

*Dedicated to the Science of Permanent Hair Removal*



*The Excellence of Cosmetic Therapy*

## Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

271 Cline Ave. Suite # 4

Mansfield, Ohio 44907

419-747-7546

E-Mail jomelch1 @ aol.com

Cosmetic Therapy

Student Catalogue / Handbook

Published for:

2018-2019

*Electrology for the Modern Electrologist*

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

271 Cline Ave. Suite # 4

Mansfield, Ohio 44907

419-747-7546

Dear Prospective Student,

Thank you for your interest in the Ohio Medical Electrology Institute and a career as a Cosmetic Therapist.

As a licensed nurse, a practicing Cosmetic Therapist and encouraged by colleagues, I have developed a comprehensive academic and clinical training program for the modern Electrologist.

Electrolysis means the permanent removal of hair from the human body through the use of electrical modalities approved by the Ohio State Medical Board for use in cosmetic therapy. Ohio defines Cosmetic Therapy as a "limited branch of the practice of medicine," and additionally may include the systematic friction, stroking, slapping, and kneading or tapping of the face, neck, scalp, or shoulders. Cosmetic Therapy is not the practice of cosmetology or esthetics.

The program is 750 clock hours, with classes every Monday and Tuesday at 9am to 5:30pm completed in about 9 months depending on make-up classes. The applicant must be 18 years of age, with a high school diploma or GED equivalent. A Grade Point Average, (GPA) of 76% must be maintained.

Upon successful completion of the program the student will receive a diploma from the Ohio Medical Electrology Institute and may apply for the Ohio State Board Exam for Cosmetic Therapy. Approval of your application and upon passing the State Board Exam, the State of Ohio Medical Board will issue a license to practice cosmetic therapy in the State of Ohio.

If you have a sincere commitment in a new career as a Cosmetic Therapist, a desire to change people's lives and be a respected, ethical, competent, professional in the field of permanent hair removal, please take time to review the brochure and then call for an application and set up time for a personal interview.

We are pleased to announce the approved location of our training facility located at 2055 Middle Bellville Road, Mansfield.

We are also pleased to announce OMEI has 100% graduation rate and 100% pass rate of Boards on their first attempt.

Yours in Health,

Jo Melching, L.P.N., / CT

Director / Educator, & Clinical Instructor

\*The Institute is an equal opportunity institution and does not discriminate

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## General Information

- The Institute complies with all regulations regarding health, fire and building safety, as well as fully complying with all the rules and regulations of the State Board of Career Colleges and Schools and the Ohio State Medical Board and is an approved facility for the instruction of Cosmetic Therapy. The classroom is designed for eight students.
- If for any reason, a student desires to discontinue training, an exit interview must be held with the Director, Jo Melching. The interview will be completely documented and become part of the student's personal file. A written cancellation letter must be submitted. The final withdrawal date will be when the cancellation is received by the Director and all refunds will be based upon such date.
- Upon written request and an administrative fee of \$25.00, a student may obtain an official transcript of grades attained while enrolled at the Institute. The transcript will be mailed to another educational institution or to a prospective employer.
- The Institute will make every attempt to assist graduates to seek employment in the Electrology field. The Institute cannot guarantee placement. Most graduates become self employed and operate their own practice.
- All grievances must be presented in writing to the Director, Jo Melching. Upon review of appropriate documentation, the Director may monitor a discussion among all concerned parties. Every effort will be made to reach a solution acceptable to all parties involved, (see grievance procedure, page 14).
- All students will be given the current class schedule upon acceptance into the program. The Institute does reserve the right to **alter any prospective schedules**.
- The equipment and lab fees are only refundable if the student has not used the lab or equipment. All fees are subject to change. Each applicant will be given a current list of tuition fees upon receipt of the application.
- Students will be required to attend CE classes as offered, (included in cost of tuition).

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Cosmetic Therapy Program

### *Table of Contents*

Program Purpose & Objectives	page 5
State of Ohio Entrance Requirements	page 6
School Admission Requirements	page 7
School Policies & General Information	page 8
Attendance & Grading System	page 9
Tuition Costs, Payment Method & Academic Term Notification	page 10
Instructors/Faculty, Enrollment Dates & Holidays	page 11
Course Description	page 12 & 13
Cancellation & Settlement Policy, Refund Policies, Complaint or Grievance Procedure	page 14
Application for Admission/form	page 15 & 16
Student Enrollment Agreement/form	page 17 & 18

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Program Purpose and Objectives

The Cosmetic Therapy program offers 750 clock hours of comprehensive curriculum, providing the student with practical, theoretical, and clinical instruction, covering a period of not less than nine months, according to the codes.ohio.gov/oac/4731.1.09, Cosmetic Therapy curriculum requirements. The class will meet every Monday and Tuesday from 9AM to 5:30 PM. The school is a professional setting and will prepare the student for the Ohio State Medical Board license examination and certification.

The Cosmetic Therapy program is designed for the student to gain personal satisfaction in helping others, have an opportunity for a challenge and self-growth, and exhibit a concern for their clients in need of permanent hair removal. A graduate will be recognized as an ethical, competent, professional, in the allied health field of Electrology. Rewarding careers in Electrology are available in many professional settings such as a medical office, dermatology office, hair salon, esthetics salon / day spa, or independently, own your own business. Skills to develop include planning a course of treatment and performing various electrolysis modalities/techniques, manual and digital dexterity and eye/hand coordination.

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## State of Ohio Requirements

Course  
Cosmetic Therapy  
Electrology for the Modern Electrologist  
750 clock hours

### **“WRITTEN NOTICE”**

*\*\*Before admission to a Cosmetic Therapy course of instruction, the school shall provide the student with written notice regarding arrests, charges, or convictions of criminal offenses. The notice must inform the student that arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student’s ability to obtain federal, state, and other financial aid. The notice must encourage students to investigate these possibilities.*

**\*\*THIS NOTICE IS PROVIDED UNDER RULE 4731-4-02(D) OF THE OHIO ADMINISTRATIVE CODE FOR FACTORS THE “BOARD” MAY CONSIDER WHEN REVIEWING THE RESULTS OF A CRIMINAL RECORDS CHECK**

- Individuals applying for the training program must be 18 years of age and provide a high school diploma or transcript or GED equivalent, and be free of any contagious or communicable diseases.
- Students must maintain a GPA of 76% in each subject
- Students must complete 750 clock hours of training

Successful completion of the program the student may apply for the State Medical Board Exam for Cosmetic Therapy. Approval of the application and upon passing the State Medical Board Exam, the State of Ohio Medical Board will issue a license to practice Cosmetic Therapy in the state of Ohio.

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## School Admission Requirements

The Institute makes every effort for each individual student to have a positive experience in the training program for Cosmetic Therapy. The applicant must possess a potential for effective manipulation of the equipment, demonstrate a professional attitude, and exhibit a sincere desire to attain excellence in the necessary skills. The Institute does not discriminate based on race, color, creed, age, sex, marital status, or handicap (providing such handicap does not interfere with proper electrolysis techniques and/or use of the equipment) the Institute Director of Education, Jo Melching will determine if the individual cannot meet the stated requirements of the profession, and the individual may not be accepted into the program.

The prospective student / applicant must be 18 years of age with a High School Diploma and/or transcript or GED equivalent. The format of the class does not allow for college credits (please refer to Addendum I) unless the student has a degree in any of the following fields; anatomy & physiology, massage or business. Prior to the start date of the class, written proof must be submitted to the Director, at which time the Director will determine financial credits. In addition individuals that have prior education in the Electrology field, such as out of state education, must submit certification to the Ohio State Medical Board for predetermination of educational credit. Prior education approval from the Ohio State Medical Board must be submitted to the Director, at which time the Director will determine financial credits. Each applicant must be interviewed by the Director of Education, Jo Melching, before acceptance. The school reserves the right to accept or reject a student application for enrollment due to poor scholastic records or insufficient character references.

### The Applicant must submit the following:

- A completed & signed application for enrollment and registration form (\$100.00 non-refundable application fee).
- Copy of High School Diploma and/or transcript or GED
- A statement from a Physician stating the applicant is free of communicable diseases, and must have a clear tuberculosis test. **[The applicant is encouraged to discuss Hepatitis B Vaccine and Tetanus Vaccine with their Physician]**. The applicant must have a recent eye exam and correction as needed.
- Legal proof of age

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## School Policies

Students are required to conduct themselves in an appropriate professional manner. Conduct that is disruptive to the educational process will not be tolerated. Students shall show, at all times, respect for clients, students, instructors and guests. Unacceptable behavior includes but not limited to, disrespectful behavior, cheating, stealing, vandalism, substance abuse and abusive language shall be cause for **immediate termination**. In the case of mandatory dismissal, the Institute will **not** be responsible for the refund of any tuition and fees paid.

- **Female students must wear white scrubs and clean white shoes or white uniform top with black dress pants and clean black dress shoes with rubber soles.**
- Male students must wear white uniform top with black dress pants and clean black dress shoes
- **White lab coat can be worn over uniform, no sweat shirts.** Uniforms must be clean and pressed
- Each student shall wear a name pin ~~~ and limited jewelry [wedding band, watch]
- Good personal and oral hygiene is expected of each student
- Medications shall be kept in a secure place
- Hair shall be clean and maintained and long hair is required to be pulled back
- **NO** artificial nails, nails should be manicured and kept short, and clear or light nail polish
- **Electronic devices are prohibited**
- Any student dismissed or suspended from the Institute will have to reapply for classes starting a new school year.
- Students will be required to attend CE classes as offered, (included in cost of tuition).

## General Information

- The Institute complies with all regulations regarding health, fire and building safety, as well as fully complying with all the rules and regulations of the State Board of Career Colleges & Schools and the State Medical Board of Ohio and is an approved facility for the instruction of Cosmetic Therapy. The classroom is designed for eight students.
- If for any reason, a student desires to discontinue training, an exit interview must be held with the Director, Jo Melching. The interview will be completely documented and become part of the student's personal file. A written cancellation letter must be submitted. The final withdrawal date will be when the cancellation is received by the Director and all refunds will be based upon such date.
- Upon written request and an administrative fee of \$25.00, a student may obtain an official transcript of grades attained while enrolled at the Institute. The transcript will be mailed to another educational institution or to a prospective employer.
- The Institute will make every attempt to assist graduates to seek employment in the Electrology field. The Institute cannot guarantee placement. Most graduates become self-employed and operate their own practice.
- All grievances must be presented in writing to the Director, Jo Melching. Upon review of appropriate documentation, the Director may monitor a discussion among all concerned parties. Every effort will be made to reach a solution acceptable to all parties involved, (see grievance procedure, page 14).
- All students will be given the current class schedule upon acceptance into the program. The Institute does reserve the right to **alter any prospective schedules**.
- The equipment and lab fees are only refundable if the student has not used the lab or equipment. All fees are subject to change. Each applicant will be given a current list of tuition fees upon receipt of the application



# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## ATTENDANCE

Due to the format of the Institute schedule all students are expected to make full commitment to be in each class on time. A permanent record of the student's attendance will be maintained as part of the personal record. All absences will be recorded in the student's personal file. All absences are considered unexcused unless you personally are contagious or seriously ill or if there is a death in the immediate family. Each situation will be evaluated through the Director of the Institute. All students will be given a **ZERO** for any missed graded material, tests, or assignments due on the date of the unexcused absence. All work missed must be made up within the time span of the course. There will be two (2) make up days provided by the Institute free of charge throughout the school year. If any additional days are needed by the student to make up missed hours, the student will be assessed a fee of \$25.00 per hour needed.

If a student is going to be absent or tardy for class, a written notice in ink must be given to the Director. The notice will become part of the student's permanent file. If your absence is unanticipated, written notice must be received to the Director no later than seven (7) working days from the absence. If the student is going to be absent you must call the Institute at least 1 hour before class.

Absences and habitual tardiness will not be tolerated and may place the student on a probationary period for the Cosmetic Therapy Program. The Electrology Institute will allow a student three (3) days for excused absences due to illness and or family emergency. If a student misses four (4) days without an excuse or permission of the Director, the student will be **terminated** from the Institute.

**Leave of Absence:** A student must submit a letter, with a physicians' statement to the Director of the Electrology Institute, Jo Melching, for a leave of absence due to medical or family emergency. If the absence is over 2 weeks, or 4 scheduled classes, the student must withdraw and re-enter the following school year.

## GRADING SYSTEM

Students will be tested periodically over assigned material and grades will include an evaluation of participation, clinical skills, personal appearance, conduct, and patient rapport. All performance is assessed regularly and grades are given numerically in the following manner:

- A= 92% - 100%
- B= 83% - 91%
- C= 76% - 82%
- F= Below 76%
- Tests= 25%
- Midterms= 25%
- Finals = 50%

Grading of practical application is as follows:

ES = Exceeds Standards\*\*\*90-100%  
AA = Above Average\*\*\*80-89%  
MS = Meets Standards\*\*\*70-79%  
NI = Needs Improvement\*\*\*60-69%  
UN = Unsatisfactory\*\*\*59% and below

A student must have a minimum of 76% GPA. Failure to do so will place the student on academic probation. The Director will advise the student of a below 76% GPA verbally and in writing and request that the student obtain tutoring from the instructor, at the students' own expense. Failure to seek and obtain tutoring, bringing the GPA to 76%, the student will be asked to withdraw from the Institute. The student must also have completed the required 750 hours (without exception) of instruction and clinical application time to receive a Diploma from the Institute.

### Class Schedule 2018-2019

Start Date: June 25<sup>th</sup>, 2018

End Date: April 2019 – **(to be determined)**

2 Days per week:

Monday and Tuesday 9:00 A.M. - 5:30 P.M. (times are subject to change)

½ hour for lunch

**Holiday Schedule:**

**NO SCHOOL ON:**

Memorial Day, July 2,3,4, Christmas, New Year's any other Holidays will be announced

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Tuition Costs & Payment Method and Academic Term Notification

Tuition costs are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification.

### Tuition & Fees:

Tuition	\$10,800.00
Book Fees	\$ 100.00
Lab Fees includes cost of epilator, 4 forceps, 1 box of probes & 1 box of gloves and supply kit	\$ 4,100.00
Application Fee	\$ 100.00
<b>Total cost</b>	<b>\$ 15,100.00</b>

The Cosmetic Therapy program is broken into academic terms for the purpose of collecting tuition and fees and issuing refunds if necessary. Tuition in the amount of **\$ 5,000.00** is due the first day of each term.

### Addendum I

Under special circumstances if an applicant has successfully completed an anatomy & physiology course for an allied health profession, such as a nurse, respiratory therapist, dental hygienist, massage therapist, or Para-medic and is **currently licensed** in Ohio as an allied health professional; must show proof of license, or has a degree in the sciences, the applicant **may** waive 325 hours of anatomy & physiology for Cosmetic Therapy at this school. [Refer to Addendum1]

The applicant must provide proof of current license of their profession. The applicant must provide transcripts from an accredited school/college showing proof of passing grades of at least, introduction to anatomy/physiology, or structure/ function. The applicant must pass the Ohio Medical Electrology Institute anatomy & physiology finals with no less than an 85%.

Upon review and approval, the first academic term, 250 hours, may be waived. The hours would be applied to the required hours as mandated by the Ohio State Medical Board.

A reduced tuition amount will be applied accordingly.

## Sequence of Classes

Objective: To prepare the student for the Ohio State Medical Board Exam for Cosmetic Therapy

### Term # 1

Total hours 250

- 28 hours Chemistry for Electrology
- 222 hours Anatomy & Physiology Chapters 1 thru 10

### Term # 2

Total hours 250

- 103 hours Anatomy & Physiology Chapters 11 thru 20
- 40 hours Microbiology & Bacteriology for Electrology
- 25 hours Dermatology Pathology for Electrology
- 25 hours Ethics for the Professional including sexual boundary, impairment, and chemical dependency
- 25 hours Business Management and Law
- 32 hours Basic Principles of Electricity & Equipment

### Term # 3

Total hours 250

- 20 hours Theory of Electrolysis
- 80 hours Electrolysis, Thermolysis, Blend and the Needle
- 25 hours Massage for Cosmetic Therapy
- 125 hours Practical Application

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Instructors / Faculty

### **Jo Melching, L.P.N. / L.C.T., Owner, Director of Education & Clinical Instructor**

I have been a nurse for 36 years and was employed at a local hospital with emphasis in Med-Surg Intensive Care, and for 17 years specializing in Surgery & Recovery. I have been an Electrologist / Cosmetic Therapist with a successful practice for 12 years. Over 40 years of combined medical knowledge and experience I have developed an all-inclusive Cosmetic Therapy Program that will offer the student professional confidence, necessary skills and practical knowledge in the field of Electrology.

### **Lisa L. Baker, B.A., R.N., B.S.N., Clinical Advisor of Anatomy / Physiology and Sciences**

Mrs. Baker is employed at Med-Central Mansfield and is an Instructor of Nursing at Ashland University. She will offer practical knowledge in related areas of Electrology such as; anatomy, physiology, dermatology, and microbiology.

### **Anita Larsen, R.N./L.M.T./ L.C.T.**

Ms. Larsen has 38 years of experience in the nursing field with emphasis in patient education, intensive care and emergency room experience. She has 9 years of experience as a Massage Therapist with teaching experience in that field. She will offer practical knowledge and theory in related areas of Cosmetic Therapy.

### **Beranda Sue Harper, B.S. Environmental Biology / M.S. Marine Biology**

Ms. Harper has been an environmental educator for 5 years, graduated from Heidelberg College, Cum Laude, and has extensive work in cardiovascular/respiratory data acquisition management and analysis. She will offer practical knowledge in anatomy and physiology. She is currently employed at Ashland University.

## **Enrollment Dates:**

**March 31st 2018 thru May 31st, 2018**

[Applications accepted on a first come basis]

**Classes start: June 25th 2018**

**Classes end: April [to be determined], 2019**

**(END DATE SUBJECT TO CHANGE, DUE TO MAKEUP CLASS TIME)**

**Term #1 June 25th 2018 thru Sept. 25th 2018**

**Term #2 Sept. 25th 2018 thru Dec.18 2018**

**Term #3 Dec. 18 2018 thru April [to be determined], 2018**

## **Holiday Schedule**

**No School:**

**Memorial Day, July 2, 3, 4, Christmas**

**Any other holidays will be announced.**

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Course Description

### For the Cosmetic Therapist

- **Human Anatomy & Physiology & Histology: 249 hours;** although the CT is not expected to be an anatomy expert, it is important for the CT to have a clear understanding of the structure of the areas being treated with emphasis on the endocrine, nervous, circulatory and muscular systems. **Anatomy** is the study of the organs and systems of the body. **Physiology** is the study of the functions of the organs and systems. **Histology** is the study of small structures of the body with particular concentration on the skin, hair, sweat and oil glands.
- **Chemistry: 36 hours;** the study of composition, structure and properties of matter, and the capacity of matter to change under different conditions are essential for the CT to understand various products that are used on the skin before and after treatments. Electrolysis involves a chemical reaction in the hair follicle, making the study of chemistry fundamental for the CT.
- **Microbiology / Bacteriology, Pathology & Infection Control: 48 hours;** this is the study of microorganisms. The course will show the importance of sanitation & sterilization as it applies to the CT. Intense study of sterilization techniques, sanitation and infection control guidelines set forth by the CDC will give the CT a clear understanding how the spread of disease can be prevented, and be aware of the precautions necessary to protect the health of the CT as well as the patient.
- **Dermatology: 25 hours;** the CT must learn to recognize skin disorders. Definitions of common terms applied to disease, disorders of the sebaceous glands, inflammations and pigmentations will give the CT a clear understanding of what conditions can be treated and when to refer to a skin care specialist.
- **Massage: 25 hours plus 16 hours practical;** this course is designed to prepare the CT, with working knowledge of head, neck and shoulder massage as outlined by the Medical Board. General massage application procedures will be practiced in the clinical setting.
- **Business Management and Law: 29 hours;** this course is designed to give the CT a working knowledge of basic business management and law as it relates to every day practice. Creating a business plan and resume will be required.
- **Professional Ethics: 25 hours;** Cosmetic Therapy is an allied health profession, and many graduates will be independent contractors. It is imperative for the CT to understand the Standards of Practice set forth by the American Electrology Association, and the Standards set forth by the Medical Board that includes sexual boundary issues and impairment and chemical dependency.

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Course Description

For the Cosmetic Therapist, continued

- **Basic Principles of Electricity & Equipment: 16 hours;** Electrolysis uses electrical energy to cause permanent hair removal. The CT must study the terminology of electricity in order to understand the effects of treatment on the hair and skin. The CT must have a clear understanding of electrical modalities, equipment and safety precautions.
- **Theory of Electrology: 56 hours;** this course is designed to bring together the A&P of skin and hair, structure and function, chemistry and microbiology, to better understand the hair growth cycle and causes of unwanted hair. Understanding the causes of hair growth will prepare the CT for consultations, health history evaluation and assessment, treatment plans and contraindications. Clinical observations will include positioning, draping, lighting and magnification, skin preparation, response to treatment, post care treatment and documentation. This will be a time to review hormone secretion, endocrine, circulatory systems, the skin and appendages.
- **Electrolysis, Thermolysis, Blend & the Needle: 56 hours;** Permanent hair removal is obtained using different modalities of electrical current. These modalities will be studied in detail. Electrolysis is direct current, and is used to achieve chemical destruction of the hair follicle. Thermolysis is alternating current, sometimes referred to as high frequency or shortwave and is used to create heat which destroys the hair follicle. Blend, is referred to as dual modality, both of the previous currents are used sequentially to achieve dual action destruction of the hair follicle. The safety of the patient and the quality of treatment are of primary concern.
- **Practical Application & Testing: 169 hours;** the student will be prepared in the proper needle selection, the time & intensity of current, and the angle of insertions. Clinical time and testing will allow the student to become proficient in the art of permanent hair removal.

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Cancellation & Settlement Policy, Refund Policies & Grievance Procedure

### Cancellation & Settlement Policy

The enrollment policy may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement, except the application fee, and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

### Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10. There are three (3) academic terms for this program that is a total of 750 clock hours in length. Term 1~ 250-clock hours, Term 2~ 250- clock hours, Term 3~ 250- clock hours. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws **before** the academic term is fifteen (15) % completed will be obligated for twenty- five (25) % of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws **after** the academic term is fifteen (15) % but before the academic term is twenty-five 25% completed will be obligated for fifty (50) % of the tuition and refundable fees plus registration fee.
4. A student who starts class and withdraws **after** the academic term is twenty- five (25) % complete but before the academic term is forty (40) % completed will be obligated for seventy-five (75) % of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws **after** the academic term is forty (40) % completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

### Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite # 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T  
 271 Cline Ave. Suite # 4  
 Mansfield, Ohio 44907  
 419-747-7546

## Student Application for Admission for Cosmetic Therapy Training

### PERSONAL INFORMATION

DATE / /

Name (Last)	(First)	(Middle)		
<hr/>				
Home Address	City	State	Zip Code	
<hr/>				
Home Phone	Cell Phone	ICE (Name & Number)		
<hr/>				
How were you referred to the Institute?				

### EDUCATION

Type of School	Name & Address of School	Degree of Study	# of Years Attended	Graduated (circle one)	
High School				yes	no
College				yes	no
Graduate School				yes	no
Other				yes	no
Have you had any previous education in the field of Electrology or Cosmetic Therapy? If so where and when?				yes	no

### LIST ANY PROFESSIONAL OR SOCIAL ORGANIZATIONS IN WHICH YOU PARTICIPATE

---

  


---

  


---

  


---

  


---

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Application for Admission continued

### CURRENT EMPLOYMENT HISTORY

May the Institute contact your present employer? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME & ADDRESS OF EMPLOYER \_\_\_\_\_  
JOB TITLE \_\_\_\_\_

### REFERENCES: please list 3 references not related to you and attach letters of reference from each person listed

1.	Name	Address	Phone
2.	Name	Address	Phone
3.	Name	Address	Phone

Do you plan to open your own practice after completing your training? YES or NO  
If the above answer is no, how do you intend to use this training?

I understand Cosmetic Therapy is a unique career field and generally work without supervision and there is significant risk to clients' health and safety if a procedure is performed poorly. Among many skills needed, electrology requires excellent eyesight, eye hand coordination, fine motor skills, and the ability to work independently, and to understand and perform complex tasks. By signing this application I am signifying I possess these skills enabling me to be successful in the basic physical and mental aspects of the career.

Applicant's Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

Date Signed \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date Reviewed \_\_\_\_\_



# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

271 Cline Ave. Suite # 4  
Mansfield, Ohio 44907  
419-747-7546  
E-Mail jomelch1 @ aol.com

## Student Enrollment Agreement

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone—Daytime \_\_\_\_\_ Cell \_\_\_\_\_ Ice (Name & Number) \_\_\_\_\_

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

**Program Name:** Cosmetic Therapy Training

**Start Date** June 25, 2018

**Number of Hours in Program:** 750 clock hours

**Number of Months to Complete Program:** 9 months (depending on makeup days due to bad weather)

### Tuition & Fees:

Tuition: \$10,800.00

Lab Fees: \$ 4,100.00 (includes 1 epilator, 4 pairs of forceps, 1 box of probes, and 1 box of gloves)

Books: \$ 100.00

Application Fee: \$ 100.00

Total Cost: \$ 15,100.00

### Tuition payment method:

First payment for \$5,000.00 due 1<sup>st</sup> day of Term #1

Second payment for \$5,000.00 due 1<sup>st</sup> day of Term #2

Third payment for \$5,000.00 due 1<sup>st</sup> day of Term #3

**Tuition and fee changes** are subject to change at the schools discretion. Any tuition or fee increase will become effective for the school term following student notification of the increase.

### Refund Policies

If the student is not accepted into the training program, all monies paid by the student shall be refunded, except for the application fee. Refund for books, supplies, and consumable fees shall be made in accordance with the Ohio Administrative Code section 3332-1-10.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions established by Ohio Administrative Code section 3332-1-10:

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Refund Policies continued

1. A student who withdraws before the first class and after the 5-day cancellation policy shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is fifteen (15) % completed will be obligated for twenty five (25) % of the tuition and refundable fees plus registration fee.
3. A student who starts class and withdraws after the academic term is fifteen (15) % but before the academic term is twenty five (25) % completed will be obligated for fifty (50) % of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is twenty five (25) % complete but before the academic term is forty (40) % completed will be obligated for seventy five (75) % of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is forty (40) % completed will not be entitled to a refund of the tuition fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

### **Cancellation and Settlement Policy**

This enrollment policy may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement, except the application fee, and the refund shall be made no later than thirty days after the cancellation. This provision shall not apply if the student has already started academic classes.

I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement and agree.

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

School Director: \_\_\_\_\_ Date \_\_\_\_\_

### **Complaint or Grievance Procedure:**

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his / her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, Ohio 43215; Phone 614-466-2752; toll free 877-275-4219

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Financial Aid

Ohio Medical Electrology Institute does not participate in the Federal Student Loan Program. If you are a licensed nurse, massage therapist, para-medic, or you have a degree in the sciences please call and inquire about reduced tuition.

### Hotel Accommodations

Hampton Inn, 2220 South Main Street, Mansfield, Ohio 44907,

419-774-0909

or

LaQuinta Inns, 120 Stander Ave. Mansfield, Ohio 44907,

419-774-0005 (newly remodeled)

This is a nice area. Many restaurants, Applebee's, Cracker Barrel, Bob Evans, McDonalds,

Burger King, Wendy's, Mexican, Arby's, Steak and Shake, Taco Bell, and Sub-way.

There is a Wal-Mart close by the hotels.

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

**271 Cline Ave. Suite # 4**  
**Mansfield, Ohio 44907**  
**419-747-7546**

## STUDENT MEDICAL RELEASE

\_\_\_\_\_ has applied for admission to the Ohio Medical Electrology Institute, for the practice of Cosmetic Therapy. As part of the admission requirements each student must have a medical release from their physician. Your immediate response will enable us to make our decisions and notify the applicant so they can make necessary arrangements for their education.

Please advise your patient of Hepatitis Viruses and the importance of the Hepatitis vaccination.

1. General health condition of applicant: \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor
2. Does this applicant have any infectious diseases that would pose a threat to the health and safety of patients under their care for medical Electrology and skin care that includes invasive procedures?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

3. Are you aware of any other medical conditions that would hinder this individual from performing medical electrolysis and skin care? \_\_\_\_\_ Yes \_\_\_\_\_ No

Physician Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please type or print or physicians stamp the following:

Physicians Name

Address: City, State, zip code

Phone and Fax

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T  
271 Cline Ave. Suite # 4  
Mansfield, Ohio 44907  
419-747-7546

## Student Enrollment Agreement For Students that qualify for Addendum 1

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone—Daytime \_\_\_\_\_ Cell \_\_\_\_\_ Ice (Name & Number) \_\_\_\_\_

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

**Program Name:** Cosmetic Therapy Training

**Start Date** June 25, 2018

**Number of Hours in Program:** 750 clock hours

**Number of Months to Complete Program:** 9 months (depending on makeup days due to bad weather)

**Tuition & Fees:**

Tuition: \$9,800.00

Lab Fees (includes 1 epilator, 4 pairs of forceps, 1 box of probes, and 1 box of gloves): \$4,100.00

Books: \$100.00

Application Fee: \$ 100.00

Total Cost: \$ 14,100.00

**Tuition payment method:**

First payment for \$ 4,667.00 due 1<sup>st</sup> day of Term #1

Second payment for \$ 4,667.00 due 1<sup>st</sup> day of Term #2

Third payment for \$ 4,667.00 due 1<sup>st</sup> day of Term #3

**Tuition and fee changes** are subject to change at the schools discretion. Any tuition or fee increase will become effective for the school term following student notification of the increase.

**Refund Policies**

If the student is not accepted into the training program, all monies paid by the student shall be refunded, except for the application fee. Refund for books, supplies, and consumable fees shall be made in accordance with the Ohio Administrative Code section 3332-1-10.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions established by Ohio Administrative Code section 3332-1-10:

# Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

## Refund Policies continued

1. A student who withdraws before the first class and after the 5-day cancellation policy shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is fifteen (15) % completed will be obligated for twenty five (25) % of the tuition and refundable fees plus registration fee.
3. A student who starts class and withdraws after the academic term is fifteen (15) % but before the academic term is twenty five (25) % completed will be obligated for fifty (50) % of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is twenty five (25) % complete but before the academic term is forty (40) % completed will be obligated for seventy five (75) % of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is forty (40) % completed will not be entitled to a refund of the tuition fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

### **Cancellation and Settlement Policy**

This enrollment policy may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement, except the application fee, and the refund shall be made no later than thirty days after the cancellation. This provision shall not apply if the student has already started academic classes.

I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement and I agree.

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

School Director: \_\_\_\_\_ Date \_\_\_\_\_

### **Complaint or Grievance Procedure:**

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his / her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, Ohio 43215; Phone 614-466-2752; toll free 877-275-4219

# Calendar for 2018-2019

## Ohio Medical Electrology Institute

Certificate of Registration #12-03-1986T

HSP (HOME STUDY PROJECTS)

**June: 25<sup>th</sup> 2018 1<sup>st</sup> term/tuition due**

**July: 25<sup>th</sup> 2018**

HSP Psychotropic drugs

**August: 15<sup>th</sup> 2018**

HSP Drug Research

**September 19<sup>th</sup> 2018**

HSP Hormones

**September or October: 2018 Continuing education seminar date to be determined**

**September: 25<sup>th</sup> 2018 End of 1<sup>st</sup> Term/ 2<sup>nd</sup> term begins / tuition due**

**October: 16<sup>th</sup> 2018**

HSP Microbes, Bacterial Infections, and common viruses

**November: 13<sup>th</sup> 2018**

HSP report on 6 typical skin disorders

**December: 18<sup>th</sup> 2018 End of 2<sup>nd</sup> term/ 3<sup>rd</sup> term begins / tuition due**

**January: 6<sup>th</sup> 2019**

HSP Blood Borne Pathogens, CPR, First Aid

**February: 1<sup>st</sup> 2019**

HSP Business Plan

**April 2019 GRADUATION** (to be determined) last day school (depends on makeup days due to inclement weather)

**March 1<sup>st</sup> 2019** BCI fingerprints (depends on application process)

**There will be a continuing education seminar that the student will be required to attend and a written report due, date to be determined.**