



Guidelines and Regulations

- All classes must be paid in full upon registration.
- Class hours are 8:30am to 4:30pm
- Punctuality and Attendance is Essential!
- Upon completion of a certified course, a Theory and Practical Exam will be conducted.
- Students must achieve 70% on the Theory and 80% on the Practical Exam in order to receive a Certificate.
- An Honors Certificate will be issued to students achieving 90% in both Theory and Practical Exam.
- Class dates are subject to change.

Models (Please see Model Requirement List):

(Models, Clients, and Guest under the age of 14 are prohibited in the Training Areas):

It is the responsibility of the student to acquire models for each class.

**See the Model Requirement List attached

Code of Conduct:

- 100% attendance is required to pass
- Please ensure cell phones are turned off during class. Calls may be made during breaks only.
- Incoming calls to EIE MediSpa are limited to emergencies only.
- Be prepared for class with notebook and pen.
- Supplies and product shall not be removed from the facility at any time. Any student found removing property from the facility without authorization will be expelled.
- The personal consumption of non-prescription drugs or alcohol in the facility is prohibited. Students found using alcohol or drugs on the premises will be expelled.
- Keep conversation at a quiet level at all times.
- Keep dialogue pleasant and professional.
- Do not leave class without notifying Instructor.
- Smoking is prohibited in the facility and 15 feet around the facility
- For the comfort of our clients, as well as to portray a professional image, no cigarette odor on clothes or breath will be permitted. For clothing use dryer sheets as well as a subtle body spray (keep in locker), and for breath - mouthwash or mints (no chewing gum).
- Lunch is ½ hour. Please bring a bag lunch. A refrigerator and microwave is available to store and heat lunches. Students are expected to clean up after themselves.
- No food, drinks or chewing gum are permitted in the classrooms and/or treatment area.
- Patient confidentiality is mandatory and will be discussed on the first day of class



School Uniform and Personal Appearance:

- Uniform – clean and pressed at all times. Stained uniforms require immediate replacement.
- Professional attire is mandatory.
- No sweat pants or jeans are permitted. Black dress pants or Scrub Pants are required.
- Personal cleanliness, hygiene, and fresh breath.
- Hair fastened back and off face and collar at all times.
- Black or white soft soled shoes are to be worn in school.
- Jewelry is to be limited to wedding band, medical alert, watch and a maximum of 2 studs per ear. (Dangling or hoops are prohibited). Jewelry will need to be removed during treatments.
- Facial piercings should be replaced with a plastic retainer for personal safety.

Student Expectations:

- A student is expected to come to each class prepared and on time with all necessary supplies, textbooks, binders, complete uniform including hair and make-up as outlined in guidelines and regulations.