

# OHIO MEDICAL ELECTROLOGY INSTITUTE

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## STUDENT CATALOG 2023

### **New start date**

December 11<sup>th</sup>, 2023-June 2024

Certificate of Registration #12-03-1986T

## Dedicated to the Science of Permanent Hair Removal

Excellence in Cosmetic Therapy

Jo Melching, Director of Education  
Stacie Moore, Practical Instructor  
August 18, 2023

# Ohio Medical Electrology Institute

## OMEI

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| Revised 02/23  |               |

# Ohio Medical Electrology Institute

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

Dear Prospective Student,

Thank you for your interest in the Ohio Medical Electrology Institute [OMEI] and a new and meaningful career as a Cosmetic Therapist.

OMEI & the training facility meet the requirements of Chapter 3332 of the Ohio Revised Code and the standards, rules and regulations of the State Board of Career Colleges and Schools. This certificate of registration grants OMEI approval to legally offer and solicit students for authorized postsecondary education programs in the State of Ohio

**The 133<sup>rd</sup> Ohio General Assembly eliminated licensure of the Cosmetic Therapist as of April 12<sup>th</sup>, 2021.**

Because of this deregulation, we have implemented a progressive online program with the world renowned **Académie Dectro of Quebec, Canada** for your instruction to become a Cosmetic Therapist / modern electrologist. The online program must be completed in 14 weeks prior to the clinical training. The program of instruction encompasses both theory and practical training, and good study habits need to be developed. The full purpose of instruction will only be realized when you assume responsibility for your progress. The practical / hands on training (12 weeks) has been developed with 30 years of experience in the field of electrology. The instructors guide and supervise your electroepilation techniques and guide your progress throughout the program. The program is designed to be completed in 6 ½ months. The program must be completed within 1 year.

The program is 750 clock hours, to be completed in 6 ½ months. The applicant must be 18 years of age prior to starting the class; you must have a high school diploma or GED equivalent, be free of contagious and communicable diseases, a negative TB test, and have the required English language proficiency. A grade point average [GPA] of 75% must be maintained throughout the program.

Upon successful completion of the program, the student will receive a diploma from OMEI, the Académie Dectro Certificate and will be eligible to take the Society for Clinical and Medical Hair Removal (SCMHR) [CCE/certified clinical exam].

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 catalog, fill out the application and then call or email to set up a time for a personal interview, [class size is limited to 6 students].

OMEI is pleased to announce a 100% graduation rate.

Yours in Health

Jo Melching, LPN /CT

Owner/Director of Education, Educator & Clinical Instructor

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

## **BRIEF HISTORY OF ELECTROLYSIS**

### **What is electrolysis?**

Electrolysis was established in 1875 by Dr. Charles Michele, an Ophthalmologist. Electrolysis is the permanent removal of hair from the human body using electrical modalities approved for the use in cosmetic therapy, and additionally may include the systemic friction, stroking and kneading or tapping of the face, neck, scalp or shoulders. Cosmetic Therapy is not the practice of cosmetology or esthetics. Electrolysis is the only method approved by the FDA for permanent hair removal of unwanted hair. Regardless of the cause, heredity, metabolic or hormonal conditions, electrolysis will permanently remove unwanted hair. Permanent hair removal using electrolysis has come a long way since its beginnings in 1875 with computer technology allowing the practitioner greater speed and more comfort for the client.

### **Why do people want electrolysis?**

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

### **How does electrolysis work?**

As the hair is treated, regrowth is prevented rather than just removed temporarily. Only electrolysis provides both hair removal and hair elimination. The science behind electrolysis is a small electric current is transmitted by a fine, sterile probe directly into the natural opening of the hair follicle, destroying the dermal papilla, the matrix and an area called the "bulge" all of which cause hair to grow and regenerate.

### **Is all electrolysis the same?**

There are 3 different modalities of electrolysis used today. 1) Electrolysis (negative galvanic electrical current produces a chemical reaction), 2) Thermolysis (short wave/radio frequency produces heat), 3) Blend (that combines both electrolysis and thermolysis). All 3 modalities result in effective permanent hair removal.

### **Does electrolysis have any side effects?**

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

### **Program Objective & Purpose...Electrolysis as a career**

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

- Professional and personal satisfaction in helping others.
- Opportunity for challenge and self-growth
- Flexible hours
- Financial independence

Most electrologists are, in fact, entrepreneurs-independent professionals and business people in private practices. Others may work with other allied health care professionals, or in a cosmetology related environment. Whichever you choose, you can earn a substantial income and achieve the financial independence you desire. It is estimated that the full-time, established electrologist averages \$40,000-\$75,000 per year [according to the American Electrology Association]. You can set your own work schedule and maintain business hours on the days of your choice. Obtaining an education in electrology is relatively inexpensive when compared with other professionals of similar income potential.

## Faculty Director

**Jo Melching**, LPN / Cosmetic Therapist, Owner, Director of Education & Clinical Instructor

I have been a nurse for over 40 years and was employed at a local hospital in Mansfield, Ohio with emphasis in Med-Surg Intensive Care, and for 17 years specializing as a “Scrub Nurse”/ Physician’s Assistant in Surgery & Recovery. I have been an Electrologist / Cosmetic Therapist since 2003, passed a FBI & Ohio background check, passed the Ohio State Medical Board, state administered written and hand practical exam, and obtained a license in a Limited Branch of Medicine for Cosmetic Therapy under the Ohio State Medical Board. In April 2021 the 133<sup>rd</sup> Ohio General Assembly eliminated the Cosmetic Therapy license.

Over 45 years of combined medical knowledge and experience, in 2012, I developed an all-inclusive Electrology Program and currently introducing the **world renowned Académie Dectro Electroepilation Course** that will offer the student professional confidence, necessary skills and practical knowledge in the field of electrology.

## Instructor

**Stacie Moore**, Managing Esthetician / Cosmetic Therapist, Co-Owner, Clinical Instructor & Facilitator for online Dectro modules.

Ms. Moore has been an Ohio Cosmetology licensed managing esthetician for more than 20 years owning her own business and a Cosmetic Therapist since 2012, graduating in the first class at the Ohio Medical Electrology Institute, with 750 hours mandated by the Ohio State Medical Board. She passed a FBI & Ohio BCI background check, the Ohio State Medical Board, state administered written and hand practical exam and obtained a license in a Limited Branch of Medicine for Cosmetic Therapy under the Ohio State Medical Board. In April 2021 the 133<sup>rd</sup> Ohio General Assembly eliminated the Cosmetic Therapy license. Ms. Moore has taken extensive theory & practical training, “Train the Trainer” through the **world renowned Académie Dectro International Electroepilation Course**, under the direct supervision of *Johanne Fortier Gonella, LE, CPE, Esthetician, Director of Education, and Joanie Gonella, LE, CPE, at the California Electrology Academy, Corona, California.*

## Mission Statement

The mission of the OMEI is to provide the best available positive experience and education for the CT students in Ohio and modern Electrologists in surrounding states. Using state of the art equipment, students will gain independence through the most complete state of the art education using the latest technologies available in the field of electrology and will develop self-confidence, enriching the lives of all that participate. The program is designed for the student to gain personal satisfaction in helping others, have an opportunity for challenge, self-growth, and exhibit a concern for their clients in need of permanent hair removal. A successful student will be a respected, ethical professional in the field of permanent hair removal. With the skills earned attending the program, students will receive a diploma from OMEI, an Académie Dectro certificate and can apply to Society of Clinical & Medical Hair Removal National Test.

## Philosophy

Rewarding careers in electrology are available in many professional settings such as a medical office, dermatology office, hair salon, esthetics salon, medical /day spa or independently own your own business. Skills to develop include planning a course of treatment and performing various modalities/ techniques, manual and digital dexterity and eye/hand coordination. Our personalized instruction from qualified educators and experience allows the student to excel in our program and go on to become a professional certified CT/ electrologist.

## The OMEI

***OMEI has been open since 2012 with 100% graduation rate & 100% pass rate with state medical board testing prior to deregulation.***

Main Campus is located at 271 Cline Ave. Suite #4 Mansfield, Ohio & the Learning Center is located at 2055 Middle Bellville Rd. Mansfield, Ohio.

- 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 is an approved facility for the instruction of Cosmetic Therapy. The classroom is designed for 6-8 students.

The facility...offers sufficient workstations to accommodate 6-8 students’ hands on practice. Each workstation is comprised of a treatment bed/table, chair, cart, magnifying lamp and epilator with all accessories. There is a sanitation area that includes a Barbicide® station, dry heat sterilizer, autoclave and ultrasonic cleaner with all needed supplies.

**Ohio State Requirements Refer to; Administration Code 4731-18-03 & 4731-34**

## Curriculum for OMEI

750 clock hour program

The curriculum for students enrolled at OMEI consists of 750 hours of theory and practical instruction covering all practices in the art of Electrology. [OMEI reserves the right to alter any prospective schedules]

Theory instruction refers to demonstrations, lectures and written exams via online. The online program must be completed in 14 weeks. The student can take the online portion at your own pace; however, you must finish the online studies before you can move on to the practical/clinical training. Practical training refers to the time of performance of operation in lab or “hands on” clinical practice on living models, classroom participation, evaluations and exams. Ohio requires 25 hours of massage: from the Society for Medical & Clinical Hair Removal, Inc., the massage course is designed to prepare the CT, with working knowledge of head, neck and shoulder massage. The student must prepare a business plan for credit hours and is also required to complete, through ProTrainings, CPR & Blood Borne Pathogens [cost not included in tuition.]

### Online Theory / Home Study

The theory for the Electrology course is taught using the world renowned **Académie Dectro Electroepilation Online Course**. A username and password will be generated for you to access the online **Académie Dectro**. Once logged in the student can begin the theory. The student will receive your score immediately [the facilitator will also be notified of your progress] after the completion of each online quiz, you may progress through the theory at your own pace; the online modules must be completed in 14 weeks. The student must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quiz that is not passed online the student will have to retake in-person at the school. To facilitate the assimilation of the online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare the student for the final exam which will be administered prior to graduation.

**Reference Books\*\*Hinkle, Electrolysis, Thermolysis & Blend, the Principles and Practice of Permanent Hair Removal,[out of print], The Society of Clinical & Medical Hair Removal, Milady’s Hair Removal Techniques: A Comprehensive Manual, are all good reference books but are not required reading by OMEI.**

### TERM 1 Theory Part I

#### I) History & Causes of Hair Problems & Anatomy & Physiology

##### Online content

##### Module 1- THE HISTORY OF HAIR REMOVAL

##### Module 2- SYSTEMS OF THE HUMAN BODY

##### Module 3- THE SKIN AND ITS APPENDAGES

⌘Morris &Brown textbook

Chapters 1 & 2

\*\*SCMHR textbook: NOT REQUIRED....coordinates well with online theory

##### Part II

Section 4 Nervous System pages 139-256

Section 5 Cardiovascular System pages 157-168

Section 6 Endocrinology System pages 169-196

Section 2 Integumentary System pages 87-116

Section 3 Dermatology System pages 117-137

#### II) Health & Safety

##### Online content

##### Module 4- CODE OF ETHICS— refer to American Electrology Code of Ethics handout

##### Module 5- CONSULTATION

##### Module 6- HYGIENE & ASEPSIS--- refer to American Electrology Sterilization Standards handout

⌘Morris & Brown textbook

Chapters 3&4

\*\*SCMHR: NOT REQUIRED

##### Part 1

Section 1 Ethics pages 13-23

|  |             |
|--|-------------|
| Section 2 Health Assessment, Consultation, Documentation | pages 25-44 |
| Section 3 Sterilization                                  | pages 45-59 |
| Section 4 Patient Preparation                            | pages 61-65 |
| Part II  |             |
| Section 1 Microbiology                                   | pages 69-86 |
| <b>END OF TERM # 1</b>                                   |             |

## Theory Course Outline

### First Term

#### A. Anatomy & Physiology

- Various systems of the human body
- How the systems are connected
- Endocrine, nervous, circulatory, integumentary
- Study and function of the endocrine glands
- Pain thresholds, pain variables
- Cardiovascular and lymphatic

#### B. Skin & Appendages

- Cellular structure
- General structure of the skin
- Functions of the skin
- Skin disorders and diseases related to the practice of electrolysis and reaction of skin as related to the clinical application of electrolysis.
- Hair structure and function, growth cycles, causes of hair growth and regrowth, pilo-sebaceous unit.
- Types of hair and stages of growth

#### C. Laws & Regulations & Developing a practice.

- Ethics...psychological attitudes and communication
- Professional qualities and code of ethics from the American Electrology Association (AEA)
- Professional associations
- Complying with laws and regulations of North Carolina
- Business...forming a business plan...developing a practice...location and type of facility.
- Financials and budgeting...monthly expenses
- Taxes and insurance...record keeping.
- Advertising...when to refer to allied health care professionals.

#### D. Health & Safety Regulations & Sterilization/Disinfection [**This is a good time to do the online Bloodborne Pathogens training**]

- Personal hygiene
- Cleaning & sterilization of instruments
- Workplace disinfection
- Handling of products and instruments...review of microbiology and bacteriology
- Infection control standards for the practice of electrology from American Electrology Association (AEA)

#### E. History & Physical & The consultation

- Contraindications & complications

#### F. Performing electroepilations

- Pre-epilatory phase
- Epilatory phase; time, intensity, depth of insertion, angle of inclination
- Post-epilatory phase
- Post care instructions
- Specific problems

## TERM # 2 Theory Part II

|  |               |
|--|---------------|
| <b>III) Electricity</b>                      |               |
| <i>Online Content</i>                        |               |
| <b>Module 7- WORKSTATION</b>                 |               |
| <b>Module 8- PERFORMING ELECTROEPILATION</b> |               |
| <b>Module 9- ELECTROLYSIS</b>                |               |
| <b>Module 10- THERMOLYSIS</b>                |               |
| <b>Module 11- BLEND [COMBINED CURRENTS]</b>  |               |
|  |               |
| ⌘Morris & Brown textbook                     |               |
| Chapter 5                                    |               |
|  |               |
| **SCMHR                                      |               |
| Part II                                      |               |
| Section 7 Electricity                        | pages 197-207 |
| Section 8 Electrolysis                       | pages 209-218 |
| Section 9 Thermolysis                        | pages 219-226 |
| Section 10 Blend                             | pages 227-234 |
| <b>IV) Essentials</b>                        |               |
| <i>Online content</i>                        |               |
| <b>Module 12- PROBES</b>                     |               |
| <b>Module 13- POSITIONING</b>                |               |
|  |               |
|  |               |
| <b>V) Business</b>                           |               |
| <i>Online Content</i>                        |               |
| <b>Module 14- STARTING A BUSINESS</b>        |               |
| <b>Module 15- SALES &amp; MARKETING</b>      |               |
|  |               |
| Morris & Brown textbook                      |               |
| Chapter 6                                    |               |
| <b>END OF TERM #2</b>                        |               |

### Second Term

#### G. Electricity

- History
- First applications of short wave and combined currents
- Electricity as it pertains to electrolysis

#### H. Electrolysis

- History of electrolysis
- The effects of direct current
- Electrolytic action in the hair follicle
- The chemical effects of galvanic current
- Units of lye
- Phoresis...positive and negative current



#### I. Thermolysis

- Founding of Hertzian waves
- Effect of Hertzian waves on tissues and hair
- The thermolysis process
- Radio Frequencies (RF) and waves used in thermolysis.

#### J. Combined Currents (Blend)

- Description of the blend process
- The effect of combined currents in the follicle
- Factors of influence on current intensity
- Units of lye

#### K. Additional training

- Probes
- One piece and two piece
- Insulated and non-insulated
- Client positioning
- Treating different parts of the body
- Electrologist positioning
- Injuries due to bad positioning

### Third Term Practical / Clinical

#### Practical Part III

The practical/clinical class of the electrology course is taught on site at the OMEI located at 2055 Middle Bellville Rd, Mansfield. ***The practical training accounts for 250 hours of the 750-hour program.*** The first day of class is orientation at which time school policies, rules and regulations, modules, history & physical will be discussed. Sanitation and sterilization will be reviewed, workstations will be set up and insertions and epilations will be demonstrated and each student will aim to work on themselves, advancing to other students and models starting with legs, arms, bikini, underarms, back and face in that order. During the practical training, student performance on various practical skills including the consultation and the execution of a treatment on various parts of the body will be evaluated throughout class to prepare for OMEI final exam.

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. Clinical observations will include positioning, draping, lighting and magnification, skin preparation, response to treatment, post care treatment, sanitation and documentation. This will be a time to review hormone secretion, endocrine, circulatory systems, the skin and appendages.

### Third Term Practical / Clinical Course Outline

#### A. Client Relation

- Health history assessment [**This is a good time to do online CPR**]
- Consultation
- Contraindications
- Side effects, tissue injury, and complications
- Treatment
  - a) Positioning and draping
  - b) Lighting and optics
  - c) Pre and Post treatment care

#### B. Modalities [electrolysis, thermolysis, blend]

#### C. Epilation techniques

#### D. Practice on all body areas

#### E. Aesthetic / cosmetic considerations

#### F. Bookkeeping

- a) Treatment records
- b) Evaluation of treatment progress and note keeping.
- c) Billing

- Review theory

- Client history & physical
- Detailed consultations
- Making referrals, appropriate communication with other allied health professionals
- Typical client's fears/relaxation techniques
- Preparation of client, positioning and draping, comfort considerations
- Examination of the skin
- Use and care of equipment.
- Epilation techniques
- Post care instructions
- Documentation
- Evaluation and treatment plan
- Proper sterilization and sanitation
- Massage

**Students MUST perform electroepilations on each area of the body as assigned, refusal may put student in jeopardy for dismissal from OMEI.**

Throughout the practical training, evaluations are given for each area the epilations are performed on, starting with legs, → arms, → bikini, → underarms → and lastly the face, in that order.... proficiency in each area with at least 75% is expected before moving on to the next level. Failure of any section, students will have to repeat the quiz. **End of third term; 2 handwritten theory exams, consultation & practical evaluation exam...must pass all 3 with at least 75%.**

### **Admission Requirements**

The OMEI makes every effort for each individual student to have a positive experience in the training program for electrology. The applicant must possess a potential for effective manipulation of equipment, demonstrate a professional attitude, and exhibit a sincere desire to attain excellence in the necessary skills.

- **Applicant must be 18 years of age and provide proof of age.**
- Copy of high school diploma or GED\*\*
- Applicant must have an intermediate level of reading comprehension and writing of English.
- Must have good visual acuity and correction as needed.
- Statement from physician stating the applicant is free from contagious and communicable diseases and a negative TB test.... hepatitis vaccine and tetanus encouraged.
- A completed & signed application for enrollment form & enrollment agreement form and \$100.00 non-refundable application fee.
- 3 signed letters of reference of good character
- Signed student release form.

**\*\*OMEI reserves the right to accept or reject an application due to poor scholastic records or insufficient character references.**

Upon acceptance into the program the student will be given the course syllabus, class schedule, sequence of classes, and academic term notification. OMEI reserves the right to alter any prospective schedules and all fees are subject to change.

### **Statement of Non-Discrimination**

OMEI does not discriminate on race, color, creed, age, sex or sexual orientation, or handicap, [providing such handicap does not interfere with proper electrolysis techniques and or use of equipment. The Institute Director of Education, Jo Melching and Instructor, Stacie Moore will determine if the individual cannot meet the standard requirements of the profession and may not be accepted into the program].

### **Policies on Prior Credits Earned and Prior Learning**

OMEI does not accept credits earned at any other institutions or through challenge examinations or achievement tests and does not give credit for prior learning. OMEI has not entered into any transfer agreement with any other electrology program.

### **Credit Transferability**

Concerning transferability of credits and credentials earned at OMEI: credits earned at OMEI are at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits you earn in the 750-hour electrology program is also at the complete discretion of the Cosmetic Therapy School to which you may seek to transfer. If the credits that you earn in the 750-hour CT program at OMEI are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that electrology school. For this reason, you should make certain that your attendance at OMEI will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OMEI to determine if your credits will transfer.

## Graduation Requirements

The student must have completed the required hours (750), all assignments, tests (both theory and practical), and maintain a GPA (grade point average) of 75%. **The program must be completed within 1 year.** When requirements are satisfied, the student will receive a diploma from OMEI and a certificate from the Académie Dectro. The student may then apply **for the Society of Clinical & Medical Hair Removal Specialists exam.**

## Grading System

While much of the theory instruction is online, students will be required to take additional exams and additional coursework while completing the practical. Students must pass each quiz or test with a 75% or better, maintain a GPA of 75%.

Common grading indicators as follows:

|              |   |         |
|--------------|---|---------|
| Excellent    | A | 90-100% |
| Good         | B | 80- 89% |
| Average      | C | 75- 79% |
| Poor/Failing | D | 65- 74% |

## Academic Term Notification

|             |          |             |   |   |
|-------------|----------|-------------|---|---|
| First Term  | 7 weeks  | [258 hours] | December 11 <sup>th</sup> Monday....  | must be present at the training facility for 8 hour lecture |
| Second Term | 7 weeks  | [258 hours] | January 29 <sup>th</sup> Monday....   | must be present at the training facility for 8 hour lecture |
| Third Term  | 12 weeks | [250 hours] | March 18 <sup>th</sup> through June 11 <sup>th</sup> Tuesday (8 ½ hour days 2 days per week | must be present at the training facility every Monday &     |

## Class schedule

Class is 9am to 5:30pm [3<sup>rd</sup> term Monday & Tuesday]

Students have a 15-minute break in the am and a 15-minute break in the pm

Students are required to take short 5-minute breaks every hour during practical training

Students lunch every day from 1pm-2pm.

## Academic Holiday Schedule

No school Christmas, New Years, Memorial Day, July 4<sup>th</sup>, Labor Day

## Tuition & Fees

The program is designed to be completed in 6 ½ months, 14 weeks for online theory and 12 weeks for clinical. *(To be determined).*

**Program must be completed in 1 year. After 1 year, the student will be dismissed/terminated from OMEI, and not eligible for any refund.**

Tuition Fee \$10,800.

Application fee (non-refundable) \$100.

Books \$500.

Supplies \$ 3,700. Includes 4 forceps, 4 test tubes, 4 corks, 2x2's, aloe, witch hazel, disinfecting wipes, disposable sleeves, gloves, baby wipes, disposable covers, a container of sanitation wipes a carry all container, probes & all accessories, client data sheets, Dectro *Apilus Senior 3 G Epilator*.

## Total Program cost \$15,100.

(This does not include expenses related to the attendance such as travel and food)

Tuition is paid in 3 installments each in the amount of **\$5,000.00** (less \$100.00 application fee)

**First term payment** is made upon acceptance to OMEI, prior to enrollment into Académie' Dectro online program.

**Second term payment** is due on the 1<sup>st</sup> day of second term.

**Third payment** is due after Académie' Dectro Module 15 is complete and first day of orientation to OMEI clinical.

*Checks or Money orders may be made out to.....Ohio Medical Electrology Institute*

Visa & MasterCard accepted.

OMEI does not participate in federal or state financial aid programs.

It is the student's responsibility to keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to OMEI.

**Tuition and fee changes** are subject to change at the school's discretion. Any tuition or fee increase will become effective for the school term following student notification of the increase. **For student that does not want an epilator, the tuition will be reduced by \$2,000.**

**Program must be completed within 1 year.**

**No refund on epilator & accessories. Students cannot remove epilator or take possession of epilator from school until graduation of program.**

## **Refund / Cancellation Policy**

The applicant must provide written notice of cancellation within 5 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.

## **Withdrawal**

A student choosing to withdraw from OMEI after the start of class must provide a written notice to the Director, Jo Melching. An exit interview will be held, and the interview will be completely documented and become part of the student's personal file. OMEI will respond in writing as soon as it is received and the notice to withdraw will be considered effective, and all refunds will be based on such date.

If special circumstances arise, a student may request in writing a leave of absence (LOA), which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.

A student will be determined to be withdrawn from OMEI if the student misses 7 clinical days and all the days are unexcused.

## **Leave of Absence**

Students are expected to attend classes regularly in order to complete their program in the time specified, but should a student be unable to attend for the duration of a week or more, the student should request a leave of absence. In order to request a leave of absence, the student should submit their request in writing stating the duration of their leave as well as the reason for and expected return date. They also must have written consent from the administrator approving the leave. The student will have to make up missed days or may be required to attend the next available class.

## **Academic Probation & Dismissal or Termination**

A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades, failure to complete the online modules within 1-year, abusive language or behavior that is contrary to OMEI rules and regulations. The student will receive 1 verbal warning, 1 written warning prior to escalating to academic probation. These warnings will be documented in the student's file. Should it escalate to academic probation, the probation period could be 2-5 days, (days off will have to be made up and cost \$25.00 per hour). Following a probation period, any further offence will lead to immediate termination/dismissal from OMEI.

Students are required to always conduct themselves in an appropriate professional manner. Conduct that is disruptive to the educational process will not be tolerated. Students shall show, always, respect for clients, students, instructors and guests.

Unacceptable behavior includes but not limited to disrespectful behavior, cheating, theft, vandalism, substance abuse and, could lead to probation, dismissal or termination from OMEI. **In the case of termination from OMEI, the school will not be responsible for the refund of any tuition or fees paid.**

## **Petition for re-admission after dismissal**

A written request is required for any student petitioning for re-admittance following dismissal. A meeting with the Director, Jo Melching and Instructor Stacie Moore, must be scheduled to evaluate the situation. Decisions are administered on a case-to-case basis and are final.

## **Student Complaints/Grievances**

OMEI will always address student complaints or grievances to the best of our ability. The student may always contact the school Director or request to speak with the instructor any time an issue may arise. If the issue is not resolved a written grievance should be presented 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. If the issue is not resolved the student may file the 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*

## **Student Services**

### **1) Library**

OMEI maintains a library and learning center which is available to students during school hours and is free of charge. The school library contains different textbooks on the topics of electrology and skin, DVD's, power point lectures and practice quizzes. OMEI also presents some power point lectures and videos to assist the student in learning the art of electrology.

### **2) Student housing**

OMEI does not provide housing facilities, nor does it have a dormitory. Many hotels and restaurants are nearby.

**3) Job Placement** OMEI does not guarantee employment or job placement for any attending student. Many times, a practicing electrologist or salon owner will contact the school looking for an electrologist; we will post the request on a bulletin board.

## **School Rules, Policies and Procedures**

### **1) Attendance**

Due to the format of OMEI schedule all students are expected to make a 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 are personally contagious or seriously ill or if there is a death in the immediate family. Each situation will be evaluated through the Director of OMEI. The student 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 OMEI free of charge throughout the program. 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 make up 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 the absence is unanticipated, written notice must be received to the Director no later than five (5) working days from the absence. If the student is going to be absent you must call the Director at least 1 hour before class. Absences and habitual tardiness will not be tolerated and may place the student on probation. OMEI will allow a student two (2) days for excused absences due to illness or family emergency. If a student misses three (3) days without an excuse or permission of the Director, the student will be terminated from the program. The online training must be completed prior to the clinical training. **The course must be completed within 1 year or the student will be terminated from the program with no refund.**

### **2) Illness**

If a student becomes ill at school, you will be excused and must go home. Any student who has an infection that is communicable (cold, cough or flu) should not come to school as we work closely with the public.

### **3) Alcohol and Drug Policy**

No alcohol or drugs may be brought on to the school premises or into the school. No student can attend class while under the influence of drugs or alcohol while at school. This poses a dangerous situation for the students as well as the staff and others. **Violation of this condition is just cause for immediate termination from OMEI.**

### **4) Smoking**

Smoking is not allowed in the school building. Smoking is permitted outside away from entrance. Keep in mind that some clients may be sensitive to the smell of cigarette smoke. School uniforms should not be worn while smoking, hands must be washed and mouth rinsed before returning to work on clients.

### **5) Cell Phone Use**

Cell phones including tablets, or any other portable devices are disruptive in a learning atmosphere; therefore, cell phones are NOT permitted in the classroom. They may be kept in the break room but must be off or set to vibrate. Should a student need to place a call, they must do so outside. **NO PICTURES OR VIDEOS are permitted unless expressed consent.**

### **6) Dress Code**

The dress code does not intentionally or indirectly discriminate against the personal tastes of any individual or group of people but caters to the expectations of the public and the accepted standards of the electrolysis profession. All students are expected to present themselves as professionals. In order to ensure compliance with the school dress code, the following enforcement policy is in effect.

- The dress code is as follows: black scrub uniforms, properly loose fitting **ONLY** with black soft soled dress shoes, no sneakers, no open toed, no sandals, no boots...**NO EXCEPTIONS**....if you are cold, you can wear a white lab coat....no sweat shirts or coats. It is advised to wear a long sleeve shirt under the scrub top to prevent skin to skin contact, however disposable sleeves are provided.
- Pants are to be black scrub pants...no jeans, no crop pants, no work out or yoga pants. **[In other words, no personal, casual or private attire].**
- Students arriving at the school without the proper attire will result in the loss of 2 clock hours, on the 1<sup>st</sup> and 2<sup>nd</sup> offences with a verbal warning that the 3<sup>rd</sup> and subsequent offenses, the student will not be allowed to attend school on that day and will be docked 8 hours and will place the student on probation and possible dismissal from OMEI.

### **7) General Policies**

- Acrylic nails are not permitted. Nails are to be kept short, light colored nail polish is allowed, but not chipped or peeling [gel polish doesn't chip or peel]
- No jewelry except for wedding rings, short necklace and a watch, **NO HOOP EARRINGS** or bracelets.

- Overall cleanliness should be practiced, regular bathing and shampooing, hair must be neat and pulled back, use of deodorants, hands must be clean, and proper oral hygiene to ensure fresh breath, no gum chewing while in practice, no perfumes or strong fragrance products.
- Food and drinks are not allowed in classrooms, water in a spill proof bottle is allowed in classroom but not at workstations. Do not empty into trash, containers with liquids; empty the liquid first into a drain.
- It is the responsibility of the students to clean up after themselves, including emptying trash, laundry and wiping down tables, microwave, coffee maker and keeping the refrigerator clean and free of spoiled food and beverages.
- Nothing should be placed on the floor, such as book bags or purses.
- Bathroom policy: one person allowed in the bathroom at a time, and the main door must be closed when occupied.
- **\*\*\*Each student must be willing to allow other students to practice insertions on each other and bring models as needed. See page 20, sign and date and return with your application.**
- See smoking policy.
- See cell phone policy.
- Online modules must be completed in 14 weeks, prior to clinical training. **Failure to complete the program within one year, the student will be terminated from the program with no refunds.**
- Prescribed drugs should be kept locked in your vehicle, unless need for refrigeration, or emergency situations, special circumstances will need to be approved by the director.

*The use of drugs or alcohol on the premises, vandalism, theft, verbal or physical attacks, threats or intimidation toward other students, clients or staff will not be tolerated **and will result in immediate termination from OMEI. Police will be notified.***

If you have any questions, please email Jo Melching; Jomelch1@AOL.com

Student Signature\_\_\_\_\_Date\_\_\_\_\_

*Failure to complete, sign & date all application pages, student enrollment agreement, refund, cancellation policy, grievance procedure, student medical release, dress code policy/policies, student release and 3 letters of recommendations may result in not being admitted into the program.*

## Ohio Medical Electrology Institute

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

### Student Application for Admission for Cosmetic Therapy Training

#### PERSONAL INFORMATION

DATE / /

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

#### EDUCATION

| Type of School   | Name & Address of School | Degree of Study | # of Years Attended | Graduated (circle one) |
|--|--------------------------|-----------------|---------------------|------------------------|
| High School (must have copy of high school diploma or GED)   |                          |                 |                     | 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                 |

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## Application for Admission continued

LIST ANY PROFESSIONAL OR SOCIAL ORGANIZATIONS IN WHICH YOU PARTICIPATE

|                  |
|------------------|
| <br><br><br><br> |
|------------------|

### CURRENT EMPLOYMENT HISTORY

May the Institute contact your present employer?

YES \_\_\_\_\_ NO \_\_\_\_\_

NAME & ADDRESS OF EMPLOYER \_\_\_\_\_

JOB TITLE \_\_\_\_\_

### 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 / Student Signature* \_\_\_\_\_

*Please Print Name* \_\_\_\_\_ *Date* \_\_\_\_\_

Directors Signature



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*Signed copy must be attached to the application.*

## 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....** December 11<sup>th</sup>, 2023

**End Date.....** June 11<sup>th</sup>, 2024

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

**Number of Months to Complete Program:** 6 ½ months (depending on makeup days due to sickness or inclement weather)

### **Tuition & Fees:** (subject to change)

Tuition: \$ 10,800.00

Lab Fees: \$ 3,700.00 (includes 1 Apilus Senior epilator, forceps, with glass tubes and corks, gloves, 2x2's, witch hazel, baby wipes, disposable covers, sanitation wipes and carry all container)

Books: \$ 500.00

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.

*Applicant / Student Signature & Date*

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*Signed copy must be attached to the application.*

## 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. Refunds 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:

## Refund Policies

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.

## 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

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, complaint/grievance procedure and I agree.

*Applicant/Student signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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

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*Signed copy must be attached to application*

## 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 administer a TB test with results.  | Negative or Positive |
| 1. Please advise your patient of Hepatitis Viruses and the importance of the Hepatitis vaccination.  | Yes or No            |
| 2. Please advise your patient of the importance of Tetanus Vaccine   | Yes or No            |
| 3. General health condition of applicant: _____ Good _____ Fair _____ Poor   |                      |
| 4. Does this applicant have any infectious diseases that would pose a threat to the health and safety of clients under their care for medical Electrology and skin care that includes invasive procedures? | Yes or No            |
| If yes, please explain: _____  |                      |
| 5. Are you aware of any other medical conditions that would hinder this individual from performing medical electroepilations and skin care?  | Yes or No            |

**\*\*TB must be administered with negative results prior to admission**

**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

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## Student Release Form

*Send a signed copy of the student release form with your application.*

*Photo ID required...either a driver's license or passport*

*Failure to agree with the student release may result in not being accepted into the electrology CT program*

I, (print name) \_\_\_\_\_ agree to allow students of OMEI and instructors to practice insertions with all modalities of electrology, on my person.

I understand there is a possibility of dermal damage with any electrology modality, and every effort will be used to prevent any post treatment complications. Such complications may include but are not limited to; bruising, scabbing, blistering, burns, pustules, scarring, pitting, or hyper/hypo pigmentation.

I do hereby release any and all responsibility of any student and OMEI, and instructors from any personal injury and all responsibility for any damage that may occur.

I agree during my practical training to practice and demonstrate on client's legs, arms, bikini line, underarms, chest or back, and when proficient in those areas may advance to the facial areas. Refusal to practice on any area assigned could put the student in jeopardy of dismissal from OMEI.

I agree with OMEI policies pages 13 & 14.

*Applicant/Student Signature & Date*

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Director of Education Signature & Date

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