or policies will be submitted and approved by the Wisconsin Cosmetology Examining Board- DSPS.

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## SCHOOL INFORMATION

Dear Student:



Welcome to the Electrology Institute of Wisconsin, LLC., we are pleased to have you as a member of our student body. The environment here is genial and supportive, enabling you the student to strive for and achieve excellence. EIW teaches students how to safely, and professionally provide electrolysis services to clients, to seek employment as, or to become self-employed- professional Licensed Electrologists, by preparing them for their state board exams.

A progressive and updated program has been developed for your instruction. Full advantage should be taken of it. You are required to familiarize yourself with the Rules and Regulations of the school and the WI Administrative code for Electrology, along with the WI.Cosmetology Examining Board. These objectives are well-intentioned and important to you as a professional Electrologist.

Our program of instruction encompasses both theory and practical training. They are equally important. Good study habits should be developed. Excellent equipment and instruments are provided for your use. Familiarize yourself with their operation, use and care. The Bi-Annual enrollment policy of the school is directed to accommodate the needs of every student.

At the Electrology Institute of Wisconsin, LLC the theory portion of our curriculum is completed online, with theory review hours built into the clinical program. The clinical portion of the program will be in-person onsite at our facility. Frank discussions of individual concerns are encouraged. Much like any post-secondary institution of higher education, the full purpose of instruction will only be realized when you assume responsibility for your progress.

We look forward with enthusiasm to be at your side as you work to complete your required hours of instruction for Electrology. May you have a successful and pleasurable experience at the Electrology Institute of Wisconsin, LLC and an even more fulfilling practice as you embark on your new career.

Jacqui Farber CPE, RE, LCI ~ President/ Director/ Instructor



## MISSION & OBJECTIVES

Our mission at the Electrology Institute of Wisconsin, LLC is to provide high-quality, comprehensive, meaningful education in the field of electrolysis to our students. EIW provides comprehensive accessible career and technical education that encourages lifelong learning using the most modern equipment available, and knowledgeable, professional instructors.

Our primary objective is to have each student obtain Professional Certification through State Licensing for Electrology and to produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry-level in an Electrology practice as self-employed practitioners. Normal progression based on individual efforts and job experience should move him/her to positions such as Salon Manager, Salon Owner, Electrology Instructor, School Supervisor/Director, or School Owner.

## VISION

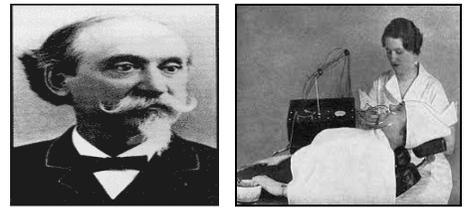
The vision of the Electrology Institute of Wisconsin, LLC is to be the leading source of electrolysis education in Wisconsin and to all other licensed and non-licensed states. We are committed to graduate true professionals that will render services with honesty, passion, and a higher level of professionalism. We help them develop their character, and talents through communication, cooperation, enthusiasm, mutual respect, and trust.

The philosophy of the Electrology Institute of Wisconsin, LLC is based upon the belief that learning should be an enjoyable and rewarding experience for every student. Gaining independence through education develops self-confidence and self-fulfillment, enriching the lives of all that participate.

Electrology Institute of Wisconsin LLC instructors have a combined 62 years in electrology, and cosmetology professions, and education, along with a combined 55 years of business experience.

All practical sessions are held at the Electrology Institute of Wisconsin, LLC campus located at 1507 E. Sunset Dr., Suite 140, Waukesha, WI 53189. There is ample free parking adjacent to the school. The campus is situated on the corner of Sunset Drive and Les Paul Pkwy (18/ 59/ 164). Convenient access from Interstate 94 and 43. It is on the West side of the highway, across from the Speedway Gas Station. Kraklow Dentist and First Weber Realty share the building with the Electrology Institute of Wisconsin, LLC.





## HISTORY OF ELECTROLOGY

Electrology is truly a unique and rewarding profession that spans over one hundred years of exciting achievement. Electrolysis is the study of permanent hair removal with the use of an energized needle or probe, utilizing three modalities known as Electrolysis, Thermolysis, and the Blend. Cosmetic electrolysis had its early beginnings in 1875 when Charles E. Michel, M.D, a practicing ophthalmologist in St. Louis, Missouri, developed a method of permanent hair removal for his patients using an electric current, which destroyed the hair follicle. Since those early experiments, the study of electrology has advanced to a state of the art cosmetic service. Today's modern electrology practice utilizes computerized equipment for the comfortable, yet permanent destruction of unwanted hair over a series of personalized treatments.

## ABOUT THE ELECTROLOGY INSTITUTE OF WISCONSIN

The Electrology Institute of Wisconsin, LLC is located in a well-lighted, air-conditioned building, designed with equipment, supplies, and implements to provide each student the opportunity to become proficient in both technique and speed. The Electrology Institute of Wisconsin is proud to provide the newest technology in electrolysis epilators. We have 13.56 mHz Apilus machines, including the Sr II, Sr 3G, and the newest Apilus xCell Pro and Apilus xCell Pur (27mHZ). We encourage our students to be well versed in a variety of epilators, and also provide a retro Fischer machine for student use.

The Institute delivers lectures and theory through its Online Academy and through the use of enhanced teaching aids, PowerPoint & Google Slide presentations, audiovisual equipment as well as hands-on training. There are sufficient workstations to ensure adequate student practice of clinical procedures. The student lunch area and restrooms are also provided. EIW is equipped with a microwave, refrigerator, dispensary area with washer/ dryer.

Students are responsible for the proper care and maintenance of the school's equipment including but not limited to the epilators, beds, lamps, chairs, sterilizers, tweezers, and the high-frequency machine. Lost, mutilated, or stolen items will be replaced at the expense of the student.

Students are responsible for setting up, cleaning and unplugging all of the cords from any machine they use, and ensuring that all cords are returned to their proper boxes each day.





## STAFF PROFILES

Jacqui Farber: CPE, RE, LCI      Owner / Director/ Instructor - Electrologist

Jacqui Farber, founder, has a lengthy career of experience in electrolysis, cosmetology, education, and business. She is a Wisconsin licensed instructor in electrolysis and cosmetology, and worked as an instructor at Waukesha County Technical College for 7 years while earning her 5- year Technical College Teaching Certificate. She earned her CPE license from the American Electrology Association in 2024. The CPE credential proves that an electrologist is dedicated to their profession, and has a commitment to continuing education, exemplifying the highest degree of professionalism. CPE exam, (Certified Professional Electrologist) goes above and beyond, measuring the electrologist's knowledge against a national standard of excellence.

Jacqui has earned Wisconsin licenses in electrolysis, instructor, cosmetology, management, electrolysis and cosmetology establishments. The electrolysis specialty school rounds out her expansive licensure. She honed her skills in adult education, student/ client management, and curriculum development. She excels at providing a fun and professional learning environment, exceptional electrolysis services, and client relations, along with bringing decades of business expertise to the program. Her extensive knowledge of the WI Administrative Code and Statutes, provides her students with vital career information on WI Cosmetology Law. Working with diverse and mature students is a special skill she brings to the program, as many electrolysis students are on their second career.

Both of our instructors are former lead coordinators and examiners for the Wisconsin State Board practical testing exams. Jacqui led the Milwaukee testing site. This experience and expertise prepares her students with in-depth knowledge of the practical State Board Examination, giving her program an edge. No other Wisconsin electrolysis school has the experience that Electrology Institute of Wisconsin offers.

Teri Wians, RE    Instructor-Electrologist

Electrology Instructor, Teri Wians, is a valuable, experienced member of the Electrology Institute of Wisconsin, LLC team. Teri, a second generation electrologist, has over 28 years in the electrolysis industry. Teri is a respected business owner employing a long-term dedicated employee of nearly thirty years, along with support staff.

Formerly a lead member of the WI Electrology Association, she held many board of director's positions, including President. Her unique experience working for over 20 years with current and previous State Board Testing Companies, most recently DL Roope at the Madison, WI Practical Exam State Board testing site, along with also being an examiner.

Teri also brings her professional knowledge of nearly 21 years of laser hair removal treatments to share with our students. Making EIW the ONLY electrolysis program in Wisconsin to offer this advanced knowledge. Her electrolysis and laser knowledge, marketing degree, business sense, and remarkable calmness and patience contributes to giving EIW the leading edge in the industry.



## DATES OF INSTRUCTION AND VACATION PERIODS

### CLINICAL INSTRUCTIONAL HOURS

Day	Electrology School	Hours of operation	Day	Electrology Clinic	Hours of operation
Monday	Closed	—	Monday	Open	8:00 am- 7:00 pm
Tuesday	Closed	—	Tuesday	Open	8:00 am- 7:00 pm
Wednesday	Closed	—	Wednesday	Open	8:00 am- 5:00 pm
Thursday	Closed	—	Thursday	Open	8:00 am- 7:00 pm
Friday	Open	8:00 am- 5:00 pm	Friday	Closed	Varies
Saturday	Open	8:00 am- 5:00 pm	Saturday	Closed	—
Sunday	Open	8:00 am- 5:00 pm	Sunday	Closed	Varies

Note: When students are not onsite, the offices are open by appointment only.

The training program for the Electrology Institute of Wisconsin, LLC Electrology, is a bi-annual enrollment program, similar to a standard college semester. Clinicals are held in Fall and Spring. The online theory portion must be completed prior to the clinical portion begins. Students can enroll anytime, but can attend classes only when the courses are offered. The Institute operates as an electrology clinic when classes are not in session, and students must attend the clinical classes during regularly scheduled hours.

### HOLIDAYS CLOSED - SCHEDULE-

HOLIDAYS CLOSED- SCHEDULE- 2024			HOLIDAYS CLOSED- SCHEDULE- 2025		
Easter	March 31, 2024	Practical	Easter	April 18-20, 2025	Closed
Memorial Day	May 27, 2024	Online in progress	Memorial Day	May 25, 2025	Online in progress
Independence Day	July 4, 2024	Online in progress	Independence Day	July 4, 2025	Online in progress
Labor Day	September 2, 2024	Online in progress	Labor Day	September 1, 2025	Online in progress
Thanksgiving	November 28, 2024	Online in progress	Thanksgiving	November 27, 2025	Online in progress
Winter Holidays	December 24, 2024- January 1, 2025	Online in progress	Winter Holidays	December 24, 2025- January 1, 2026	Online in progress



## COURSE OUTLINE

Students who wish to take the state board exam must pass all assessments/ exams from EIW to graduate from the EIW program and earn their completion certificate. Students are not required to take the state board practical exam, but must take and pass the state board practical and written exams if they wish to practice electrology in WI. as a licensed electrologist. Electrology Institute of WI, LLC clinical program does not exceed the minimum standards required by the State of WI. to be eligible to take the licensure examination

WISCONSIN ADMINISTRATIVE CODE- Courses of Instruction Cos.5.05 Electrologist License Syllabus	Theory Hours WI State Required	Practical Hours WI State Required
Introduction:		
Law and Code, Bookkeeping, Business Management, History and Ethics	30	—
Basic Principles of Electricity and Equipment Usage	20	20
Anatomy, Physiology, and Microbiology	20	—
Safety, Sanitation, and Sterilization	30	20
Modalities of Electrology	20	50
Electrology Techniques and Variables	20	50
Clinical Practice:		
Consultation, Evaluation, Complications, Contra-indications, Positioning and Draping, Lighting and Optics, and Epilation Techniques	40	60
Individual Student Needs and Electives	30	40
Total Program Hours: 450	210	240



Unit #	EIW Theory Unit Skill or work to be learned	Theory Hours		EIW Practical Unit Skill or work to be learned	Practical Hours
1	Student On-Boarding, and Explore the History of Electrolysis	5		_____	---
2	Examine Professional standards related to electrology (State Law/Code, Ethics, Legal issues, Liability/ Exposure)	10		_____	---
3	Investigate Infection Control/Microbiology  (Study of Microorganisms Aseptic Techniques, Safety, Personal Hygiene, Sanitation/Cleanliness Procedures, Skin Antisepsis, Disinfection Procedures, Sterilization Procedures, Law and Code)	30		Use Safety Sanitation/Disinfection/ Sterilization processes (Safety, Sanitation/Cleanliness Procedures, Skin Antisepsis, Disinfection Procedures, Sterilization Procedures, Law and Code)	20
4	Examine The Human Body- Anatomy and Physiology  (Fundamentals of Anatomy and Physiology, Basic concepts of biochemistry, Basic cellular structures, Systems of the body relating to electrolysis, Angiology and Neurology, Skin and its appendages, Healthy normal skin, Diseases of the skin, Healing of the skin after electrolysis)	30		_____	---
5	Electricity/ Equipment used in electrolysis ( Basic Principles of Electricity, Operation, Care, Maintenance of Equipment and Instruments, Basic Principles of Electricity, Troubleshooting Techniques	20		Apply Basic Principles of Electricity and Equipment Usage  (Epilator Care and Use,Basic Electricity Troubleshooting Skills)	20
6	Analyze Modalities of electrology (Galvanic, Thermolysis, Blend, Ana/CataPhoresis)	20		Use Modalities of Electrology  (Galvanic, Thermolysis, Blend, Ana/CataPhoresis)	50
7	Examine use of Probes in Electrolysis	15		_____	---



8	Investigate Execution/Techniques used in electrolysis  (Variables, Probes, Intensity, Timing, Depth of Insertion, Advanced Techniques, PEST, PERT, PEET)	30		Demonstrate Electrology Service Techniques/ Variables  (Epilation Techniques, Ergonomics for client/practitioner including positioning and draping, lighting/ optics, Evaluation of Treatment Progress)	50
9	Investigate Business management, Professional Development & Psychology in electrolysis  (Record Keeping, Bookkeeping, Insurance, Advertising and Marketing, Continuing Education, Electrolysis groups/ Associations, Psychology of electrolysis)	20		Apply Clinical Practices  (Complete Practice of Techniques and Practical Application of Theory on Models and Clients: Consultations, Record Keeping and Documentation of Treatments, Contraindications, Pre and Post Treatment Care, Aesthetic and Cosmetic Considerations, Identification and Analysis of Skin Conditions, Side Effects of Treatment Tissue Injury and Complications, Dealing With Discomfort)	60
10	Explore Hair Removal Methods/advanced techniques / State Board Prep (Current Methods of Permanent and Temporary Hair Removal, Individual student needs/ electives, State Board Prep Theory exam and Practical)	30		Evaluate Professional Development Needs/ Student Electives  (Interpersonal Skills, Personal Hygiene, Mock State Board Prep, Student elective/ individual needs)	40
	Total Theory Hours	210		Total Practical Hours	240
Total Program Hours: 450					
<p><u>Waxing Certification 8-Hour Course: \$300</u> (Optional) Electrologists desiring to add body waxing to their practice may choose to complete our 8-hour course in depilatory waxing.</p>					

## WISCONSIN ELECTROLOGY COURSE

Total Clock Hours: 450



Program Delivery: (hybrid on-line/ in-class)

The curriculum for students enrolled in the Electrology course consists of four hundred fifty (450) clock hours of theory instruction and practical operations covering all practices of an Electrologist pursuant to the Wisconsin Administrative Code Cos 5.05. Once the student has completed the online theoretical portion of the program, the practical portion is to be completed at the Electrology Institute of Wisconsin, LLC in Waukesha, Wisconsin.

THEORY

Theory Program ~210 Hours:

The theoretical instruction consists of the required 210 theory hours through our Online Academy, in-class lectures and reviews, demonstrations as well as classroom participation and examinations. The online course consists of 10 units. Online theory units consist of a variety of learning activities, for students of varying learning styles. In addition, each unit will be reviewed during the practical session, providing students with opportunities to ask questions and receive more help as needed.

Students will take a quiz/ review for each of the 10 Theory units during the in-person practical course. Students must pass each unit review quiz with a minimum 70% (C) or higher.

Study guides and practice quizzes are available for most chapters to help students focus on the relevant information. Students can review study guides, learning activities, and corresponding unit review quizzes at any time during the theory and practical courses, and may take and retake at their discretion.

Each quiz is written in a multiple-choice format similar to the licensing exam. The instructors are available to review errors made on any test to ensure a complete understanding of the material.

Mid-term and final exams are also administered. Additional quizzes will be administered until a passing grade on all quizzes is obtained. EIW allows only one quiz per day.

Students who wish to take the state board exam must pass all assessments/ exams to graduate from the program and earn their completion certificate from EIW. Students are not required to take the WI State Board written theory exam after completing our electrologist program. If they wish to practice electrology in WI as a licensed electrologist, they must take and pass the WI State Board practical and written exams. Electrology Institute of WI, LLC theory program does not exceed the minimum standards required by the state of WI. to be eligible to take the licensure examination.

PRACTICAL/ CLINICAL PROGRAM ~240 hours

Each student is given individual help with the practical part of the course. The teachers work with each student one-on-one throughout the practical/ clinical program. Students are encouraged to ask for help, as they require it. Students are required to complete practical training on classmates, instructors, and on clinic guests.

Students are assessed with a mid-term evaluation, and a mock State Board final practical exam, that is administered towards the end of the program. It simulates the practical methodology that is tested at the Wisconsin State-licensing exam. Students must pass these two exams.



They are not optional for students sitting for licensing exams in other States. Additional exams will be administered until a passing grade on both exams is obtained. EIW allows only one practical exam a day

## APPLICATION PROCESS AND FEES DUE

### Step One:

- An applicant completes the written application and submits it with the \$100 non- refundable application fee in the form of a check or money order.
- Applicants will be notified of acceptance within 5 business days.

### Step Two:

- \$100.00 is due after acceptance in the course for enrollment fee and processing.
- The applicant must complete the enrollment agreement and include the \$100 fee in the form of a check or money order.
- \$ 4,887.00 is also required prior to the first day of the online course for partial tuition payment, in the form of a check or money order. (This includes the enrollment textbook/ kit fee of \$300)
- Both payments ( \$100, and \$4,887 ) should be sent at the same time for faster processing
- Applications must be received 4 weeks prior to the onset of online class, in order to provide students with the enrollment package, including textbooks.

*(In the event of a course withdrawal, Refunds on books and supplies can not be made if the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier)*

### Step Three:

- Upon successfully being accepted into the program, students will be sent an enrollment package including textbooks, student binder, and other classroom materials needed for class.
- Textbooks will be sent to students before the first day of class (if time allows) It is recommended to have your completed enrollment and payment in at least 4 weeks before the start of on-line course to ensure timely receipt of course materials.

### Step Four:

- \$4,688.00 is due for the remaining tuition by/ on the first day of the practical/ clinical course in the form of a money order or check. (This includes the \$275 student lab fee)



## ENROLLMENT POLICIES / GRADUATION REQUIREMENTS

According to Wisconsin State Regulations, applicants to the Electrology Institute of Wisconsin, LLC for the electrologist training must have graduated from high school, or has attained high school graduation equivalency as determined by the department of public instruction; is participating in a program approved by the examining board; or is at least 18 years old and meets the ability to benefit rule under [20 USC 1091](#) (d).

In order to submit an application for licensure as an electrologist, the State of Wisconsin requires that the applicant presents evidence satisfactory to the examining board that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology.

A student must maintain at least an average of 70% in the theoretical studies portion of the course, and a minimum 70% Acceptable/ "C" in the practical/ clinical portion of the course to pass the course and earn a diploma. Proof of graduation is required before a student is eligible to apply for the licensure examination administered by the State of Wisconsin.

Students should note that the State of Wisconsin requires prospective electrology students to pass two state administered board examinations before they will be granted licensure and allowed to practice in Wisconsin. When successfully completed, our school's program prepares students to pass this examination. It is not required that students who wish to complete our program register for, take, or pass the State examination.

## RECRUITMENT POLICY

Our schools do not recruit students already attending or admitted to another school offering similar programs of study.

## CREDITS FOR PRIOR LEARNING

This institution does not accept transfer credits earned at other institutions or through challenge examinations or achievement tests, and does not award credit for prior learning.

## ENROLLMENT PERIODS:

The EIW 450 hour electrology program has an open enrollment, students can enroll at any time. It's recommended students complete the online theory course close to the start of the next practical course start date.



(Dates will vary each time the course is offered)

Type of course	Method of course delivery	Course hours	When course is offered
Theory	Online course	210 Hours	Spring and Fall
Practical	Face to face	240 Hours	Fall and Winter

#### Hours of School Operation

- See Course Calendar for Open Hours, we will open 15 minutes prior to each class
- Excluding days mentioned on the holiday schedule
- Meetings outside these hours will be available by appointment

#### TEXT ALERTS FOR STUDENT SAFETY

To be alerted by text of school closures or safety concerns, we ask that all students provide current and updated phone numbers for text alerts.

#### WEATHER RELATED CLOSINGS

Serious weather emergencies are considered those that cause mass business closures. Decisions to delay opening, close, or close early are exclusively made by the Director of School. Announcements are made exclusively through text messaging.

#### STUDENT CODE OF CONDUCT

We have created our Student Code of Conduct to encourage a learning environment for all students and to ensure that we are able to conduct its mission, processes, and to protect its brand(s). Students found in violation of this Student Code of Conduct are subject to suspension and/or termination as it is considered breach of contract.

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

#### ACADEMIC

1. Collaborating, concealing, enabling, or participating in providing or taking information without permission.
2. Providing your work to a student to present as his/her work.
3. Submitting another's work to pass as your own.
4. Falsifying your work or grades in any way.
5. Stealing (actual theft or copying), buying, or otherwise getting any examination or assignment in part or in whole.
6. Impersonating a student or permitting a student to perform work or take an examination.



## FRAUDULENT BEHAVIOR

1. Misuse (using something in a way it is not intended) of any institution records, documents, or other materials.
2. Providing information with the intent to deceive the Department of Safety and Professional Services, or EIW

## PERSONAL CONDUCT

1. Conduct that negatively affects the educational environment of any other student.
2. Conduct that impairs the rights of any other student or this Institution.
3. Behavior including helping, aiding, or inciting another with the intention to disrupt any process of this Institution.

## PROPERTY

1. Purposeful or negligent behavior that negatively impacts the property of another student or this Institution.

## INSTITUTIONAL DIRECTION

1. Failure to follow the direction or request of an institution employee.

## CLINIC RULES

- Clinic Assignments. All clinic assignments must be reviewed with an instructor before work begins and checked by an instructor before the assignment is considered complete.
- Clinic Participation. Your instructor will determine when you are ready to work on the public. Willful failure to perform services may lead to termination, regardless of the reason.
- Clinic Problems. In the event of any problem on the clinic floor, you are to quietly excuse yourself and inform the instructor for a private conference. You are to behave as a professional is expected to behave at all times.
- Dispensary Use. Students may not use school dispensary products on non-paying clients.
- Food and Drink. Students may not bring food, gum, or drink onto the clinic floor.
- Products. All products will be provided and students should refrain from using personal products during the clinical.
- Outside Work. Under state law, you are not allowed to engage in or act as a professional including professional activity
- Personal Property. All student property must be stored away from the clinic floor at the end of each session and all clinic furniture, fixtures, and equipment must be clean and left well presented for the next session. Any personal property left is subject to disposal.
- Sanitation. Every student is responsible for the sanitation, sterilization of implements, proper disposal of waste, and cleanliness of the entire campus.
- Student-As-Patron. Students are not allowed to perform services on one another without the instructor's approval. Students are required to work on other students in the class. Refusal to work on, or with another student, is grounds for dismissal from the program and it will not be tolerated.
- Student Instruction. Students are not allowed to instruct students.
- Uniform. Your smock must be washed, clean, neat, absent of accessories including handbags and other distractions (subject to instructor judgment) and up to standards. Other clothing must also be clean to sight, including shoes. Hair, fingernails, oral hygiene, and body odor will clean with no odors.



## ZERO TOLERANCE FOR SEXUAL HARASSMENT AND/ OR DISCRIMINATION

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

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

## ZERO TOLERANCE FOR ALCOHOL OR OTHER DRUG USE

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

The Electrology Institute of Wisconsin, LLC does not permit students to engage in alcohol or other illicit drug use while on campus or engaged in school activities of any kind. This includes attending class after using alcohol or other illicit drugs, or abusing prescription drugs prior to class.

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

## CLASS HOURS, TARDINESS, AND LEAVE OF ABSENCE POLICIES

Students are expected to attend ALL class sessions arranged. Students are expected to be prompt and prepared for all class sessions and activities. Due to this program having a clinical/ guest services component, tardiness, in excess of (4) per 10-week practical course, and class absences in excess of two per 10-week practical course, may lead to a suspension or termination of training, and will negatively impact the student's grades, at the discretion of the instructor, regardless of excuse.

A student will be determined to be withdrawn from the institution.

The majority of the practical section of the course, students will be scheduled for guest services on actual clients; if a student is absent, it creates immediate issues regarding scheduled client appointments. Therefore, if a student is ill and must miss class (or must miss class or be tardy for any other reason) they must notify the instructor by phone (calls, text, voicemail or email) prior to the absence or tardiness.

If a student misses class hours, they will miss the review of the 10- unit theory course, and potentially the required unit review/ quizzes. It is the student's responsibility to make up missed theory review time/ quizzes as it is counted towards their required course hours. The instructor may choose to video/ audio record the theory review units, as a courtesy, but it should, and will not, be expected.

Message calls must be received before 8:00 am. so the administration can rearrange the guest service appointments. Students will be provided with instructors' home phone numbers and the office numbers to facilitate the timeliness of this contact. If students "no-show" for class and fail to notify the instructor prior to the absence disciplinary action may be instituted, and grades may be negatively impacted.



EIW does not offer Leaves of Absence to enrolled students. If a student needs to interrupt his/her training, he/she/ they must be dropped from the program and re-enroll upon return. The re-enrollment process will follow the Re-Enrollment Policy.

## RE- ENROLLMENT

Re-enrollment is not guaranteed and re-enrollment is not available to students terminated for violation of this EIW's Zero Tolerance Policy. Lack of financial responsibility to adhere to the payment schedule will be carefully considered before admission.

Students who have withdrawn or students whose Enrollment Agreements have been terminated and want to re-enroll must appeal to and have approval by the Director prior to re-admission.

Students being considered by the Director for re-enrollment must demonstrate:

- The ability to successfully complete the program; and
- Certify that the circumstances under which they were not able to previously complete have changed at any institution; and
- That they have the commitment to succeed.

Students that withdraw and re-enroll will return under the same Satisfactory Academic Progress (SAP) status as when they withdrew regardless of the amount of time that has lapsed.

Students will be expected to make up any time missed during a leave of absence, or if course time is missed for any other reason including tardiness, at the convenience of the instructor. Students are expected to conduct personal business outside of class time. Cell phones are to be off, and laptop computers utilized for school related use only during school hours.

## DISMISSAL FOR UNSATISFACTORY GRADES, PROGRESS, OR OTHER REASONS POLICY

A student will be given notification, progress report, of unsatisfactory work and risk of impending dismissal. If the student, after having been informed, makes no attempt to seek remedial help or improve their grades and/or performance within a two-week period, they will be dismissed. Students may also be dismissed if the instructor deems they are unwilling or unable to meet training requirements or as part of a disciplinary action for unsatisfactory behavior, actions, or attitudes. The Instructor or Director shall determine whether or not the student shall be allowed to re-enroll. The decisions of the Instructor or Director shall be binding and non-negotiable.

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

1. When it becomes apparent the student is unable to develop the skills necessary for practical application as determined by the instructor



2. When the student fails to maintain a passing grade of 70% in theoretical studies and a level of at least "C" Acceptable, in the practical/ clinical portion of the course
3. If a student fails to pay their tuition or fees
4. If a student fails to comply with rules and regulations regarding attendance, absences, make-up of work, and conduct as set forth in the course catalog
5. For being disrespectful to the instructors, other students, or clients as determined by the instructor
6. If responsible for the intentional destruction of EIW Institute's property
7. If a student uses, is under the influence of, or distributes illegal drugs or alcohol
8. Sexually harasses other students, clients, staff members, or the instructors
9. If a student engages in or is a party to stealing, lying, cheating, fighting or other conduct deemed disruptive to the educational process or Institute property.

## CLINICAL STUDENT SUPPLIES/ REQUIREMENTS

Students must be prepared with the following supplies the first days of class:

- At least one white lab coat, ¾ or long-sleeved preferred
- EIW provided student binder, pens, pencils, highlight markers, and notebook
- Professional, casual dress: Closed toed, clean shoes, dress slacks, dresses, or long skirts (no blue jeans or shorts, no sandals, tennis shoes, short skirts. Dress modestly no midriff or low-cut shirts)
- For safety and sanitation reasons, any facial piercing must be removed prior to Class, at the discretion of the Instructor/ Director. Earrings may be acceptable if kept small and they do not interfere with opticals or dangle.
- Please limit your use of perfumes and other scented products; clients may be sensitive to odors.
- Smoking is not permitted on school property, parking lots, or natural areas.
- Consuming, possessing, or smelling of illegal drugs, or alcohol on the school premises is strictly prohibited. If a student is found to be in violation, they will be immediately dismissed. The student will receive a Progress Report. Each situation will be reviewed individually, and expulsion will be determined on a case by case basis. The school director /administration has the final authority.

## ADDITIONAL ITEMS NEEDED

Students are not responsible for purchasing any further equipment or supplies to complete their program of studies. EIW 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.

\* EIW cannot be held responsible for inability to visualize due to a student's lack of visual ability or the lack of correct or updated eyewear correction/prescription. It is recommended that students have a professional eye exam prior to beginning the program.

EIW has magnification lights for student use, and students have the option to purchase magnifying loupes through our vendor Orascoptic.



## EIW DISCLAIMER:

A student's submission of the EIW application fee, entrance counseling, and enrollment agreement, constitutes that the student has read and agreed to the EIW student requirements of this program. If the student agrees, and is fully aware that it is unlikely he or she will be able to successfully complete the program and/or fully aware of the improbability or impossibility that he or she will qualify for employment in the vocation or field for which the program was designed to prepare the student, the Electrology Institute of Wisconsin, LLC is not responsible for returning paid tuition after refund dates in the refund table.

## FUNDING:

EIW does not participate in state or federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. No loans are available through the Electrology Institute of Wisconsin. EIW is designated by the Department of Safety and Professional Services database as a post-secondary institution.

## SCHOLARSHIPS

Scholarships from outside agencies are accepted for full-time students in the 450 hour Electrology Program. Payments must be made out to: Electrology Institute of Wisconsin, LLC. Enrollment documentation will be provided upon request to the scholarship provider.

## POLICY REGARDING WITHDRAWAL AND REINSTATEMENT AFTER WITHDRAWAL

A student may voluntarily terminate participation in the Electrolysis Training program by notifying the Institute in writing prior to withdrawal. Any extenuating circumstances the student feels are applicable should be outlined in this notice. If the student wishes to be considered for reinstatement at a later date, they should also include this in the notice. Any refund that may apply to the student will be calculated from the day the written notice is received utilizing the appropriate chart in the Refund Policy section. A student who has withdrawn from a course of instruction due to extenuating circumstances such as serious illness or emergency may be considered for reinstatement by notifying the Institute in writing that they wish to continue the course of instruction. The instructor shall determine whether the former student shall be allowed to re-enroll. Decisions of the instructor are final and binding.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.



## REFUNDS

The Electrology Institute of Wisconsin, LLC , in accordance with State law, sets forth the following refund policy. All requests for cancellation of the Student Contract and settlement of the student's account must be made by the student to the Electrology Institute of Wisconsin, LLC. The first day of class is defined as the day students begin their online theory training for the e-Learning program.

Purchase of educational goods and services offered by the Electrology Institute of Wisconsin, LLC is deemed to take place when written and final acceptance is communicated to the student by the school. If the EIW School Director who enrolls you grants written acceptance at the time you enroll, and does so, the cancellation period ends within 3-business days of acceptance. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

Partial Refund Chart		
If Refund Request is Received After:	And is Received On or Before:	Maximum amount of total TUITION ONLY payment (\$9,000) that may be charged:
Day of receipt of the completed Student Contract	3 business days of receipt of the completed Student Contract	0.00
The three day cancellation period after receipt of the Student Contract	After the three day cancellation period, and before first day of Instruction	\$100.00 Application Fee only
First day of Instruction (Online Theory Day 1)	End of Day 2	1,800
Course Day 3	Course Day 6	2,700
Course Day 7	Course Day 14	3,600
Course Day 15	Course Day 36	4,500
Course Day 37	Course Day 66	5,400
Course Day 67	Course Last Day 110	9,000



Partial Refund Chart
26 week Electrology course
<hr/> "Units" = 1-Day 5- days (Units) = (1) course week for theory program 16- weeks of on-line theory course x (5) "Units"/days = ( 80) Theory "Units"/ Days <hr/> 3- days ("Units") = (1 )Course week in the Practical electrology course 10- weeks Practical Course x (3 )"Unit" Days= (30) Practical "Unit" /Days <hr/> Total Course "Units" Theory (80) +Practical (30) = (110) Days/ "Units" 60 % of 110 Days / "Units" = (66) Days "Units"

\*\$1,800 Online Tuition is non-refundable once a student's login is requested.

\*\*Student Kit is non-refundable once received during orientation.

## FULL REFUND

A student shall have the right to cancel enrollment for this electrology program until midnight of the third business day (Saturdays, Sundays and Holidays are not business days) after receipt of notice of acceptance. A full refund of all money paid by the student for tuition shall be given to the student if the student cancels by using the EIW notice of cancellation form provided in the Student Contract by midnight of the third business day (Saturdays, Sundays and Holidays are not business days) after receipt of notice of acceptance of the Contract's receipt by the Electrology Institute of Wisconsin, LLC, or as required by law.

## PARTIAL REFUND

If a student withdraws from, or is dismissed from, the Institute prior to the commencement of classes, (including online theory access) after the (3 days) have passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall upon request, be entitled to a pro-rata refund, as calculated in the table above, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

The Electrology Institute of Wisconsin, LLC. shall make any refunds due to a student or applicant within 40 days of the effective date of termination (date the Institute dismisses the student, or receives notices of withdrawal, or the Institute closing date).

Notice of withdrawal from the course of the student is requested in writing (preferred written method: email or written letter) and a refund will be issued 40 days after the date the withdrawal was received. Text messages, instant messaging and voicemails are not acceptable methods of notification of a student withdrawal from the Electrology Institute of Wisconsin LLC 450 hour program.



## TIME SHEETS

Student time cards 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 time card. It is strictly against the rules to allow another person to clock in or out for you or to clock in or out another student. Students must sign their time cards daily and have the signature of the supervising instructor or administrator. Students must turn in their completed time cards to the school administrator for processing as soon as it is completed.

Completion of the theoretical hours does not need to be tracked on the time cards. Completion of all learning activities of the theory program, constitutes completion of the 210 required hours. Theoretical hours constitute the online academy work done by the student prior to starting the face to face clinical work, and the tests, quizzes, lectures should apply to your program. Practical hours are only those hours in attendance at the academy. In order to satisfy the required minimum hours of practice, students should aim to work as much as possible while in the classroom. Clock in and clock out times are recorded in 15 minute increments. We allow a 7-minute grace period for tardiness.

## OVER CONTRACT

Upon signing your Enrollment Agreement for the period you are enrolled for, students who need hours in addition to the 10% allowed are considered to be "Over Contract." Each hour over contract is charged \$40 to the student due on demand. Any additional hours needed to complete proficiency will not be reflected on your transcript. Transcripts will always state completion of the 450 hours required for licensure.

## ACADEMIC /GRADING POLICIES AND PROCEDURES

Academic progress in theoretical and clinical/ practical studies is measured according to the following scale:

Theory Course Grading		Clinical/Practical Course Grading	
Letter Grade	Percentage Score	Letter Grade	Percentage Score
A	93 - 100 %	A = EX	93 - 100 %
B	85 - 92 %	B = VG	85 - 92 %
C	70 - 84 %	C = Acceptable	70 - 84 %
D	69 - 60 %	D = Needs Improvement	69 - 60 %
Failing	59% or less	F = Unsatisfactory	59% or less



## COURSE RECORDS

All students will receive a copy of the final written Individual Course Record for the theory and clinical courses. This report will list the grades received on each theory chapter review examination, the Written Theoretical Final Examination, and the grade earned on the Mock State Board/ Final Practical Examination.

All of the aforementioned grades must average a minimum of 70% , Acceptable, "C" for a passing grade in this course to earn their diploma for graduation. Students will also receive both a mid-term and a final assessment interview in which the student will receive a written report of progress and a verbal assessment of skills. Proof of graduation is required before a student is eligible to apply for the licensure examination administered by the State of Wisconsin.

## PROGRESS REPORT/ ACADEMIC RECOVERY PLAN (ARP)

If a student's grades is approaching 70%, "C" , Acceptable, or has fallen below the course minimums, the student will receive a progress report with an academic recovery plan to be completed by the student, and is expected to make an immediate effort to improve.

The student will have a 2- week probationary period to remedy their grades above the course 70% Acceptable "C" minimum graduation requirement. Their progress will be re-evaluated after a two-week period following notification. If the student doesn't remediate their grades by the probationary period date on ARP the student will have failed the course. The student will receive a copy of the academic progress report/ recovery plan, and it will be kept in the students file. Note that the ARP is designed to support the student, and identify academic problems/ remedies so they can be successful in the EIW electrologist course.

## PLACEMENT SERVICES - EMPLOYMENT RESOURCES

No guarantee of employment is made to the student. When written or verbal requests from an employer are received, referrals will be made, but these referrals may not necessarily be based on any direct contact with representatives of the prospective employer. Students will not be referred to an employer who does not first contact the Institute and indicate a desire to employ a graduate or prospective graduate of the Institute.

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

## STUDENT HOUSING

EIW does not provide student-housing facilities nor does it have a dormitory under its control. Please contact EIW for a list of Hotels in the area.



## STUDENT SERVICES

### Library

This institution maintains a library and learning center that is available to students during school hours. The library is maintained by the staff or teacher on hand and is located on the premises 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, Archives of AHA , and Electrology COventions, DVD presentations, and much more. Students seeking to further their education can check out materials to pursue in their spare time.

## SOCIAL MEDIA GUIDELINES

We respect the rights of its students and employees to participate in social media. Social media includes, but is not limited to, any form of online publishing including blogs, file-sharing, user-generated media on websites; such as, but not limited to Facebook, Pinterest, Instagram, Twitter, YouTube and similar sites.

We remind our students and employees to use care and to be mindful of anything published online. Any student who engages in online bullying, ethnic slurs, obscenity, intimidation, or in any conduct deemed inappropriate will, at a minimum, be subject to disciplinary action.

We will protect our institutions from harm resulting from disparaging comments.

## RETENTION OF STUDENT RECORDS

The records for students, including a transcript of academic progress, shall be maintained by the institution for at least 5 years with student transcripts being kept indefinitely. 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.

## CATALOG POLICY

A copy of our up-to-date catalog is always available to current students or students interested in taking the Electrology Program. You may request a catalog emailed to you by calling us, or emailing us at [electrologyinstitutewi@gmail.com](mailto:electrologyinstitutewi@gmail.com). As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. The school catalog is updated annually.



## SURETY BOND

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

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

For further information or to file a claim contact:

Policy #: 2540576

Lisa Triscari  
American Advantage Insurance Co.  
353 Forest Grove Dr. #205  
Pewaukee, WI 53072  
(262) 696-5800  
<http://www.aaigifs.com/>

-or-

West Bend Mutual Insurance Company  
1900 South 18th Ave,  
West Bend, WI 53095  
Phone: (608) 410-3410  
[www.thesilverlining.com](http://www.thesilverlining.com)

