

# Utah School of Hair Removal

1266 S Legends Hills Dr STE B4, Clearfield, UT 84015  
801 682-1662 | [www.schoolofhairremoval.com](http://www.schoolofhairremoval.com)

## Student Catalog and Handbook

Dear Prospective Student,

Thank you for your interest in Utah School of Hair Removal, which may be referred to as USHR or school going forward. The Utah School of Hair Removal contains the Certified Electrolysis Program specifically designed for Electrolysis. Our program provides instruction for the skills you will need to become a licensed or certified professional, successful in a field that is of high demand. After completing this program, you will be proficient in using state of the art equipment and be able to meet the demands of industry.

We look forward to the opportunity of joining Utah School of Hair Removal and becoming one of the most highly trained electrologists.

Sincerely,

Anna Bravard  
Erin Carnley

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## **What is Electrolysis?**

Electrolysis is the only form of hair removal that is proven to be permanent. Electrolysis is safe, permanent and effective on all hair and skin types. Electrolysis is also the only method approved by the FDA for permanent hair removal. There are a few different types of Electrolysis. The "original" modality of electrolysis is called galvanic. Galvanic is a long wavelength. When the current enters the follicle, it interacts with your body's moisture and salt to create lye. The lye is what kills the follicle and stops the hair from growing.

The second type of electrolysis is thermolysis. Thermolysis is a short wavelength. It creates heat, and the heat is what destroys the cells that grow hair. The third option, "blend," is a combination of both the galvanic and thermolysis. This method uses the galvanic at the start of the treatment and ends with a small amount of the thermolysis. All three methods have a specific type of hair that they work best for, so during your consultation we will review these and determine which one will be best for you to give you the best results.

## **Why do people get electrolysis hair removal?**

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

## **Does electrolysis have any side effects on the skin?**

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

## **Are you ready for a career, not a job?**

Enjoy a profitable career in a rewarding field focused on helping others and improving their lives/self-worth. You will experience satisfaction and the opportunity for growth and financial independence. Each graduate will have the opportunity to be a part of the fastest growing field of the beauty industry, hair removal. Whether you would like to establish your own practice or work in an established clinic you will experience the opportunity to have:

- Financial independence
- Flexible hours
- Opportunity for self-growth and to challenge yourself

In Utah, the Bureau of Labor & Statistics report electrologists are expected to make \$17,850 to \$53,890 a year prior to tips and bonuses with an expected employment increase of 38% in the next 10 years. Nationally, the income range is \$20,500 to \$62,540 with a projected employment increase of 17%. \*Attendance at Utah School Hair Removal does not guarantee employment. However, a student can check the job posting board for hiring ads from business'.

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## DIRECTORS & FACULTY

Anna Bravard, Director/Instructor/Owner

For years, I searched for an answer to my extensive unwanted hair problem. I had spent years tweezing and waxing not knowing I was making my problem worse. My unwanted hair growth started during my 20's. It increased with each pregnancy, tweezing/waxing treatment, and as the years progressed. I began to not find relief from my unwanted hair, and it began to affect my self-confidence. I felt as if I was the only one. Little did I know eighty percent of women felt similar. I was introduced to electrolysis in 2010 and fell in love. When ending my treatment path, I felt the desire to help others like me. I obtained my clinic after finishing my training in 2014. In 2017, I started to work with Dectro and completed their training. By 2020, Erin and I were on the path to opening Utah School of Hair Removal, so I completed my instructor's license for the state of Utah.

Erin Carnley, Director/Instructor/Owner

I was born and raised in New Mexico where I met my Husband. During our travels with the military we had visited Utah and fell in love. We loved the mountains, the four seasons, and the friendly people so we made the move and settled down here. That was in 2003! I found electrolysis when I started receiving treatments in 2012. It did not take me long to realize that I would love to be an electrologist and I started the path to a new career that I love. I did my initial Electrologist training and graduated in 2014. In 2017, I attended an accelerated Dectro class to sharpen and expand my skills. 2020 brought on a new chapter of obtaining my Utah instructor license.

Kelsey Ledbetter, Instructor

I was born and raised in St. George, Utah. Early on, I became thrilled with the beauty industry and providing a service that brightened men and women's confidence instantly! I started by becoming a licensed nail technician. Fascinated with the different avenues available in the industry, I headed into skincare and found electrolysis. I became a licensed electrologist in 2014 and switched my career to focusing on electrolysis. I am passionate about the process and helping others reach their end goals. I am a Mother of two boys, and my Family spends most of our free time traveling and camping with our corgis.

Christina Morris, Instructor

For 13 years, I worked in the medical field as an operating scheduler. In that position, I enjoyed working with patients and helping them navigate an important step in their treatment. As a woman with PCOS, I have dealt with unwanted hair for years. I found electrolysis through my twin sister and with her we decided to take the next step and become an Electrologist. I am a graduate of Utah School of Hair Removal and was fortunate to have the proper training to start immediately as an electrologist. I have enjoyed helping others more than I ever imagined. I am excited to share my experience and help others succeed in this field.

Anna, Erin, and Kelsey received their Dectro Trainer certifications. Christina, received her Instructor Training from Utah School of Hair Removal. They enjoy being a part of the Utah Electrologist guild executive committee and are also members of the American Electrology Association.

They are excited to join forces with you to help and care for all those individuals suffering from unwanted hair.

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## About the Utah School of Hair Removal

As electrologists and owners of multi-electro clinics, we are passionate about electrolysis and the amazing results it provides not only physically but emotionally. We have seen and experienced the transformation it provides. As practicing electrologists, we know the importance of knowledge and high quality training required to be a professional in the field. Having seen the limited options available for those studying electrology, we decided to share our knowledge and experience to help improve and raise the standard of electrolysis. To ensure we provide the best education available, we sought out and received advanced training in instruction of electrolysis, beyond the requirements set aside by the state of Utah. With the skills learned while attending our program, students will have the opportunity to seek employment or become self-employed as a professional Licensed Electrologist.

School Bio: The Utah School of Hair Removal was founded by Anna and Erin who both ran successful electrolysis clinics. However, they found that they were unable to grow due to the fact they were struggling in finding qualified electrologists. After seeking and receiving additional training in educating, Anna and Erin opened the Utah School of Hair Removal which resulted in offering one of the most sought after treatments and providing the nation with highly trained Electrologists.

Mission and Objective: The Utah School of Hair Removal trains the next generation of highly trained electrologists and to succeed in their electrolysis career.

Philosophy: The team at Utah School of Hair removal believes that Utah can be the leader in the industry in producing the highest qualified and most sought after electrologists. Every student will leave with the confidence, knowledge and ability to be the best.

The student will be able to earn their certificate in the spacious building located conveniently off I-15 and between Antelope and SR-193. We offer a variety of machines, beds, and lamps so that the student can determine which equipment they would prefer.

## Utah State License Requirements

The Utah School of Hair Removal (USHR) offers a six hundred (600) clock hour Certified Electrolysis Program as required by the Utah State Board of Barbering and Cosmetology. Students that have successfully completed our program and obtained a certificate of graduation are eligible to sit the State Board exam. Upon successfully passing the State Board Exam (a score of 75% or more), a Utah student becomes a Licensed Electrologist in the State of Utah. Also, our program meets the requirements of other States as well as other goals you may have. Please see the program details beginning on page 8.

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## **Curriculum for Electrology Course (950.0 Barbering and Cosmetology Act.)**

The curriculum for students enrolled in an Electrology course shall consist of 600 hours of technical (theoretical) and practical (hands-on) instructions covering all practices constituting the art of Electrology. Technical (theoretical) instruction refers to instruction by demonstration, lecture, classroom participation or examination whereas practical training is the time to perform a practical operation (hands-on).

## **Admission Requirements**

- Applicants must provide valid proof of identification. (government issued photo identification)
- Applicants must be at least 17 years of age with parental permission. A completed high school transcript, a high school diploma, or the equivalent GED is required as prescribed by Utah law. (See Rule 152-34-4 (3) of the Utah Administrative Code. USHR accepts a copy of a college transcript showing completion of an Associate's degree or higher in lieu of a GED, high school transcript or high school diploma.
- Applicants must fill out the Enrollment Agreement, Disclosure Statement, Distance Education Self Assessment Form, and pay a non-refundable \$100.00 Application Fee. Once applicants are accepted into USHR, a deposit of \$1500 must be paid to hold their spot in desired practical training (hands-on) semester.
- Applicants must have a good working knowledge of English, both reading and writing.
- Applicants with a foreign high school diploma: the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Students who were previously enrolled but have withdrawn from the program can re-enroll based on administrative approval. Applicants must start the enrollment process over and pay all associated fees applied to a new applicant.

## **Physical Demands of Profession**

- Students must have good visual acuity with or without visual aides.
- Students must have a steady hand to perform the delicate treatments.
- Students must have the physical ability to sit for long periods of time.

## **Distance Education Self-Assessment**

A successful distance learner needs certain skills, most importantly, a high degree of discipline and motivation. Prior to admission, each student should complete the Self-Assessment found on the USHR's website. This assessment will help determine whether each student has the skills and competencies to succeed in a distance education environment. Please contact the USHR for more information regarding this self-assessment. Theory is a web-based program so students need access to an internet connection and an internet compatible device.

## **International Students and ESL Students**

USHR welcomes students from all over the world but does not provide visa services or vouch for student status or any associated charges. Please note that USHR does not provide instruction in any other language than English. Students wishing to attend USHR must show an intermediate level of comprehension in English as well as reading and writing. You may be required to take the Test of

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English as a Foreign Language (TOEFL) to show that you possess the level of English language proficiency required to succeed in the program. Students must achieve or exceed the scores listed below for the following TOEFL sections:

- Reading – 20
- Speaking – 20
- Listening – 20
- Writing – 20

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

## Family Educational Rights and Policy

Below are the regulations at 34 CFR Part 99 implementing section 444 of the General Education Provision Act (GEPA), which is commonly referred to as the Family Educational Rights and Privacy Act (FERPA), and Federal Register Notices of amendments to FERPA. They are presented here for your convenience

The current regulations can also be found at the Electronic Code of Federal Regulations: [Title 34, Part 99--Family Educational Rights and Privacy](#).

The current statutes can be found at [20 U.S.C. 1232g - Family educational and privacy rights](#).

To learn more about FERPA, please refer to the General Guidance for [Parents](#) or [Students](#).

Parents and eligible students who wish to file a complaint under FERPA may do so on the [File a Complaint](#) page.

<https://studentprivacy.ed.gov/ferpa>

The Utah School of Hair Removal may provide access to student records and other institutional records as required by National Accrediting Commission of Career Arts and Sciences or as directed by the commission.

## Policies on Prior Credits Earned and Prior Experiential Learning

USHR does not accept hours earned at other institutions or through challenge examinations or achievement tests and does not award credit for prior experiential learning. USHR has not entered into any articulation or transfer agreement with any other college or university. Students re-entering the Certified Electrolysis Program must re-enter at the same hours and progress status as when they left.

## Credit Transferability

### Notice Concerning Transferability of Credits and Credentials Earned at USHR

The transferability of credits you earn at Utah School of Hair Removal is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the 600 hour Certified Electrolysis Program is also at the complete discretion of the institution to which you may seek to transfer if the certificate that you earn in the 600 hour Certified Electrolysis Program at this USHR is 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 institution. For this reason, you should make certain that your attendance at USHR will meet your educational goals. It may include contacting the institution to

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which you may seek to transfer after attending Utah School of Hair Removal to determine if your diploma will transfer.

## Statement of Non-Discrimination

The Utah School of Hair Removal does not discriminate based on race, gender, religion, color, sex, sexual orientation, age, nationality, disabilities, ethnic origin, or any other status or condition protected by law.

## Accreditation

USHR and its program are accredited by an agency recognized by the United States Department of Education, National Accrediting Commission of Career Arts & Sciences (NACCAS).

## Grading System

While the majority of our Theoretical instruction is online, there will be additional exams and coursework done in person. To obtain a passing grade students need to score a 75% or higher. The following chart will be used:

|             |               |
|-------------|---------------|
| Passing     | 75% and Above |
| Non-passing | Below 75%     |

## Class Schedule

USHR is open thirty-two (32) hours per week on the following days:

| Sunday | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|---------|-----------|----------|--------|----------|
| Closed | 9a – 6p | 9a – 6p | 9a – 6p   | 9a – 6p  | Closed | Closed   |

Lunch is every day from 12:30pm to 1:30pm and students can take a 15 minute break in both the morning and afternoon. Additional hours may be offered by extending normal hours and adding additional days.

## Academic Break Schedule

USHR is closed for the following holidays:

|                   |                                                                           |
|-------------------|---------------------------------------------------------------------------|
| Summer Break 2026 | June 25, 2026 to July 2, 2026 (classes resume July 6, 2026)               |
| Fall Break 2026   | November 23, 2026 to November 29, 2026 (classes resume November 30, 2026) |
| Winter Break 2026 | December 21, 2026 to December 31, 2026 (classes resume January 4, 2027)   |
| Spring Break 2027 | March 29, 2027 to April 1, 2027 (classes resume on April 5, 2027)         |

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## Certified Electrolysis Program

600 Clock Hours

### Distance Education/online Theory Program Outline

1. Anatomy and Physiology
  - a. Systems of the Human Body
  - b. The various systems of the human body
  - c. How the systems are connected
2. The Skin and its Appendages
  - a. Cellular Structure
  - b. General structure of the skin
  - c. Pilo-sebaceous unit
  - d. Functions of the skin
  - e. Types of hairs and Stages of hair growth
  - f. Skin disorders and diseases
3. Laws & Regulations
  - a. Ethics
    - i. Psychological attitudes and communication
    - ii. Professional qualities and code of ethics Associations
  - b. Business
    - i. Complying with laws and regulations
      - a. Barbering and Cosmetology Laws & Regulations for the state of Utah
    - ii. Financials
      - a. Taxes
      - b. Financing and budget.
      - c. Insurance
    - iii. Locations and facilities
    - iv. Forming a business plan
4. Health and Safety Regulations & Sterilization
  - a. Personal Hygiene
  - b. Cleaning and Sterilization of instruments
  - c. The workplace disinfection
  - d. Hygienic Handling of Products and instruments
  - e. Performing Electroepilation
    - i. Pre-epilatory phase
    - ii. Epilatory phase
    - iii. Post-epilatory phase
    - iv. Specific Problems
  - f. The Consultation
    - i. Contraindications
  - g. American Electrology Association Infection Control Standards for the Practice of Electrology
  - h. Microbiology and bacteriology
5. Electricity
  - a. History
  - b. First applications of short wave and combined currents
  - c. Electricity as it pertains to electrolysis
6. Electrolysis

- a. The effects of direct current on a sodium chloride solution
  - b. Electrolytic action in the hair follicle
  - c. The chemical effects of galvanic current
  - d. Phoresis
7. Thermolysis
  - a. Birth of Hertzian waves
  - b. Effect of Hertzian waves on tissues and hair
  - c. The thermolysis process
  - d. Radio Frequencies (RF) and waves used in thermolysis
8. Combined Currents (Blend)
  - a. Description of the blend process
  - b. The effect of combined currents on the follicle
  - c. Factors of influence on current dosage
  - d. Units of lye
9. Additional Training
  - a. Probes
    - i. One-piece and two-piece
    - ii. Insulated and non-insulated
  - b. Positioning
    - i. Client positioning
    - ii. Treating different parts of the body
    - iii. Electrologist positioning
    - iv. Injuries due to bad positioning
  - c. Laser and IPL
    - i. How it works for hair removal
    - ii. Effects on skin types
    - iii. Safety issues
    - iv. Pros and cons
    - v. Contraindications

### Practical training (hands-on) Program Outline

1. Orientation
2. Client relation
  - a. Health history assessment
  - b. Consultation
  - c. Contraindications
  - d. Side effects, tissue injury, and complications
3. Treatment
  - a. Positioning and draping
  - b. Lighting and optics
  - c. Pre and post-treatment care
4. Modalities (electrolysis, thermolysis, blend, waxing, laser hair removal)
5. Epilation techniques
6. Practice on all body areas
7. Aesthetic / cosmetic considerations
8. Bookkeeping
  - a. Treatment records
  - b. Evaluation of treatment progress and note keeping
  - c. Billing

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## Program Description

The curriculum for students enrolled in the Certified Electrolysis Program consists of 600 hours. The theoretical portion is via distance education which consists of 240 hours. The practical portion will be in person with hands-on instruction that consists of 360 hours. Theoretical instruction refers to instruction by online lecture, bookwork and examination. Practical training (hands-on) is the time to learn and practice the art of electrolysis. The practical portion is to be completed at Utah School of Hair Removal main campus located at 1266 S Legend Hills Dr STE B4, Clearfield, Utah 84015. It is required that the student finish the online and textbook study prior to the start of the hands-on portion of the training.

The Utah School of Hair Removal contains the Certified Electrolysis Program specifically designed for Electrolysis. Training received will prepare students to become Electrologists eligible to become certified once the Utah State Boards are satisfied. After completing this program, you will be proficient in using state of the art equipment and be able to meet the demands of industry. Check the catalog for the scheduled start dates. The Certified Electrolysis Program must be completed within 1 year of enrollment.

## Distance Education/Online Theoretical Portion and Textbook Home-Study

The theoretical portion for the Certified Electrolysis Program is taught using the Academie Dectro Electroepilation Online Course and Milady's Hair Removal Techniques: A Comprehensive Manual. Once the student has paid the \$1,500.00 deposit and the \$100.00 application fee, a username and password will be generated for the student to access the online academy. Once logged in, students can begin the theory at their contracted time. Students will receive their scores immediately after the completion of each online quiz and may progress through the online theory portion at their contracted pace (240 hours).

Students must pass all the online quizzes with a score of 75% or more in order to receive credit for that module. Any quizzes that are not passed online will have to be retaken. To facilitate the assimilation of the distance education/online theory, the student will receive a workbook to complete for the purpose of reviewing materials in order to better prepare them for the Final Theoretical Exam which will be administered as the student nears completion of their program. The workbook will be passed out as part of the Business Starter Kit (may be referred to as student kit or kit throughout this document) ON Orientation day.

## Equipment and IT Requirements for Distance Learning

The student will need to have a computer, laptop or tablet, and access to high speed internet. In addition, the student must have the ability to open the theoretical portion through the link provided and have access to a webcam or smartphone with Zoom capabilities. You may use one of the following browsers in their latest publicly released version:  
Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge.

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## **Practical Hands-on Portion Onsite**

The practical portion of the Certified Electrolysis Program is taught on site at the Utah School of Hair Removal. Once the theoretical portion is completed, students are to report to the USHR's facility for the remainder of their program of 360 hours. Practical education start dates are as follows:

September 28, 2026

January 4, 2027

April 5, 2027

July 5, 2027

September 27, 2027

On the first day of in person practical training at Utah School of Hair Removal, the student will attend an orientation. During the orientation, USHR will go over their policies, hand out Business Starter Kit, explain time cards, and other key aspects of your hands-on training. Orientations are offered on the first day of practical education.

During the practical portion of your training, students should aim to work on themselves, other students or models who come into the USHR as much as possible. Practical hours are described as the number of hours the student provides hands-on treatments. Student performance on various practical skills will be tested during the time they are completing the hands-on portion of the program including ethics, the consultation and the execution of a treatment on various body parts.

When students are nearing the end of their training they will be tested upon the practical skills they have learned which will encompass all areas of body work and is considered the Practical Final Exam. It is at this point that students who are sitting for the Utah Cosmetology State Board Examination will need to complete three (3) "mock" state board exams and pass them successfully. These mock exams will be taken under as close to real test conditions as the USHR can offer in order to best prepare the student for the state testing.

## **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the USHR. Full policy is sent with our student catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods: Certified Electrolysis Program and 300 Scheduled hours.

The school operates on a 900 week clock hour or 30 week academic year.

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## Contracted Timeline Options

We offer a customized plan to meet our students' needs. Students may choose one of the theory timeline options (4, 6, or 8 weeks) and one of the practical timeline options (11, 18, or 23 weeks)

| Theory Timeline | Distance Education/Online Theory |
|-----------------|----------------------------------|
| Accelerated     | 4 weeks                          |
| Full-Time       | 6 weeks                          |
| Part-Time       | 8 weeks                          |

| Practical Timeline | In-Person/Practical |
|--------------------|---------------------|
| Part Time AM       | 23 weeks            |
| Part Time PM       | 18 weeks            |
| Full-time          | 11 weeks            |

To determine the total length of the program use the equation below.

$$\frac{\text{Theory Weeks}}{\text{Theory Weeks}} + \frac{\text{Practical Weeks}}{\text{Practical Weeks}} = \frac{\text{Total Number of Contracted Time}}{\text{(in weeks)}}$$

## Contracted Theory Timeline - hours per week

| Accelerated | Module                      | Hours |
|-------------|-----------------------------|-------|
| Week 1      | Systems of the Human Body   | 40    |
|             | The Skin and its Appendages | 20    |
|             | Code of Ethics              | 15    |
| Week 2      | Hygiene and Asepsis         | 20    |
|             | Performing Electroepilation | 15    |
|             | The History of Hair Removal | 10    |
|             | Probes                      | 15    |
| Week 3      | The Workstation             | 15    |
|             | The Consultation            | 20    |
|             | Positioning                 | 10    |
| Week 4      | Electrolysis                | 20    |
|             | Thermolysis                 | 20    |
|             | Blend                       | 20    |

| Full Time | Module                      | Hours |
|-----------|-----------------------------|-------|
| Week 1    | The History of Hair Removal | 10    |
|           | The Skin and its Appendages | 20    |
| Week 2    | Systems of the Human Body   | 40    |
| Week 3    | Code of Ethics              | 15    |
|           | The Consultation            | 20    |
|           | The Workstation             | 15    |
| Week 4    | Performing Electroepilation | 15    |
|           | Probes                      | 15    |
|           | Positioning                 | 10    |
| Week 5    | Hygiene and Asepsis         | 20    |
|           | Electrolysis                | 20    |
| Week 6    | Thermolysis                 | 20    |
|           | Blend                       | 20    |

| Part Time | Module                      | Hours |
|-----------|-----------------------------|-------|
| Week 1    | The History of Hair Removal | 10    |
|           | The Skin and its Appendages | 20    |
| Week 2    | Systems of the Human Body   | 40    |
|           | Code of Ethics              | 15    |
| Week 3    | The Consultation            | 20    |
|           | The Workstation             | 15    |
| Week 4    | Performing Electroepilation | 15    |
|           | Positioning                 | 10    |
| Week 5    | Hygiene and Asepsis         | 20    |
| Week 6    | Probes                      | 15    |
|           | Electrolysis                | 20    |
| Week 7    | Thermolysis                 | 20    |
| Week 8    | Blend                       | 20    |

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## Graduation Requirements

In order to be considered for graduation, students completing the Certified Electrolysis Program must successfully complete the following:

- Attain 600 or more clock hours and satisfy the minimum hours required.
- Successfully pass all quizzes and exams with a score of 75% or more.
- Successfully pass the written final exam and practical final exam with a 75% or more.
- Attain 240 theoretical hours and 360 practical hours.
- Must have all financial obligations to school met, unless a financial agreement has been made.

When a student has fully met graduation requirements, they will be provided with a “Certificate of Completion” and “Verification of Graduation” which will enable them to take the Utah State Board exams.

## Learning Modules

The following Learning Modules represent chapter designations in the textbook Milady's Hair Removal Techniques: A Comprehensive Manual and Topics from the Online Academy and should be studied in the order provided. Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal by Hinkel and Lind is an additional recommended resource that is discussed in the practical hands on training.

| <b>Theory - 240 Hours</b>                                                                    | <b>Allotted Hours</b> |
|----------------------------------------------------------------------------------------------|-----------------------|
| <b>I) Anatomy and Physiology</b>                                                             |                       |
| <i>Online Content</i>                                                                        |                       |
| Module 2 – Systems of the Human Body                                                         | 40                    |
| Module 3 – The Skin and its Appendages                                                       | 20                    |
| <i>Milady Textbook Content</i>                                                               |                       |
| Chapter 2 – Anatomy and Physiology of the Hair and Skin                                      |                       |
| Chapter 2 – The Endocrine System                                                             |                       |
| Chapter 3 – Skin Disorders and Diseases                                                      |                       |
| Chapter 3 – Hirsutism and Hypertrichosis                                                     |                       |
| <b>II) Laws &amp; Regulations</b>                                                            |                       |
| <i>Online Content</i>                                                                        |                       |
| Module 4 – Code of Ethics                                                                    | 15                    |
| Module 14 – Starting Your Business                                                           |                       |
| Barbering and Cosmetology Laws & Regulations for the State of Utah                           |                       |
| <i>Milady Textbook Content</i>                                                               |                       |
| Chapter 11 – Building a Hair Removal Business                                                |                       |
| <b>III) Health and Safety Regulations &amp; Sterilization</b>                                |                       |
| <i>Online Content</i>                                                                        |                       |
| Module 6 – Hygiene and Asepsis                                                               | 20                    |
| Module 7 – The Workstation                                                                   | 15                    |
| Module 8 – Performing Electroepilation                                                       | 15                    |
| Module 5 – The Consultation                                                                  | 20                    |
| American Electrology Association Infection Control Standards for the Practice of Electrology |                       |
| <i>Milady Textbook Content</i>                                                               |                       |

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|                                                                                   |            |
|-----------------------------------------------------------------------------------|------------|
| Chapter 4 – Bacteriology, Sanitation and Sterilization                            |            |
| <b>IV) Electricity</b>                                                            |            |
| Module 1 – The History of Hair Removal                                            | 10         |
| Module 12 – Probes                                                                | 15         |
| <i>Milady Textbook Content</i>                                                    |            |
| Chapter 1 – History and Evolution of Electrolysis                                 |            |
| <b>V) Electrolysis</b>                                                            |            |
| <i>Online Content</i>                                                             |            |
| Module 9 – Electrolysis                                                           | 20         |
| <i>Milady Textbook Content</i>                                                    |            |
| Chapter 6 – Galvanic Electrolysis                                                 |            |
| <b>VI) Thermolysis</b>                                                            |            |
| <i>Online Content</i>                                                             |            |
| Module 10 – Thermolysis                                                           | 20         |
| <i>Milady Textbook Content</i>                                                    |            |
| Chapter 6 – Thermolysis                                                           |            |
| <b>VII) Blend</b>                                                                 |            |
| <i>Online Content</i>                                                             |            |
| Module 11 – Combined Currents                                                     | 20         |
| <i>Milady Textbook Content</i>                                                    |            |
| Chapter 6 – The Blend                                                             |            |
| <b>VIII) Additional Theoretical Training</b>                                      |            |
| <i>Online Content</i>                                                             |            |
| Module 13 – Positioning                                                           | 10         |
| <i>Milady Textbook Content with completion of Discussion and Review Questions</i> |            |
| Chapter 6 – Selecting the Right Modality and Treatment Application                |            |
| Chapter 7 – Laser Physics, Equipment, and Safety                                  |            |
| Chapter 8 – Laser Hair-Removal Treatment                                          |            |
| Workbook                                                                          | 20         |
| <b>Practical Hands-on (ONSITE) - 360 Hours</b>                                    |            |
| <b>I) Electrolysis</b>                                                            | 60         |
| <b>II) Thermolysis</b>                                                            | 80         |
| <b>III) Blend</b>                                                                 | 60         |
| <b>IV) Waxing</b>                                                                 | 9          |
| <b>V) Laser Hair Removal</b>                                                      | 7.5        |
| <b>VI) CPR + First Aid Certification</b>                                          | 6.5        |
| Additional Onsite Practical Training including orientation                        | 137        |
| <b>Total Program Hours:</b>                                                       | <b>600</b> |

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## Tuition and Fees

|                                                      |              |
|------------------------------------------------------|--------------|
| Tuition Fee <sup>1</sup>                             | \$ 8500.00   |
| Laser Hair Removal Training Fee <sup>2</sup>         | \$ 500.00    |
| CPR + First Aid Certification Fee <sup>2</sup>       | \$ 85.00     |
| Business Starter Kit <sup>3</sup> (non-refundable)   | \$ 1000.00   |
| Davis County Sales Tax <sup>4</sup>                  | \$ 72.50     |
| Application Fee (non-refundable)                     | \$ 100       |
| <b>Total Program Cost</b>                            | \$ 10,257.50 |
| Scholarships, Promotions <sup>5</sup> (-)            | \$           |
| <b>Total Cost Due</b> (unless payment plan utilized) | \$           |

## In House Financing

|                                                                        |    |
|------------------------------------------------------------------------|----|
| Deposit <sup>6</sup> (-)                                               | \$ |
| Finance Fee (if utilizing payment plan) <sup>7</sup> (+)               | \$ |
| <b>Total Financed Charges</b> (including applicable fees) <sup>8</sup> | \$ |
| Estimated Monthly Payment _____ by ____ months <sup>9</sup>            |    |

<sup>1</sup> Tuition fee for students enrolled in a program.

<sup>2</sup> Laser Hair Removal training and CPR + First Aid are required for state licensure. Fees may be waived with proof of current certification. .

<sup>3</sup> The Business Starter Kit will be provided on the first day of practical instruction and is non-refundable once it has been accepted by the student.

<sup>4</sup> Tax paid on Business Starter Kit purchased for practical instruction.

<sup>5</sup> Students may be granted a reduction in tuition depending upon prior certification in the field of Cosmetology and/or receive grants available.

<sup>6</sup> A deposit of \$1500 will be applied to your total program costs and is required upon enrollment. <sup>5</sup> Students may have the option to pay their tuition on a month to month basis calculated depending on the amount of time the students will take to finish the program. Students are required to finish and pay the whole of their program within one (1) year of enrollment. Students may make additional payments at any time. Payment plans are offered at the sole discretion of USHR.

<sup>7</sup> A flat fee of 4% will be applied to the overall financed program cost if the finance payment plan is being utilized.

<sup>8</sup> You are responsible for this estimated amount.

<sup>9</sup> Students have the option to pay their tuition in full at time of enrollment or on a month to month basis according to their payment plan. Payment plans are dependent upon the amount of time the students will take to finish the program, their finance fee, and the amount of their deposit. Students are required to finish and pay the whole of their program within one (1) year of enrollment. Students may make additional payments at any time. Payment plans are offered at the sole discretion of USHR. Credit check may be required.

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## Extra Credit Opportunities

USHR offers a few opportunities to earn extra credit hours towards your program that must be completed during contracted time but not during practical hours.

1. Put together a business plan - up to 5 hours  
Refer to [www.sba.gov/business-guide/plan-your-business/write-your-business-plan](http://www.sba.gov/business-guide/plan-your-business/write-your-business-plan)
2. Attend professional seminars/webinars and write a report (check USHR for posted events or submit event information for pre-approval) - up to 2 hours possible per lecture attended. Three hours max.
3. Office Plan - up to 2 hour
4. Create Your Business w/ State, Federal - 1 hour
5. Create Website - up to 3 hours
6. State Board Testing - up to 2.5 hours when testing is completed prior to graduation

## Extra Charges Incurred

Students are required to finish the whole of their prescribed program by their contracted program length as outlined in their enrollment agreement to prevent incurring additional charges. The school has reserved space, equipment, and licensed instructors for each student and program. Students who go beyond their contracted program length as outlined in their enrollment agreement are liable to pay the hourly rate of \$18 per hour incurred. Charges must be paid in full prior to scheduling missed hours.

To license in Utah, you must pass Theory and Practical testing through the National Interstate Council of State Boards of Cosmetology (NIC). To help prepare you for the Electrolysis State Boards, we go over the practical protocols set aside by NIC and test/grade you three times. If additional testing is required or requested, an additional fee of \$18 an hour will be charged. You must provide a **MODEL** for practical testing. In addition, we lecture, quiz, and provide a mock theory state board test to support theory testing.

## Student Supplies

Upon starting the practical/hands on portion, the student is given a Business Starter Kit. The kit will include everything needed for the student to complete the practical/hands on portion of the training. The kit is the property and responsibility of the student. The kit must remain at the school (lockers available) while the student is enrolled. There is no refund for business starter kits upon distribution. Students are to bring daily supplies: books, pens, pencils with them.

Students will replace, repair or pay for the cost of any damaged equipment or property in which the student is responsible for. All personal belongings/supplies are to be stored in the locker room after each shift unless arranged beforehand. Work area should not be left in disarray.

## Payment Option

The student may pay their tuition according to their financial agreement. Payments may be made via cashiers check or money order. In addition, credit cards and ACH transfers may be paid through online invoicing. All tuition must be paid in full before the student can receive their certificate of graduation. The schedule in which the installments will be collected will be determined using (1) the estimated time required for the completion of the prescribed program or (2) using the time estimated

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by the student for the completion of the prescribed program. Payment plans are offered by the sole discretion of USHR and may require a credit check.

## Student Financial Aid

USHR does not participate in state or federal financial aid programs at this time. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

If you receive federal student aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds. If you get a student loan, you are responsible for repaying the loan amount plus interest, less the amount of any refund. Should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student if applicable.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## Scholarships and Promotions

USHR provides the following scholarships and discounts:

Cosmetology Industry Cross Licenses

- Nails - 300 hours - \$200
- Esthetic - 600 hours - \$350
- Barbering, Master Esthetician, Cosmetology- 1000 hours or more- \$500

Military

- For all active and retired military members and veterans including their immediate family members (spouse, children) - \$500

## CANCELLATION AND REFUND POLICY

### Student's Right to Cancel

The student has the right to cancel and obtain a full refund of charges paid until midnight of the third business day after the latest of the following days. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. The day the student signs an enrollment agreement;
2. The day the student pays USHR and initial deposit or first payment toward tuition and fees; or
3. The day that the student first visits USHR and before the student receives access to the online theoretical portion

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For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. The refund excludes the \$100 non-refundable Application Fee and, if received, the Business Starter Kit including tax. The notice of cancellation shall be in writing and submitted directly to Utah School of Hair Removal.

Students beginning the distance education portion of their training shall have the right to cancel the agreement and receive a full refund before the theory credentials and/or any materials are sent. Cancellations are effective on the date and time the written notice of cancellation is sent. USHR shall make a refund within 45 Calendar days of receiving the cancellation notice.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to receiving access to the online theoretical portion is entitled to a refund of all monies paid, less the non-refundable application fee, and a maximum tuition fee of 15% of the stated cost of the program.

- If the program is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school will either provide:
  - a full refund of all monies paid OR
  - completion of the program.
- If the school cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
  - provide completion of the program OR
  - participate in a Teach-Out Agreement OR
  - provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participate in a Teach Out Agreement.
- Students who withdraw or terminate prior to program completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at USHR (EG: extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

**Refund Policy:** After the cancellation period, USHR provides a pro rate refund of ALL funds paid for tuition charges to students who have completed 50 percent or less of the period of attendance. The refund is calculated based upon the student's last date of attendance. Once 50 percent of the enrollment period in the entire program has been incurred (including absences), there will be no refund to the student.

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The Application Fee of \$100.00 is a non-refundable item. Business Starter Kit and any other items issued and received by the student are not returnable or refundable. Once received by the student, it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for application fee and equipment received. If you withdraw from USHR after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you were scheduled, then a refund will be made within 45 calendar days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it within 30 days. The official withdrawal date is on the student's notification or school's determination.

If an applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.

See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it within 30 days.

The official withdrawal date is on the student's notification or USHR's determination. A student can be expelled if the student fails to comply with any of USHR's policies. Unofficial withdrawals will be determined by USHR by monitoring attendance at least every 30 days. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

| Proportion of Total Program Hours Completed by Withdrawal Date | Non Refundable Tuition |
|----------------------------------------------------------------|------------------------|
| 0.01% to 04.9%                                                 | 20%                    |
| 5% to 09.9%                                                    | 30%                    |
| 10% to 14.9%                                                   | 40%                    |
| 15% to 24.9%                                                   | 45%                    |
| 25% to 49.9%                                                   | 70%                    |
| 50% and over                                                   | 100%                   |

## Withdrawal Procedure

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to USHR. 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. The withdrawal date shall be the earlier of the date the student is scheduled to return from a leave of absence or the date the student notifies the USHR that they are not returning and completes the withdrawal procedure.

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

All refunds will be submitted within 45 calendar days of the determination of the withdrawal date.

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## Leave of Absence Policy

Students are expected to attend classes regularly in order to complete their program in a timely manner, but should a student be unable to attend for the duration of a month or more, the student should request a leave of absence.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the immediate family
- Vacation
- Other mitigating circumstances

In order to request a leave of absence, students should submit their request in writing stating the duration of their leave as well as the reason and expected return date. The contract period and maximum time frame to finish the program will be extended by the same amount of calendar days taken in the leave of absence. The leave of absence must not exceed a total of 180 calendar days in any 12 month period. They also must have written consent from the administrator approving the leave. Upon return, the Enrollment Agreement Addendum will be completed and signed by all parties. Contact USHR for a Leave of Absence of Policy and Request Form.

## ACADEMIC PROBATION AND DISMISSAL

### Academic Probation

A student may be put on academic probation for any of the following reasons: unexcused absences, tardiness, failing grades and behavior that is contrary to the school's rules and regulations. The student will receive two warnings prior to escalating to academic probation. These warnings will be noted in writing in the students file. Should it escalate to academic probation, the probation period will be 14 days. Following the probation period, any further offense will lead straight to dismissal from the school.

### Petitions for Readmission after Dismissal

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

## Student Rights and Complaints/Grievances

USHR will always address student rights and complaints or grievances to the best of their ability. The student can always contact the school administrator or request to speak with the Director of Utah School of Hair Removal should an issue arise. A student or any member of the public may file a complaint about USHR with the licensing institution: Utah Department of Commerce located at Heber M. Wells Building 160 East 300 South Salt Lake City, Utah 84111 by calling (801) 530-6701 or by completing a complaint form, which can be obtained on the bureau's website [www.dcp.utah.gov](http://www.dcp.utah.gov)

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## Disputes

Any dispute arising from enrollment at Utah School of Hair Removal, no matter how phrased or styled, shall be resolved by binding arbitration under the Utah Uniform Arbitration Act in Clearfield, Utah, under its commercial rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery thereunder by the debtor shall not exceed amounts paid by the debtor thereunder.

## Privacy Policy

Student records/files are confidential but may be reviewed by the student with a representative of the School upon request. Information from the student records can be released without consent for legal or accreditation purposes. Student files are maintained by the school. Written release is required for student files to be released to a third party. Parents/guardians of dependent minors may also with a written request to receive their minor's records.

## Policy on Prior Credits Earned

Utah School of Hair Removal does not accept credits earned at other institutions or through any other training that has been completed.

## SCHOOL RULES, POLICIES, AND PROCEDURES

### Student Conduct

- Students are to maintain a professional and positive attitude.
- Students are to not threaten anyone in any manner Physical/verbal/social media. Any threats, to any student, staff member or against school is grounds for termination.
- Cheating and stealing of any kind is grounds for immediate disciplinary action which may result in expulsion. In addition, replacement of stolen items will be replaced at students' cost.
- Any and all actions should contribute to a positive environment. Any behavior that does not may be subject to disciplinary action including termination.
- Students will keep language and conversations with guests professional at all times.
- Students are not to have visitors during school hours.
- Students are not to use non-school related books or magazines within school hours..
- Students must ensure their station and the school floor is completely sanitized prior to leaving each day.
- The office is for staff only. Students are not to enter without permission.
- Disputes arising between two or more students will be heard by Directors. If the dispute continues all involved students may be terminated.
- Students are allowed to change schedules with prior approval from management.
- Students are not allowed to solicit personal products or services to other students or guests.
- Students are not allowed to change appointments.
- First aid kit located in the treatment floor under the sink.
- If the school is closed unexpectedly due to extenuating circumstances (weather/emergency), students will be notified via telephone or Remind messaging.

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## Grounds for Termination

Students are to not threaten anyone in any manner i.e. physical, verbal, social media. Any threats, to any student, staff member or against school is grounds for termination. Any and all actions should contribute to a positive environment. Any behavior that does not contribute to a positive environment may be subject to disciplinary action including termination. In addition, a student can be expelled if the student fails to comply with any of USHR's policies.

## Attendance

USHR conducts practical training as consecutive and ongoing until all hours are met. Having consistent practical training ensures the student develops the skills needed. Since students attending the school will be practicing on live models or clients, notice of absences is mandatory. If a student is unable to attend school, they **MUST** notify the school by calling to advise the instructor. This will allow the instructor to assign any client scheduled with the absent student to another student. Failure to communicate non-attendance will be considered a NO-SHOW and will result in a \$100 fine

Students must notify the instructor prior to leaving during the day. Students must notify the instructor of tardiness or absences. Otherwise, they will be considered a no show and a fee of \$100 per day.

USHR requires advance notice of 3 days (72 hours) should a student not be able to attend class due to a non-emergency and must be approved. Failure to give USHR 3 days notice will result in a \$100 fine for each day. Absences will be excused due to personal, family or health related emergencies, but students must provide proof to the school.

Students will receive practical hours for hands-on working only. Theory time will not count towards practical hours.

## Tardiness

USHR has a strict no tardy policy. In the event a student is tardy in returning to school, the following steps will be taken.

- 1) First tardy will result in a verbal warning with the student signing Disciplinary Tardiness Form.
- 2) Second tardy will result in a written notice explaining the tardiness policy if a third tardy occurs. In addition, the student will sign the Disciplinary Tardiness Form.
- 3) Third tardy and each subsequent tardy will result in a \$50 fine for each occurrence. Certificate of program completion will not be issued if fines are not paid.

## Illness

If you become ill while in school you will be excused but you must clock out and go home. Any student who has an infection that is communicable (such as a cold, cough, or flu) should not come to school as we work closely with the public. If you are experiencing a fever, it is required that you stay home until you have been 24 hours without the fever. According to state law, it is not permissible to work upon the public while suffering from any contagious disease. While the absence is excused, the student will not receive clock hours for the day(s) missed.

It is not required to wear a mask. However, it is always recommended that you wear a mask while working on fellow students, instructors, or guests. One will be provided when requested.

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## **Covid-19**

Please refer to up-to-date information on the Davis County Guidelines.

<http://www.daviscountyutah.gov/health/covid-19>

## **Substance abuse and mental health assistance**

<https://www.samhsa.gov/find-help/national-helpline>

## **Alcohol and Drug Policy**

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

## **Smoking**

Smoking is not allowed in the school building or in front of the building. Smoking is permitted outside away from the school's entrance ways, only during authorized breaks or lunch hours. The student must be clocked out. Keep in mind that some clients may be sensitive to the smell of cigarette smoke. School uniforms must not be worn while smoking, hands must be washed, mouth brushed and rinsed before returning to work on models/clients.

## **Parking**

Student parking is behind the school. Students are not allowed to park in front of the school, this parking is for clients/models

## **Food and Drinks**

Food and Drinks are allowed in the break room only. No food or drinks are allowed on the clinic floor.

## **Cell Phone Use**

Cell phones (including tablets or any other portable devices) are disruptive to a learning atmosphere, therefore cell phones are NOT allowed in the classroom. Cell Phones must be kept on silent and in lockers during school hours. Should a student need to place a call, they must do so outside or in the breakroom.

## **Dress code**

Our dress code does not intentionally or indirectly discriminate against tastes of any individual or group of people. The dress code is to meet standards accepted by the electrolysis profession. All students are expected to present themselves as professionals.

All students should be in clean and wrinkle free scrubs (black, dark gray, or navy blue). Students must wear full-length scrub pants. Jeans are not allowed. Acceptable extra layers include a tight fitting short or long sleeve shirt of matching scrub color to be worn under scrub top, a tight fitting scrub jacket of matching scrub color. No hoodies or outer street clothing may be worn.

Shoes should be comfortable, non-slip, and closed toed shoes. Sandals or open toed shoes are not allowed due to safety reasons. Boots are not allowed.

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Perfumes or lotions with perfumes, if worn should be subtle and not overwhelming. As a general rule, it is best to avoid wearing them, as some patrons may be allergic and hyper-sensitive to these fragrances.

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

- Daily showers, clean hair and use deodorant. If needed apply deodorant throughout the day.
- Wear fresh laundered clothing daily.
- Hair must be clean and tied back if long. No hats or caps are allowed.
- Hands must always be clean.
- Nails must be kept short (long nails impede your ability to work).
- Acrylic nail tips are not allowed.
- Proper oral hygiene must be maintained to ensure fresh breath, along with regular dental checkups.

Failure to follow Dress Code will result in disciplinary action and possible termination.

## **Eating and Drinking**

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

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

## **Student lockers**

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

## **Equipment**

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

## **Sanitation**

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

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## **Time Cards 16**

Student time cards are vital. It is the basis for confirming the hours that students have completed. All students must clock in and out. It is strictly against the rules to allow another person to clock in or out for you or to clock another student in or out. Students must sign their daily log and have the signature of the supervising instructor or administrator.

Students must turn in their completed daily log to the school administrator for processing as soon as it is completed. All insertion hours must be tracked on the daily log. Theoretical hours constitute the online academy work done by the student prior to starting the onsite work, the tests, quizzes, lectures and practical hours not constituting insertions. Insertion hours are only those hours where you physically do an insertion, whether on another student, model or guest. The work done on you by others does not count as practical hours. In order to satisfy the required minimum hours of insertion students should aim to work as much as possible while in the classroom.

## **Retention of Student Records**

The records for students, including a transcript of academic progress, shall be maintained by the USHR for at least 6 years with student transcripts being kept indefinitely. Students will receive a copy of their transcripts when they graduate. Students may request an additional copy of their transcript to be mailed to them for a \$15.00 charge within the United States or \$30.00 for any other country.

## **Student Practical Instruction Worksheets**

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

## **Catalog Policy**

A copy of our up-to-date catalog is always available to current students or students interested in taking the Certified Electrolysis Program. You may request a catalog emailed to you by calling us at (801) 682-1662 or emailing us at [contact@schoolofhairremoval.com](mailto:contact@schoolofhairremoval.com). As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The school catalog is updated annually, and should any changes be made during the year that must be included in the catalog, these changes will be made using supplements or insert.

## **Test Taking**

A score of 75% or higher is required for the passing of all tests and quizzes in order for a student to receive credit hours for that test or quiz. All tests and quizzes must be taken "closed book" meaning that the student cannot use any textbook, notes or other material as aid while taking a test. Retakes may be taken up to twice online or at school. If a student has taken a quiz, the maximum amount of times, the highest score will become the student's final score for that module.

# Utah School of Hair Removal

1266 S Legends Hills Dr STE B4, Clearfield, UT 84015  
801 682-1662 | [www.schoolofhairremoval.com](http://www.schoolofhairremoval.com)

## Disciplinary Policy

With regard to any violations of USHR policies, i.e. attendance, conduct, dress code, etc, the following disciplinary actions are as follows.

1. First violation will result in a verbal warning with the student signing a Disciplinary Form.
2. Second violation will result in a written notice explaining the violation policy if a third violation occurs. In addition, the student will sign the Disciplinary Form.
- 4) Third violation and each subsequent violation will result in a \$50 fine for each occurrence. The student may be sent home or their contract terminated. Certificate of program completion will not be issued if fines are not paid.

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

## Internal Complaint/Grievance Procedure

If disciplinary action is necessary the appropriate probation/suspension form is completed. Concerns/complaints are addressed monthly. If the Administrator recognizes professional counseling is required, the student will be referred to an outside professional.

Steps taken to notify the school administrator of internal complaint:

1. Verbally communicate complaints to the instructor/manager.
2. If the complaint still exists, a written letter is to be given to the department manager and a copy to the school director.
3. If the situation is not resolved, formal complaints may be addressed to the Division of Professional Licensing.

## School Closure

If the school is permanently closed after the student has enrolled and no longer offers instruction, the student shall be entitled to a prorated refund of tuition. If the program is canceled subsequent to a student's enrollment, the school shall have the option of either a) Provide a full refund or b) provide a completion of the program.

## The Legal stuff:

Utah School of Hair Removal is: REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code).

Utah School of Hair Removal is licensed by [Utah Division of Professional Licensing \(DOPL\)](#) located at 160 East 300 South, 4th Floor, Salt Lake City, UT Phone: (801) 530-6628

Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or

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employer. The institution is accredited by a regional or national accrediting agency recognized by the United States Department of Education.

*Utah School of Hair Removal reserves the right to modify, rescind, delete or add to this handbook at its discretion.*

## COME AND VISIT US

We encourage our prospective students to come visit our facilities.  
Call now to book a tour.  
801-682-1662.