

COURSE CATALOG

2017- 2018



Institute of Epidermal Cell Therapy (IECT)
445 N. Battlefield Blvd, Suite O
Chesapeake, Virginia 23320

Phone: 757-818-1577 revised 5_17_18

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Introduction

The Institute of Epidermal Cell Therapy offers exciting programs dedicated to professional success in the holistic health care, esthetics and medical fields. Our programs will prepare students for state, national and international exams. We provide life-changing tools that are instrumental to creating positive career options for our students. Our instructors are highly qualified and possess many years of teaching experience.

Mission Statement

Our mission statement states, "Our goal is to prepare future estheticians in three essential areas: prepare the student for industry required written/practical examination, prepare the student for practical/hands-on techniques focusing on public-safety, and provide the student with fundamental knowledge and practicing techniques in the industry of Esthetics related health, wellness, medical fields." Our school is founded on the belief that professionalism, integrity, and competence are integral to the student's education. Once obtained, these qualities prepare students for the rapidly growing demand for professionals in the fields of health, wellness, and medicine. We believe education is the key to your journey toward healthy skin care.

History

The Institute of Epidermal Cell Therapy has evolved from the years of experience and vision of its President, Ms. L. Saphonia Gee. The school was formed in 2012 under the name The University of Esthetics and Research a Virginia Department of Professional and Occupational Regulations (DPOR) licensed entity. In 2014 we changed our name to the Institute of Epidermal Cell Therapy to better reflect our continuing efforts at educating our students and the public at large about the skin and what lies beneath it.

Our Values

The Institute of Epidermal Cell Therapy believes that professionalism, integrity, and academic competence are integral to the student's successful education. Once obtained, these qualities prepare students for the rapidly growing demand for professionals in the fields of health, wellness and medicine. These values are instilled in everything that we do and are highlighted in these specific tenets:

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1. Provide students with a safe and supervised learning environment to promote their health and well-being as well as that of their clients.
 2. Provide a thorough working knowledge of the theory and practice of esthetics and dermal science in an academic/practical setting.
 3. Prepare students to become qualified estheticians and dermal therapists.
 4. Develop students professional work habits.
 5. Help students understand their scope of practice and to help them develop appropriate referral skills.
 6. Model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.
 7. To imbue students with coursework that emphasizes critical thinking skills.
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IECT Facilities

The Institute of Epidermal Cell Therapy is located at 445 N. Battlefield Blvd. Suite O, Chesapeake, Virginia 23320. The building contains 2 classrooms/clinics for its instruction purposes. The clinics include facial beds and facial electronic equipment to augment the practicum portion of the curriculum. The building maintains the necessary fire safety exit signs and extinguishers.

The facility is maintained and managed by the Sheehan Group, Inc. They are responsible for all property management maintenance (ventilation, heat, electricity, plumbing and general building maintenance). The building is leased from The Sheehan Group, Inc. and is under contract with regard to stipulations of terms and lease, which have been executed by The Institute of Epidermal Cell Therapy and The Sheehan Group, Inc.

This site is designated for the Virginia hybrid students to perform their practical experiences. This site is set up and designed in a manner that reflects conditions in a typical spa and in a clinical setting. Student activities are designed in such a manner that will provide them with as close as practical the settings they most likely will or have worked in.

Owners, Administrative Staff & Faculty

Institute of Epidermal Cell Therapy (IECT) is wholly owned and operated by the School of Esthetics and Research, Inc. a Virginia corporation. The principal owner is Mr. Charles Gee Jr.

The Staff

Mr. Charles Gee Jr., Owner
Ms. L. Saphonia Gee, President and CEO
Ms. Debbie Waters, Director of Education

The Faculty

Ms. L. Saphonia Gee Esthetic Certificate Programs
Ms. Debbie Waters Esthetic Certificate Programs

Admission Requirements & Process

Prospective students applying for The Institute of Epidermal Cell Therapy program must: Be 18 years of age (may be waived through a personal interview and approval)

Submit a signed application

Submit a brief biographical sketch explaining your motivation for training and your philosophy of health care.

Submit a letter of recommendation from a colleague, personal acquaintance or academic advisor.

Submit an identifiable, original 2" x 2" passport photograph of yourself (white background only). 4

Submit your High School, GED, or College transcripts.

Note: Credit awarded from previous educational or professional training will be evaluated on a case-by-case basis. Applicants must successfully complete assessment examinations to the satisfaction of Institute of Epidermal Cell Therapy. Please refer to Assessment of Student's competency Award Credit.

Non-Discrimination & Sexual Harassment Policy

IECT, in its admission, instruction, and graduation policies, practices no discrimination on the basis of sex, race, religion, age, ethnic origin, color or ancestry. IECT has a ZERO tolerance policy towards sexual harassment within its staff, workplace and classrooms.

Enrollment Contract

After thoroughly reading the Academic Policy and Rules section of this catalog, students must read and sign the Enrollment Contract. The Enrollment Contract must be signed and submitted to IECT prior to being fully accepted and before the first day of school. Students will receive a signed copy of the completed Enrollment Contract.

Completion and Passing Rates

Based on prior industry experience, IECT expects graduation completion rates of 90%.

Placement and Compensation

A successful graduate of IECT will be eligible to seek professional employment at any number of facilities including spas, dermatology clinics, nursing homes, plastic surgery clinics, salons, and other health and beauty clinics and facilities. Our staff is and will continue to work vigorously to maintain relationships with industry professionals to ensure our students have the first and best opportunity for success post-graduation.

The staff and faculty of the Institute of Epidermal Cell Therapy enjoy a wealth of experience in the Esthetics industry. We parlayed that experience into a number of partnerships with hospitals, spas, salons, and private practice. While we cannot guarantee that you will be placed in a professional setting commensurate with your credentials, we will work tirelessly and diligently to help you achieve your post academic goals through professional job searches.

Pre-graduation services.

The Institute of Epidermal Cell Therapy will provide every qualified student (those within one academic term of graduation) with skills to help them achieve success beyond graduation. These skills include, resume writing and evaluation, mock interviews and interviewing techniques, and writing and telephone etiquette. In addition, one of our requirements for graduation is the successful completion of an e-portfolio which highlights the skills obtained during completion of course work.

- Integrate the suggestions from our workforce partners Employer agree to participate in Alumni online portal. The information from the practicing community serves to strengthen the overall value of our curriculum.

Assessment of Student's competency Award Credit

A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and [18VAC41-70-200 A](#). A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and [18VAC41-70-200 B](#).

The school shall make the assessment based on a review of the student's transcript and the successful completion of a board-approved competency examination administered by the school. The school may also request a copy of a catalog or bulletin giving the full course description when making the evaluation. The number of credit hours awarded shall not exceed the actual hours of instruction verified on the transcript or the number of hours specified in the board-approved curriculum for a specific topic

Program Start Dates

IECT operates its programs in a cohort format. We do not utilize the conventional academic calendar of terms or semesters. With our policy of small class sizes, a typical cohort will start with as few as two students and a maximum of 6 students. Courses in our certificate programs are covered in six-week intervals through completion (and with respect to holidays). Programs 600 clock hours (Basic and Master Esthetics) are 25-30 weeks in length.

The school reserves the right to amend the calendar.

The hours per week vary depending if the class is theory or lab. Please refer to the program's detailed schedule. A student may enroll at any time prior the start of a new class.

Holiday Schedule

IECT will be closed to observe the following holidays:

New Year's Day

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September) Thanksgiving Day (fourth Thursday in November) Christmas Day

Hours of Operation and Attendance Options

IECT is open Monday through Friday from 8am – 10:30pm and on Saturday from 7:30am to 6:30 pm. Daytime and Evening students will attend Monday – Friday 8:30am -10pm. Weekend students typically attend classes on Saturday and Sunday from 8:00am -6:00pm.

Tuition and Fees

Tuition payments are typically due not later than the first day of class. However, IECT policy provides additional financial payment timelines for students, which allows them to make arrangements for installment payments on a weekly basis. All payments must be received by the end of the student's weekly theory period unless other arrangements have been made.

Programs	Books purchased/ rent	Registration	Tuition	Total
Basic Esthetics	\$580/100	\$10 (nonrefund)	\$8000	\$8630
Master Esthetics	\$580/100	\$10 (nonrefund)	\$8000	\$8630

Student Scholarships

Scholarships are currently unavailable to students. However, we are working diligently with our partners to increase the amount of financial aid availability and scholarship availability to our student population. In addition, we provided payment plan opportunities for students based on need. IECT does on occasion provide financial assistance to students seeking help with the State Board application cost. This assistance is provided on a case-by- case basis based on individual need. Please contact our admissions office for assistance in this process.

Cancellation Refund Policy

Rejection:

An applicant rejected by the school is entitled to a full refund of all monies paid except the application fee, which is non-refundable.

Three-Day Cancellation:

An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid. Please refer to Refund Policy Chart below.

Other Cancellations:

An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid. Please refer to Refund Policy Chart below.

Withdrawal Procedure:

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If a student fails to return at the end of the leave of absence, and is not granted an extension or new leave of absence, the withdrawal date will be the date the student was scheduled to return from the leave of absence but failed to do so. Please refer to Refund Policy Chart below.

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

All refunds must be submitted within 30 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows: **Please note that the following text provides an example of the refund policy pursuant to 21.4255 of the Code of Federal Regulations (see pages 9); the school may exceed these standards and be more generous to students.**

Registration Fee will be refunded according to the table below, with the exception of the first \$10.00, which is nonrefundable. Laboratory fees will be refunded according to the table below. Students will only be charged for supplies, course content material, and books consumed and any fee charged for supplies not consumed will be refunded. Any books, supplies, equipment, etc., purchased by the student is the property of the student and he/she may retain or dispose of it at his/her discretion.

All refund will be granted within 30 days of the determination of the withdrawal date.

Refund Policy Chart

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Withdrawal before class beginning	100% of program cost
Withdrawal after 10% of hours completed	90% of program cost
Withdrawal after 20% of hours completed	80% of program cost
Withdrawal after 30% of hours completed	70% of program cost
Withdrawal after 40% of hours completed	60% of program cost
Withdrawal after 50% of hours completed	50% of program cost
Withdrawal after 60% of hours completed	40% of program cost
Withdrawal after 70% of hours completed	30% of program cost
Withdrawal after 80% of hours completed	20% of program cost
Withdrawal after 90% of hours completed	10% of program cost
Withdrawal after 91% of hours completed	No Refund

Non-refundable fees not included

Tuition Payments and Late Fees Policy

Students may make all payments to the Institute of Epidermal Cell Therapy on the agreed upon scheduled payment day and time - 8:30am--9:00am. The student can make payments by phone, website, or in person.

A \$10.00 non-refundable registration fee helps us provide administrative support, student services and career counseling to students and student applicants. We thank you for your support and understanding.

Any student more than 5 business days late on tuition payments will not be allowed to attend classes until payment has been made in full.

Payments made by credit card are subject to a merchant processing fee.

Returned Check Policy

It is our policy to retain the old check until a new check is issued and cleared. Full restitution for the unpaid check payment, our returned fees, and the bank's service charges assessed by the Institute of Epidermal Cell Therapy must be received within two business days or next day of class. The acceptable methods of payment are cash, money order, cashier's check or credit card (charge of 4% is applied to all credit card payments). Failure to honor the returned check may result in suspension of class attendance privileges and/or legal action.

Programs of Study

The primary objective of the Institute of Epidermal Cell Therapy is to educate students who have worked as Basic Estheticians, and Master Estheticians or those seeking to become Estheticians. To that end, we offer two certificate programs in esthetics: Basic Esthetics and Masters Esthetics.

Our programs are offered in a hybrid format of learning. Much of the theory relative to this program will be offered in an eLearning environment on-line. We believe online learning is an extension of our classroom and will continue to stimulate learning among our students.

Students will regularly attend theory (on-line) classes, engage in group discussions, read assigned materials, demonstrate proficiency in all activities, and maintain a journal for self- reflection.

Technical instruction will be provided to students prior to the student performing client services (practical operations). Students will read assigned chapters of textbook and other materials, attend scheduled theory lectures and demonstrations, prepare written procedures on practical operations, and perform practical operations on other persons. Students will also learn the techniques and methods of performing services including but not limited to manual and electrical facials, proper make up techniques, proper hair removal techniques, safety and sanitation requirements, reception desk duties, professionalism, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations, and communication skills.

Applicants and students should be able to perform these essential functions or with reasonable accommodations be able to demonstrate ability to become proficient in these essential functions. Students requiring reasonable accommodations may contact the Admissions office between the hours of 10 AM and 5 PM, Monday through Friday at 757- 393-9543.

Certificate Requirements

All of the IECT Certificate Programs are geared to ensure that each entry level and prior professional esthetician and epidermal therapist meet the requirements for state boards as well as industry standards. Our curriculum is strong on the art and science of skin care and epidermal therapy, as well as the psychological, physical, health and business aspects of the industry. Ours is very much a holistic program. Graduates can expect to meet and exceed expectations of patients, clients, and practitioners.

Esthetics – Classroom/ Online blended Method

The Esthetics Program prepares you for a career at day and resort spas, full- service salons and skin care clinics. The course covers all aspects of skin care, make up and holistic health and consists of 600 clock hours of technical instruction this includes lecture, demonstration and classroom participation. Successful completion of this course and State licensure allow the esthetician to perform both manual and electronic facials, eyebrow shaping, hair removal (other than by electrolysis), make up artistry and skin care product representation.

An Esthetician has the training and scope of practice that allows the esthetician to treat the epidermis. Regulations for State of Virginia Board of Barber and Cosmetology as it applies to Esthetics; The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

1. Orientation and business topics - minimum of 25 hours of instruction.

- a. School policies;
 - b. Management;
 - c. Sales, inventory and retailing;
 - d. Taxes and payroll;
 - e. Insurance;
 - f. Client records and confidentiality; and
 - g. Professional ethics and practices.
-

2. Laws and regulations - minimum of 10 hours of instruction.

3. General sciences - minimum of 80 hours of instruction.

- a. Bacteriology;
- b. Microorganisms;
- c. Infection control, disinfection, sterilization;
- d. Occupational Safety & Health Administration requirements;
- e. Material Safety Data Sheet (MSDS);
- f. General procedures and safety measures;

-
- g. Cosmetic chemistry;
 - h. Products and ingredients; and
 - i. Nutrition.
-

1. Applied sciences - minimum of 95 hours of instruction.

- a. Anatomy and physiology;
 - b. Skin structure and function;
 - c. Skin types;
 - d. Skin conditions; and
 - e. Diseases and disorders of the skin.
-

2. Skin care - minimum of 255 hours of instruction.

- a. Health screenings
 - b. Skin analysis and consultation
 - c. Effleurage (related movements/manipulations of the face and body);
 - d. Cleansings procedures;
 - e. Masks;
 - f. Extraction techniques;
 - g. Machines, equipment and electricity;
 - h. Manual facials and treatments;
 - i. Machine, electrical facials and treatments; and
 - j. General procedures and safety measures.
-

3. Makeup - minimum of 65 hours of instruction.

- a. Setup, supplies and implements;
 - b. Color theory;
 - c. Consultation;
 - d. General and special occasion application;
 - e. Camouflage;
 - f. Application of false lashes and lash extensions;
 - g. Lash and tinting;
 - h. Lash perming;
 - i. Lightning of the hair on body except scalp; and
 - j. General procedures and safety measures.
-

4. Body and other treatments - minimum of 20 hours of instruction.

- a. Body treatments;
 - b. Body wraps;
 - c. Body masks;
 - d. Body scrubs;
 - e. Aromatherapy; and
 - f. General procedures and safety measures.
-

5. Hair removal - minimum of 50 hours of instruction.

- a. Types of hair removal;
 - b. Wax types;
 - c. Tweezing;
 - d. Chemical hair removal;
 - e. Mechanical hair removal; and
 - f. General procedures and safety measures
-

A. The curriculum for estheticians shall include the following minimum practical performances:	
Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
TOTAL	220

Part VI

Standards of Practice

18 VAC 41-70-250. Scope of practice.

A. Each licensed spa or school shall ensure that no licensee or student performs any service beyond the scope of practice for the esthetician or master esthetician license.

B. For chemical exfoliation of the epidermis by a licensed master esthetician, the standards for use of an exfoliator or concentration of acids shall be:

Master Esthetics – Classroom/ Online blended Method

The Master Esthetics Program prepares you for employment at skin therapy centers, skin care clinics, medical spas, plastic surgery, cosmetic and dermatological practices. The course consists of 600 clock hours of instruction, with detailed training on state-of-the-art skin care equipment and protocol. Students practice upon each other and, with proficiency, patients in a supervised clinic. The course includes chemical exfoliation, microdermabrasion, lymphatic drainage and advanced make up artistry, among others. Students who successfully complete the Master Esthetics Program will be eligible to test for the Masters licensing (highest) in the Commonwealth of Virginia.

A Master Esthetician has the training and scope of practice that allows the esthetician to treat the epidermis. Regulations for State of Virginia Board of Barber and Cosmetology as it applies to Master Esthetics; The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

1. Orientation, advanced business subjects, and infection control - minimum of 45 hours of instruction.
 - a. School policies and procedures;
 - b. Professional ethics and practices;
 - c. Ethics and professional conduct;
 - d. Insurance and liability issues;
 - e. Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rule (HIPAA);
 - f. Client records and documentation;
 - g. Microbiology and bacteriology;
 - h. Infection control, disinfection, and sterilization;
 - i. Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS); and
 - j. Personal protective equipment.
2. State laws, rules and regulations - minimum of 10 hours of instruction.
3. Advanced anatomy and physiology - minimum of 65 hours of instruction.
 - a. Advanced anatomy and physiology;
 - b. Advanced skin structure and functions;
 - c. Advanced skin typing, and conditions;
 - d. Advanced disease and disorders;
 - e. Advanced cosmetic ingredients;
 - f. Pharmacology; and
 - g. Advanced homecare.
4. Advanced skin care and modalities - minimum of 90 hours of instruction.
 - a. Introduction to microdermabrasion and dermaplaning;
 - b. Indications and contraindications for crystal microdermabrasion
 - c. General procedures/safety measures for crystal microdermabrasion;
 - d. Indications and contraindications for crystal-free microdermabrasion and dermaplaning;
 - e. General procedures and safety measures for crystal-free microdermabrasion and dermaplaning;
 - f. Equipment safety: crystal and crystal-free microdermabrasion and dermaplaning;
 - g. Waste disposal, Occupational Safety and Health Administration;
 - h. Introduction to microdermabrasion techniques/proper protocols;
 - i. Machine parts, operation, protocols, care, waste disposal and safety;
 - j. Practical application/consultation for crystal microdermabrasion;
 - k. Practical application and consultation for crystal-free microdermabrasion and dermaplaning; and
 - l. Pre-treatments and Post-treatments for microdermabrasion.

5. Advanced procedures and chemical exfoliation - minimum of 270 hours of instruction.
 - a. Advanced skin analysis and consultation and health screening and documentation;
 - b. Advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL);
 - c. Advanced manual, machine, and electric treatments, microcurrent, and ultrasound;
 - d. Introduction to chemical exfoliation and peels of the epidermis;
- e. Fundamentals of skin care associated with chemical exfoliation and peels and wound healing;
 - f. Pre-treatments and Post-treatments for chemical exfoliation and peels;
 - g. Assessing suitability and predicting chemical exfoliation efficacy;
 - h. General practical application and consultation protocols;
 - i. Practical application and consultation for enzymes, herbal exfoliations, and vitamin-based peels;
 - j. Indications and contraindications for enzymes, herbal exfoliations, and vitamin-based peels;
 - k. General procedures and safety measures for herbal exfoliations, and vitamin-based peels;
 - l. Pre-treatments and Post-treatments for herbal exfoliations, and vitamin-based peels;
 - m. Practical application and consultation for alpha hydroxy peels;
 - n. Indications and contraindications for alpha hydroxy peels;
 - o. General procedures and safety measures for alpha hydroxy peels;
 - p. Pre-treatments and Post-treatments for alpha hydroxy peels;
 - q. Practical application and consultation for beta hydroxy peels;
 - r. Indications and contraindications for beta hydroxy peels;
 - s. General procedures and safety measures for beta hydroxy peels;
 - t. Pre-treatments and Post-treatments for beta hydroxy peels;
 - u. Practical application and consultation for Jessner and Modified Jessner peels;
 - v. Indications and contraindications for Jessner and Modified Jessner peels;
 - w. General procedures and safety measures for Jessner and Modified Jessner peels;
 - x. Pre-treatments and Post-treatments for Jessner and Modified Jessner peels;
 - y. Practical application and consultation for trichloroacetic acid peels;
 - z. Indications and contraindications for trichloroacetic acid peels;
 - aa. General procedures and safety measures for trichloroacetic acid peels; and
 - ab. Pre-treatments and Post-treatments for trichloroacetic acid peels.
6. Lymphatic drainage - minimum of 120 hours of instruction.
 - a. Introduction to lymphatic drainage;
 - b. Tissues and organs of the lymphatic system;
 - c. Functions of the lymphatic system;
 - d. Immunity;
 - e. Etiology of edema;
 - f. Indications and contraindications for lymphatic drainage;
 - g. Lymphatic drainage manipulations and movements;
 - h. Face and neck treatment sequence
 - i. Lymphatic drainage on the trunk and upper extremities;
 - j. Lymphatic drainage on the trunk and lower extremities;
 - k. Cellulite;
 - l. Using lymphatic drainage with other treatments; and
 - m. Machine-aided lymphatic drainage.

A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and 18VAC41-70-200 A.

A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and 18VAC41-70-200 B. The school shall make the assessment based on a review of the student's transcript and the successful completion of a board-approved competency examination administered by the school. The school may also request a copy of a catalog or bulletin giving the full course description

when making the evaluation. The number of credit hours awarded shall not exceed the actual hours of instruction verified on the transcript or the number of hours specified in the board-approved curriculum for a specific topic

18 VAC 41-70-200. Practical performance requirements.

B. The curriculum for master estheticians shall include the following minimum performances:

Advanced treatments	40
Microdermabrasion	50
Chemical exfoliation	75
Lymphatic drainage treatments	50
TOTAL	215

Part VI

Standards of Practice

18 VAC 41-70-250. Scope of practice.

A. Each licensed spa or school shall ensure that no licensee or student performs any service beyond the scope of practice for the esthetician or master esthetician license.

B. For chemical exfoliation of the epidermis by a licensed master esthetician, the standards for use of an exfoliator or concentration of acids shall be:

All Traditional and Non- Traditional Classroom Instructions/ Course Curriculum are created equal in content and thoroughness.

Grading Policy

This policy applies to all students enrolled in the programs offered at Institute of Epidermal Cell Therapy. All courses are generally arranged so that a student can progressively work towards a certificate.

Grading Scale

A=91-100% (Excellent: 4.0)
B=81-90% (Good: 3.0)
C=71-80% (Average: 2.0)
D=61-70% (Below Average: 1.0)
F=60% and below (Failure to complete satisfactorily)

INTERPRETATION OF GRADES & MARKING SYSTEMS

<u>Grade Designations</u>	<u>Grade Descriptions</u>	<u>Grade Points</u>
<u>A</u>	<u>Excellent</u>	<u>4</u>
<u>B</u>	<u>Good</u>	<u>3</u>
<u>C</u>	<u>Average</u>	<u>2</u>
<u>D</u>	<u>Poor</u>	<u>1</u>
<u>F</u>	<u>Failing</u>	<u>0</u>
<u>G</u>	<u>Grade Pending</u>	
	<u>Administrative</u>	
<u>ADW</u>	<u>Withdrawal</u>	<u>0</u>
<u>AU</u>	<u>Audit</u>	<u>0</u>
<u>CR</u>	<u>Credit</u>	<u>0</u>
	<u>Failure for Non-</u>	
<u>FN</u>	<u>Attendance</u>	<u>0</u>
	<u>or Failure for Non-</u>	
	<u>Completion</u>	<u>0</u>
<u>I or R</u>	<u>Incomplete</u>	<u>0</u>
<u>NG</u>	<u>No Grade Recorded</u>	<u>0</u>
<u>P</u>	<u>Passing (D or higher)</u>	<u>4</u>
	<u>Repeated (Highest</u>	
	<u>grade earned is</u>	
<u>R</u>	<u>credited)</u>	<u>0</u>
	<u>Satisfactory ("C" or</u>	
<u>S</u>	<u>better)</u>	
	<u>Unsatisfactory("D"</u>	
<u>U</u>	<u>or lower)</u>	<u>0</u>
	<u>Student Initiated</u>	
<u>W</u>	<u>Withdrawal</u>	<u>0</u>
	<u>Ceased to attend</u>	
	<u>classes under</u>	
	<u>emergency</u>	
	<u>circumstances</u>	
	<u>preventing</u>	
	<u>withdrawal</u>	

Evaluations are measured on a standard percentile basis with the percentage equated to a letter grade. Students must maintain satisfactory academic status. Please note that students must maintain a grade in each modality and a grade average of C or better in all classes in which letter grades are given. Students with an incomplete are placed on academic probation and are ineligible to graduate until all requirements are met. Course credits and hours are transferable to other educational institutions at their discretion.

The Institute of Epidermal Cell Therapy operates twelve months a year, with the exception of the holidays listed in the catalog. The course description section of the catalog gives the length of the programs. Final grades are given and permanently recorded at the end of the grading period of a program. Every student will be given a Transcript at the end of the program showing the final grades for each grading period. Final grades are used to compute the cumulative grade point average (GPA) on all programs.

A student must meet the following minimum standards of academic achievement to successfully complete the program while enrolled at the Institute of Epidermal Cell Therapy. All students must attain a minimum grade point average of 1.0 at the end of the first grading period of the program and a 1.5 cumulative grade point average at the second grading period. By the end of the maximum program length, the student must have achieved a 2.0 grade point average.

Satisfactory Academic Progress Policy (SAPP)

IECT has two programs of study each measured at 600 clock hours. To evaluate satisfactory progress towards program completion we evaluate the student every other month to ensure he/she is meeting the requirements.

-
- To be making satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.
 - The student's academic average is reviewed to determine qualitative progress
 - The minimum required is 70% at the conclusion of each evaluation period.
-

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

If a student fails to meet the cumulative 75% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period.

Failure to achieve an 75% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps

necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning. The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period,

during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Maximum Time Frame (MTF)

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Basic and Masters Esthetic programs, 24 weeks in length, must be completed within 36 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 60 hours, and therefore must complete 540 hours at the Institute ($540/25$ hours per week = 22 weeks), the maximum time frame is 22 weeks x 150% or 33 weeks.

Length of time to normally complete a program.

Each program has a specific number of hours to be accomplished to achieve its educational objectives. If you refer to the Programs section of the catalog (or your enrollment Agreement) you will note the number of hours normally required to complete the program of your choice. The number of clock hours attempted cannot exceed 1.5 times the number of semester clock hours in the program. In computing the GPA for a repeat course, the failing grade will be replaced with the repeated courses' grade.

Academic Probation

Academic probation is a warning status to alert a student that his or her academic performance must be improved in order to meet graduation requirements. Student, who fails to attain the required grade point average as stated above at the end of each grading period, will be allowed to retake the exam within 30 days. If the student fails to achieve the required grade, the student will be placed on academic probation for 60 class days. At this time the student will either continue on probation for one additional 60 day term, or be removed from probation provided they meet attendance

and a cumulative 2.5 GPA. Before accepting the probation, the student has an option to file a written appeal as iterated below. A student who fails to attain satisfactory progress by the end of the second 60-day probationary term will not be allowed to continue the program. To remedy the situation, the student must repeat the failed courses at the next available offering at additional cost. Academic probation can also be instituted at the end of each grading period if the minimal required attendance of 80% is not met. All students must complete all program requirements within 150% (one and one half times) of the normal program length.

Attendance Policy

Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. Excessive absenteeism may result in course failure or withdrawal from the institution. Any student who does not attend classes for 7 consecutive calendar days will be removed from enrollment and dropped from all courses for that term (Online course work will be determined by the number and timeliness of posts per week). Students who are removed from enrollment prior to Week 6 will earn a W on their transcript. A W will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 6 will earn an F on their transcript. An F will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from

enrollment for term for failure to attend classes for 7 consecutive days may be permitted to apply for re-entry in the subsequent term, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent term will be required to follow all re-entry guidelines.

Attendance and Tardiness

Attendance will be taken during face-to-face class meetings as well as through academic connection (assignments, discussions, and projects) via the Learning Management System (NEO). Tardiness is defined for this purpose as a student entering a scheduled and published classroom meeting more than 5 minutes after the scheduled and published time. Online meetings are primarily asynchronous in nature and tardiness will not be calculated for that modality.

Voluntary Withdrawal from Institute of Epidermal Cell Therapy

Students may officially withdraw from class during the drop/add period without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the term. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course, the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

A student must officially withdraw from the Institute. A student who wishes to withdraw is required to inform the institution in writing of his/her intention to withdraw. Such request must be presented in writing (mail, email or fax) or in person.

Administrative Withdrawal/Dismissal from The Institute

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The Institute reserves the right to dismiss any student who:

Fails to maintain satisfactory academic progress.

Exhibits conduct the administration deems detrimental to the individual, other students, the community, or the Institute.

Fails to meet attendance requirements.

Fails to meet financial obligations to the Institute as agreed upon. Specific standards of academic progress and class attendance are detailed in separate sections of this catalog.

Leave of Absence

The Institute recognizes that personal situations may arise which may require an extended period of time to resolve. It would not be advantageous to the student to maintain continuous enrollment when conflicting pressures prevent regular attendance. A student must submit a signed, dated, and attested Request for Leave of Absence form, available in the office of the Registrar and/or the Director of Education. The Director of Education and other Institute officials as designated on the request form must approve the Leave of Absence. The Director of Education will notify the student whether or not the Leave of Absence is approved. Only one Leave of Absence will be approved in a twelve (12) month period.

A Leave of Absence, instead of a formal withdrawal, indicates that the student sincerely intends to resume his/her education at a specified time.

Criteria for Leave of Absence

Course Cancellation. Institute of Epidermal Cell Therapy online requires that there are a minimum number of students in an online course. In rare circumstances, the Institute may cancel an online course on the first day of class due to low enrollment. Every effort will be made to move students to either another online course, which meets their educational requirements, or a similar class for hybrid students. Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is cancelled.

Institute of Epidermal Cell Therapy Online Blended/ Classroom Method Policies

Institute of Epidermal Cell Therapy Online Weekly Schedule

Institute of Epidermal Cell Therapy online classes have duration of 25-30 weeks. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points. The Institute of Epidermal Cell Therapy online week begins on Sunday and ends on Saturday. Students must enter the Learning Management System (LMS) and post at least three times between Sunday and Friday. Attendance is posted on Fridays at 5 PM.

Conduct Policy for Classes.

In the Institute of Epidermal Cell Therapy online classroom, students will submit assignments and post comments within threaded discussions and answer reflection questions. In addition, students are required to begin construction of an e-portfolio, which will reflect key topics from each of the courses they have completed and will be evaluated by the course instructor before the final grade.

Online Blended Method Course Requirements.

All examination will be completed and taking in the traditional brick and mortar classroom. Non- Traditional Classroom Education, include the following courses: orientation, school Policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa Management, analyzing skin or scalp conditions, anatomy, client consultation, and care of equipment

Accommodations for Students with Special Needs

The School of Esthetics and Research Inc. /Institute of Epidermal Cell Therapy will make reasonable accommodations for persons with documented disabilities. Students should notify the admissions office and their instructors of any special needs. Instructors should be notified on the first day of classes.

Electronic Communication Devices in Classrooms

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as cell telephones are generally not permitted in classrooms at the Institute of Epidermal Cell Therapy.

Verification and Identification of All Students

The Institute of Epidermal Cell Therapy will provides sufficient information to show it utilizes technologies and practices that are effective in verifying the identity of Online/ Non- Traditional Classroom/ Distance- learning

students who participate in class or coursework (such as a secure login and passcode) while protecting student privacy. During the enrollment process the student is required to bring a picture identification documentation etc. State Driver's License

Classrooms Setting

In accordance with 18 VAC 41-20-200, 18 VAC 41-40-190, 18 VAC 41-50-230, and 18 VAC 41-70-180 schools shall submit its curricula for Board approved and shall conduct Classroom instruction in an area separate from the clinic area where practical instruction is conducted and services are provided. .

Attendance Policy:

Prompt and regular attendance is the responsibility of each student. A student must attend at least 100% of class instruction or equivalent credit hours in a course in order to have an opportunity to earn a passing grade. The student is responsible for all material covered and all assignments made in class. Any time a student is absent from a class, laboratory, clinic, theory lecture or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. It is the student's responsibility to initiate the paperwork required to drop or withdraw from courses. Failure to attend classes does not constitute proper procedure for dropping or withdrawal and may result in the grade of F. Contact the admissions and Records office for additional information

Students who do not complete 600 hours by their schedule graduation date will be to pay \$15.00 an hour to make up any hours missed. After 20 hours or more there will be a \$20.00 per hour fee charged. I am aware that my hours will not be released and authorization for my examination from this Institute of Epidermal Cell Therapy will not be re-leased until all fees are paid in full and all hours have been completed.

Non-Traditional Classroom Onsite & Online Blended: In order to be in attendance during a week, a student must post at least message, assignment submission, which is recorded by the system in the online classroom on two separate days during the online week. Deadlines for attendance are based on M.S.T. Attendance is tracked automatically in all Online Blended courses. Messages posted to the classroom should contribute to a student's academic experience and count as Academically Related Activity. Onsite only Students may clock in no earlier than seven minutes prior to class start times. Students must be in the classroom with their required materials by the start of class. Students are given at least two 15-minute break per day during which they are not required to clock out unless they leave the property. Students are required to clock out for a 30-minute lunch break on school days exceeding six hours. If a student does not clock out for a required lunch, a half-hour will be deducted from his/her time for the day. Students returning late from lunch without notifying the school may be sent home for the remainder of the day. Students who do not return from lunch and fail to notify the school may be suspended the following school day.

Traditional Classroom Onsite Only: Most local campus group study classes meet four hours per week, usually in the evening. Students are in attendance at the local campus workshops if they physically attend the local campus workshop meeting during the scheduled class hours and sign the attendance roster. Attendance at the scheduled campus class meetings is mandatory. Physical attendance, submitting assignments via the Assignment Files tab, and acknowledging participation in the completion of the learning team deliverable all count as Academically Related Activity.

Institute of Epidermal Cell Therapy Online Blended Classroom Policies

- 1. Institute of Epidermal Cell Therapy Online Weekly Schedule.** Institute of Epidermal Cell Therapy online classes have duration of 25 weeks. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points. The Institute of Epidermal Cell Therapy online week begins on Sunday and ends on Saturday (or begins on Saturday and ends on Friday). Students must enter the Learning Management System (LMS) and post or email at least three times between Sunday and Saturday. Attendance is posted on Fridays at 5 PM.
- 2. Non-Traditional Classroom Onsite & Online Blended** Participation is very important as it contributes to the overall learning and enjoyment of the class. Participation consists of messages sent above and beyond graded assignments. Both quantity and quality are important considerations when posting substantive messages. For example, "I agree" does not constitute participation because it does not add anything of substance to the discussion. In order to earn full participation points, the messages must be related to the course topics for the week and include new ideas or personal perspectives : For full participation credit during

participation weeks, students are required to contribute a total of six substantive discussion messages each week in the classroom. The six assignment and must occur on at least three different days during the online week. Students may meet these requirements in a variety of patterns.

For example: Substantive Participation

Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Week 1:	2	0	2	0	2	0	0	6
Week 2:	1	1	1	1	1	1	0	6
Week 3:	4	0	1	0	1	0	0	6

2. Conduct Policy for Classes. In the Institute of Epidermal Cell Therapy online classroom, students will submit assignments and post comments within threaded discussions and answer reflection questions. In addition, students are required to begin construction of a biography/e-portfolio, which will reflect key topics from each of the courses they have completed and will be evaluated by the course instructor before the final grade.

3. Online Course Requirements

- Students must complete Institute of Epidermal Cell Therapy’s Online orientation (either on campus or online) prior to registration for an online course.
- Students must have access to an off-campus computer (see online technology requirements).
- Students must have off-campus Internet access. Institute of Epidermal Cell Therapy online courses require a minimum of DSL and broadband connection is preferred.
- Students must have an e-mail address.
- Students will purchase the textbook (may be traditional or an e-book or online website portal) for the course material.

4. Late Work

Institute of Epidermal Cell Therapy online requires that students post assignments on or before the due dates. If an instructor decides to accept a late assignment because the student has demonstrated **verifiable** mitigating circumstances such as death, illness, unplanned event, natural disaster, and or technical issues, late work will have 10% of the grade deducted for each day that the assignment is late. No assignments will be accepted without prior approval from the instructor. Incomplete Grade

All Modalities: At the faculty member's discretion, a grade of Incomplete may be granted during the last week of a course provided all of the following criteria are met:

1. The faculty member determines that an Incomplete grade is appropriate under the circumstances.
2. Attendance requirements have been met for the course, and the student is therefore eligible for a grade.
3. Student is earning a passing grade in the course on the submitted assignments and participation at the time the Incomplete is requested.
4. Student requests, in writing via a private message, a grade of Incomplete during the last week of class, prior to the course end date.
5. Student and faculty enter into a written agreement posted privately containing:
 - a) A course completion plan;
 - b) A clearly identified extended course deadline not to exceed five (5) weeks from the original course end date; and
 - c) An acknowledgment that the final course grade will be reduced one (1) full letter grade in exchange for the extra time allowed to complete the coursework, regardless of the circumstances. Possible exceptions to the maximum time period for completion of an incomplete or to the letter grade reduction requirement are set forth in the Student Catalog. At the faculty member’s discretion, a deployed military student may also be granted an Incomplete without a letter grade reduction.

When an Incomplete is agreed upon, the student and faculty are required to complete the Incomplete Contract, posting the approved contract privately for documentation. For grades of Incomplete and In Process, most work for the course has been submitted by the originally scheduled end date for the course.

A grade of IX is awarded only to eligible students who require special accommodations and are allowed additional time to complete a course (e.g., Americans with Disabilities Act accommodations and academic adjustments). The “IX” course completion date selected by the faculty member can range from 5 to 15 weeks. Students are not penalized one letter grade upon completing a course with an “IX” grade. The “IX” grade will result in an “F” if the course exceeds the expiration date and no grade has been submitted. An “IX” grade is not

calculated in the GPA. An Incomplete Grade Contract is not necessary for students whose accommodation is already determined by the campus Disability Services Advisor (DSA).

Unless the faculty and student have entered into an Incomplete grade agreement before the course ends, assignments submitted after the last day of class will not be accepted.

SAS: There are courses that do not allow for the use of the Incomplete grade

5. Online Examinations Process

Institute of Epidermal Cell Therapy online students will take and complete onsite all examination, in the traditional brick and mortar classroom. Each instructor will provide guidelines regarding testing in specific courses.

6. Course Context and Material Makeup Policies

Each instructor will provide guidelines regarding for makeup polices course context and material in specific courses.

7. Verification of Identity during onsite only examinations through our online portal.

There are also provisions for identification during a test taking process: Students will login to the portal using their current login credentials (student user ID, passwords, etc.) during a test for verification of student identity.

8. Institute of Epidermal Cell Therapy Usage Report and Course schedule

Institute of Epidermal Cell Therapy online monitors each student's activity within the LMS. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times which students covers the course material within the LMS or onsite class.

9. Institute of Epidermal Online

Institute of Epidermal Cell Therapy (IECT) online monitors each student's activity within the LMS. IECT uses Edu2.0, Epidermal Cell Therapy.com, and Institute of Epidermal Cell Therapy.com as its Learning Management System. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times and the length of time which students spend within the LMS.

The objectives for our library are to serve the teaching and research needs of all faculty, students and staff and to supplement our teaching and learning. The IECT library contains various materials including textbooks and periodicals which pertain to the instruction of skincare and epidermal arts and science. IECT Current Students login & Resource Page contains a collection of resources necessary to complete course. This virtual library maintains a regular selection of current materials for research sufficient for the course material.

10. Technology (minimum) Requirements for Institute of Epidermal Cell Therapy Online Courses

- **Computer**
 - Intel 1 GHz or higher
 - AMD 1 GHz or higher
 - 100mb of hard drive free
- **Memory**
 - Windows XP with 512 MB RAM or more
 - Vista/Windows 7 with 1GB RAM or more
 - Mac OS X
 - Note: Please check the system requirements for the software as specific Microsoft service packs may be required for Windows 2000 or XP. These service packs are available as free downloads on Microsoft's web site: <http://www.microsoft.com>
- **Internet Connection**
 - Broadband is strongly encouraged
 - Confirm that pop-up blockers are disabled and confirm that firewall allows full communication with LMS
- **Browser**
 - Courses offered online are best viewed using Microsoft Internet Explorer v 7/8 (PC), Firefox (3.X and higher) or Safari
- **Java Script and Cookies**
 - Both enabled
- **Audio** - Sound and microphone for collaboration
- **Suggested Software**

-
- Adobe Flash 8 player • Adobe Acrobat Reader 5 or higher • Java JRE 1.5.0_06-JDK 1.5.0_16; Java 6 not supported • Microsoft Office (including MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook), Norton Antivirus • Open Office
 - **Suggested Peripherals**
 - Color Inkjet Printer
 - Color Flatbed Scanner
 - Digital Camera
 - Webcam

Student Code of Conduct Policy and Academic Integrity

Institute of Epidermal Cell Therapy recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves in an appropriate manner during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The Institute of Epidermal Cell Therapy Student Code of Conduct Policy applies to all students and student organizations endorsed by Institute of Epidermal Cell Therapy. The Student Conduct Policy shall apply to all student conduct that occurs on the Institute of Epidermal Cell Therapy campus and/or an event sponsored by Institute of Epidermal Cell Therapy, inclusive of clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Institute interest and potentially violates a campus policy.

1. Academic Integrity

Institute of Epidermal Cell Therapy defines Academic Integrity as *a code of ethics governing honesty in a student's pursuit of scholarly research and application*. As such, infractions of Institute of Epidermal Cell Therapy's Academic integrity policy are deemed to be a form of academic dishonesty.

2. Suspension

Suspension is at the discretion of the Director of Education, Executive Director or the Disciplinary Appeals Panel. Suspension should not exceed two academic terms. Students who are suspended are not eligible for a Leave of Absence and upon application for reentry to Institute of Epidermal Cell Therapy must pay the \$100 Re-start fee.

3. Conduct Dismissal

A student is administratively dismissed from the Institute for violation of the student conduct policy. The student is not eligible for re-entry into Institute of Epidermal Cell Therapy.

4. Program Evaluation

We measure the progress and success of each program with the following criteria:

- Track the number of students who enroll and successfully complete a program. Our goal is to graduate all of our students. We are as proactive as possible with our entrance questionnaire and interview, providing students with the full extent of academic and financial requirements of the programs of study.
- Utilize feedback from our graduate. We value the experience of our graduate and utilize their suggestions and critique to enhance the quality of our programs.
- Integrate the suggestions from our workforce partners/ self-employed graduates. The information from the practicing community serves to strengthen the overall value of our curriculum.
- Performance evaluation, Exits interviews, and surveys from graduating students. It's critical that we utilize the information from our exiting students. This information helps us not only academically, but also provides an opportunity to elevate the total student experience.

Students must have access to an off-campus computer (see online technology requirements).

Students must have off-campus Internet access. Institute of Epidermal Cell Therapy online courses require a minimum of DSL and broadband connection is preferred.

Students must have an e-mail address.

Students will purchase or lease online course material (may be traditional textbook, web base book or an e-book) for the course.

Late Work

Institute of Epidermal Cell Therapy online requires that students post assignments on or before the due dates. If an instructor decides to accept a late assignment because the student has demonstrated verifiable mitigating

circumstances such as death, illness, unplanned event, natural disaster, and or technical issues, late work will have 10% of the grade deducted for each day that the assignment is late. No assignments will be accepted without prior approval from the instructor.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At IECT, FERPA protections go into effect on the first day of classes of the student's first term of enrollment. FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

Inspect and review information in their educational records.

Request a correction to their record.

Have some control of the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information).

File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202).

FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

Former students have the same FERPA protections regarding their education records; however, they may no longer request that a privacy status be placed on them.

Online Examinations Process

Institute of Epidermal Cell Therapy online students will take tests and examinations. Each instructor will provide guidelines regarding testing in specific courses.

Examination Makeup Policies

Each instructor will provide guidelines regarding examination makeup policies in specific courses.

Verification of Identity During Examinations

There are also provisions for identification during a test taking process: Students may be asked to provide directory information (student numbers, special passwords, etc.) during a test for verification of student identity.

Institute of Epidermal Cell Therapy Usage Report

Institute of Epidermal Cell Therapy online monitors each student's activity within the LMS. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times and the length of time which students spend within the LMS.

Technology (minimum) Requirements for Institute of Epidermal Cell Therapy Online Courses

Computer (provided by IECT) Internet Connection Broadband is strongly encouraged

Confirm that pop-up blockers are disabled and confirm that firewall allows full communication with LMS

Student Code of Conduct Policy and Academic Integrity

Institute of Epidermal Cell Therapy recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The Institute of Epidermal Cell Therapy Student Code of Conduct Policy applies to all students and student organizations endorsed by Institute of Epidermal Cell Therapy. The Student Conduct Policy shall apply to all student conduct that occurs on a Institute of Epidermal Cell Therapy campus and/or an event sponsored by Institute of Epidermal Cell Therapy, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Institute interest and potentially violates a campus policy.

Academic Integrity

Institute of Epidermal Cell Therapy defines Academic Integrity as a code of ethics governing honesty in a student's pursuit of scholarly research and application. As such, infractions of Institute of Epidermal Cell Therapy's Academic integrity policy are deemed to be a form of academic dishonesty.

Suspension

Suspension is at the discretion of the Director of Education, Executive Director or the Disciplinary Appeals Panel. Suspension should not exceed two academic terms. Students who are suspended are not eligible for a Leave of Absence and upon application for reentry to Institute of Epidermal Cell Therapy must pay the \$100 Re-start fee.

Conduct Dismissal

A student is administratively dismissed from the Institute for violation of the student conduct policy. The student is not eligible for re-entry into Institute of Epidermal Cell Therapy.

Program Evaluation

We measure the progress and success of each program with the following criteria:

Track the number of students who enroll and successfully complete a program. Our goal is to graduate all of our students. We are as proactive as possible with our entrance questionnaire and interview, providing students with the full extent of academic and financial requirements of the programs of study.

Utilize feedback from the post graduate externship site supervisors. We value the experience of our externship partners and utilize their suggestions and critique to enhance the quality of our programs. Integrate the suggestions from our workforce partners. The information from the practicing community serves to strengthen the overall value of our curriculum.

Exit interviews and surveys from graduating students. It's critical that we utilize the information from our exiting students. This information helps us not only academically, but also provides an opportunity to elevate the total student experience.

Graduation and Esthetics and Master Esthetics Licensing Requirements

All students must satisfactorily meet the following requirements in order to graduate complete all courses within each program to earn their certificate of completion.

- All students must meet all Virginia State Board of Barbers and Cosmetology requirements
- Meet all program requirements
- Comply with the attendance policy (100% cumulative attendance) which equivalent required 600 clock hours/24 credits hours requires hours
- Complete all of the required program hours
- Complete Practical Performance Protocol evaluate a professional service
- Maintain satisfactory progress.
- Satisfy all financial obligations to the school; Pay any outstanding fees
- Pass State Board Mock Examination with a 75% or higher
- Pass the practical final school examination with a 75% or higher
- Pass the written final school examination with a 75% or higher
- Receive and evaluate a professional facial
- Meet minimum cumulative grade point average of 75%

For admission to the Virginia State Board of Barbers and Cosmetology Esthetics licensing examination, applicants must provide the following documents

- Esthetics 600 Certificate of Course Completion
- Esthetics SBR Application
- Examination Agreement
- Social Security Card
- Training & Experience Verification form
- Temporary Permit
- Passport photo with white back ground
- Temporary Permit eligible for employment once your examination paperwork is processed

18 VAC 41-70-50. Reexamination Requirements.

Any applicant who does not pass a reexamination within one year of the initial examination date shall be required to submit a new application and examination fee.

Historical Notes

Derived from Volume 23, Issue 25, eff. September 20, 2007.

18 VAC 41-70-40. Examination Requirements and Fees.

- A. Applicants for initial licensure shall pass both a written examination and a practical examination approved by the board. The examinations may be administered by the board or by a designated testing service.

- B. Any applicant who passes one part of the examination shall not be required to take that part again provided both parts are passed within one year of the initial examination date.
- C. Any candidate failing to appear as scheduled for examination shall forfeit the examination fee.
- D. The fee for examination or reexamination is subject to contracted charges to the board by an outside vendor. These contracts are competitively negotiated and bargained for in compliance with the Virginia Public Procurement Act (§ [2.2-4300](#) et seq. of the Code of Virginia). Fees may be adjusted and charged to the candidate in accordance with these contracts. The fee shall not exceed \$225 per candidate.
- E. Any candidate failing to apply for initial licensure within five years of passing both a written examination and a practical examination shall be required to retake both portions. Records of examinations shall be maintained for a maximum of five years.

Instructional Methods

A variety of instructional methods are used to ensure student learning. In theory classes, instructors utilize lecture, videos, demonstrations, hands-on practice, guest speakers, test book review, workbook review, written exams, field trips, and spa observation. During practical application, Students practice procedures on clients and models. Skills are developed through demonstrations, hands-on assignments, practical demonstrations and mock board practice, written assignments, projects, and workbook and text review.

New Student Orientation

IECT conducts orientation for new students on the first day of class. New Student Orientation is part of the enrollment process and attendance is mandatory. Orientation will also review and provide information on all program information, program goals, the student catalog, school policies, and student support services.

Advising & Professional Assistance Policy

IECT Students are encouraged to talk to Directors and Instructors in- house whenever problems arise in personal or school life. Instructors will provide their email addresses to you during the orientation period and during the first class contact period. IECT works directly with spas, salons, and medical practices to help students transition into the workplace. IECT does not guarantee employment. We provide Online profile and online booking platform to help with placement assistance.

State Esthetics School Licensing Requirements

State certification is not required upon completion of IECT programs. However, students may elect to sit for the state examinations or they may be required to pay a fee for entry- level licenses. **18 VAC 41-70-180. General requirements.**

An esthetics school shall:

1. Hold a school license for each and every location.
2. Hold a spa license if the school receives compensation for services provided in its clinic.
3. For esthetics courses, employ a staff of licensed and certified esthetics instructors or licensed and certified master esthetics instructors.
4. For master esthetics courses, employ a staff of licensed and certified master esthetics instructors.
5. Develop individuals for entry-level competency in esthetics.
6. Submit its curricula for board approval. Esthetician curricula shall be based on a minimum of 600 clock or equivalent credit hours and shall include performances in accordance with 18VAC41-70-190. Master esthetician curricula shall be based on a minimum of 600 clock or equivalent credit hours and shall include performances in accordance with 18VAC41-70-190 C.
7. Inform the public that all services are performed by students if the school receives compensation for services

- provided in its clinic by posting a notice in the reception area of the spa in plain view of the public.
8. Conduct classroom instruction in an area separate from the clinic area where practical instruction is conducted and services are provided.
 9. Complete practical instruction in the school's clinic area
-

Student Rights

We understand that teaching and learning is a reciprocal process. The same holds true for our interaction with students, we treat them with respect and dignity and expect the same. Hence, our student rights policy is straightforward, students have the right to a quality educational experience and if they are not satisfied, they have the right to question instructors, administration and ownership until they are satisfied that their expectations are being met.

Therapy ADA Request Form and Documentation

IECT requires all students to complete the course in its entirety utilizing the tools embedded within the curriculum as a requirement for earning a Certificate or Diploma. However, due to circumstances, some students may not have the physical or mental ability to obtain participate in the course wholly as it is designed. Under these circumstances, the student may opt to review, engage and to complete assignments and/or examinations with special considerations. These considerations typically fall under the category or requirement of the American with Disabilities Act (ADA) - (1990, 2008).

Students who wish to request accommodations that are outside of the normal scope of the curriculum should do so initially during the application process. However, students may make ADA requests at any time. When requests are made for accommodations, the student must provide some documented evidence of a disability from a licensed medical or other professional that provides details of the special need.

Once the request is verified with documented evidence, the instructor will make reasonable arrangements, typically at no cost to the student, to meet a specific learning need, goal, or objective.

Students will be required to complete and sign a request form, explaining the nature of their circumstance as it relates to the ADA. Upon verification, IECT and its instructors are required to accommodate the student and document the completion of the learning objective. The completed documentation will be added to the student's record and will become the official record for that particular learning objective.

Grievance Policy

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

The Board for Barbers and Cosmetology of Virginia
James Monroe Building, 9th Floor 9960 Mayland Drive, Fourth Floor Richmond, Virginia 23233-1485

Telephone: (804) 367-8504
Fax: (866) 282-3932 FAX

<http://www.dpor.virginia.gov/Contact/Telephone-Email-Directory/>

ComplaintAnalysis@dpor.virginia.gov

[“How can I find out about complaints filed against a regulant?”](#)

DPOR confirms the existence of open disciplinary cases only after an investigation has determined that sufficient evidence exists to establish probable cause of a violation. These open disciplinary cases are identified on the DPOR website using the "License Lookup" feature. However, no specific information concerning an individual or business under investigation by DPOR or under review by a regulatory board may be released until the case is closed.

State law exempts information about open disciplinary investigations and files from mandatory public disclosure. Members of the public may review official records and obtain copies after a complaint investigation is closed. [[Code of Virginia § 54.1-108](#)].

Closed complaints involving allegations of criminal activity are subject to disclosure, except when the release is likely to jeopardize an ongoing investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.”

Direct link <http://www.dpor.virginia.gov/RecordsandDocuments/>

Note: IECT will take no action against students who file a complaint. However, IECT does reserve the right to protect itself and its students from slander, or any non-substantiated negative publicity.

Dress Code

While attending IECT, students are expected to portray professionalism and the following Code of Conduct standards must be followed at all times. Students that violate Code of Conduct standards will be asked to make necessary changes. Any missed time due to dress code of conduct infractions will be counted as a tardy or an unexcused absence. The following are uniform general requirement

- All students must be in uniform which consists of all 2 sets of white scrubs, white socks and white shoes. Uniforms must be clean, pressed and professional in appearance. Shoes must also be clean, open toes and sandals are not permitted. As a reminder, only minimal jewelry is allowed (stud earrings and wedding rings).

- Nails must be kept short, clean, no acrylics, and no nail color please.

Polish Color – French manicure, or Clear

- Hair must be kept out of the face and must be professional in appearance.

All hair must fit in a Headscarf or Cap

- Appropriate, professional make up should be worn (Natural Look).

General Standards

No open toed, boots or high-heeled shoes allowed

Visible body piercings, including multiple ear piercings must be removed Visible tattoos must be covered

Hair must be clean, well groomed, and colored and styled conservatively

No excessive, distracting jewelry allowed (bracelets, large rings, large necklaces, dangling earrings etc.)

No bandanas, beanies, hats allowed

Make-up should be conservative and professional

Safety Hazards and Physical Demands

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow instructor safety rules and keep equipment properly maintained.

IECT Evacuation Plan

Please see Evacuation Maps at each Fire Extinguisher. In case of emergency in which alarms sound;

All students and staff should proceed to the nearest emergency exit. Personal belongings and school supplies and equipment should be left inside the building.

All students and staff should gather near the restaurant parking lot.

All instructors are to take an account of all students in their class.

Administrators are to take an account of all instructors and front desk personnel.

Once safely away from the building, the staff member(s) designated as Safety Officer should contact 911 and request appropriate emergency assistance. In case of emergency in which alarm does not sound;

The instructor on staff should pull the emergency alarm to notify all staff and students of the existing emergency.

Proceed with evacuation procedures as outlined above.

Student Records Policy

IECT school and student records are maintained and safeguarded against loss or damage during their enrollment and for a minimum of six years after graduation or disenrollment. IECT guarantees each Student (or parent/guardian if dependent minor) access to his/her own Student records within 45 days of written request. We require written consent

from the Student or guardian for release of records in response to each third party request unless otherwise required by law. Before publishing or selling any directory information we allow the Student or guardian to deny authority to publish one or more of these items.

Student Privacy

Generally the school must have written permission from the student before releasing information related to that student.

Below is a list of officials/agencies with legitimate educational interest;

Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Per GI- Bill requirement NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date if the number of students scheduled to start is too small.
7. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or other institution. Any decision on the comparability, appropriateness or applicability of credit and whether credits should be accepted is the decision of the receiving institution.

Compliance Comments:

Drug Policy

IECT is a drug free school. Alcohol, illegal drugs or tobacco of any form are not allowed on the IECT campus. Any student caught using illegal substances in or around the school premises, or who attends class under the influence of drugs or alcohol will be immediately terminated.

Termination Policy

The school reserves the right to dismiss any student whose attendance, behavior, performance or professionalism interferes with the learning environment of the school as a first and final disciplinary step. In the event the student fails to inform the school of consecutive absences in excess of 5 days, the student's enrollment may be terminated and an administration fee of \$100 will be charged. A letter of termination will be sent on the 3rd day to the address on the enrollment contract.

Copy Written Materials

All material provided to students of IECT is copy written material. As such, students must understand that they cannot photocopy any materials, nor distribute materials to any persons not enrolled or employed at IECT.