



Advanced
Esthetics
Institute

2023-2024 School Catalog

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OWNERSHIP & LICENSURE

Advanced Esthetics Institute (AEI) is owned and operated by Absolute Laser MD LLC, located at 335 Pearl Street, Eugene OR 97401.

AEI is licensed by the Higher Education Coordinating Commission for education and instruction.

Contact information:

Higher Education Coordinating Commission
3225 25th St SE, Salem OR 97302
503.947.5751

License: AEI #2154

AEI Faculty & Staff

Executive Director: Michele Strobel
Education Coordinator: Andrew Desmond
Beginning Esthetics: Monique Pena
Advanced Esthetics Instructor: Michele Strobel
Accounting: Business Services Company

VISION STATEMENT

Our vision is to be the first educational choice for Esthetics and Advanced Esthetics students in the Pacific Northwest.

MISSION STATEMENT

Our mission is to provide a comprehensive and exceptional education in Esthetics and Advanced Esthetics to our students, resulting in their ability to provide comprehensive and safe services to their clients and positively contribute to the industry.

HISTORY

Michele Strobel is the owner of AEI and a 30-year veteran of the skincare industry. As a representative of the esthetics industry, Michele was asked in 2015 to participate in the debate and creation surrounding House Bill 2642, which subsequently required the licensure for certified Advanced Esthetics. With the enactment of this law, it became difficult for Michele and fellow business owners to find aestheticians with the now-required advanced esthetics certification. In response to this requirement, Michele needed to hire experienced and competent estheticians with the advanced certification necessary but found few professionals with the required licensure. Armed with a love for learning and teaching, Michele opened the school to teach Advanced Esthetics to the next generation.

FACILITY

Situated in the heart of Eugene's premier shopping and dining area, AEI is the Pacific Northwest's ideal private esthetics institute. Our prime location offers easy access to downtown Eugene, Autzen Stadium, and the University of Oregon. We are located near 5th Street Public Market in the Market District. We provide our students with a safe, comfortable, secure, well lit, and aesthetically pleasing professional facility in our 2,800 square foot historical Queen Anne. The building contains two exits, fire alarms, fire extinguishers, security cameras, and a security alarm. The physical structure consists of a reception area, four treatment rooms, classroom, student spa, student lunch/study room, two restrooms, laundry room, and kitchen. We offer a library for use while attending the school. We do not permit training material, books, or equipment to be checked out or removed from the premises. Our professional facility is an integral component of the conditions of learning. The layout and design contribute to the overall experience for theoretical, practical, and professional business building skills.

Location

335 Pearl Street, Eugene OR 97401
Phone Number 541.357.4090

ADMISSIONS:

APPLICATION & REQUIREMENTS

All applicants must apply to the school to begin the enrollment process. The applicant will then go through a formal interview process that will include information on school policies/procedures, course information, admission requirements, tuition, and a tour of the school. The interview is a chance for us to learn more about the applicant and their intent to attend AEI. All applicants will be notified of their application status within 15 days of the interview. Upon acceptance of placement the student will meet with AEI to finalize their course selection, sign all education agreements, and pay the first installment of their tuition. Additional admissions requirements include:

- The applicant must be at least 18 years old
- The applicant must have a valid photo identification (driver's license), or acceptable documentation for proof of age and proof of US citizenship or another eligible noncitizen status.
- The applicant must complete all enrollment procedures, including the enrollment packet and pay fees prior to starting the first day of class.
- Admission to our Advanced Esthetics program involves verification of current valid license in Beginning Esthetics in Oregon Health Authority's online licensure listing. We reserve the right to deny admissions to any applicant.

TRANSFER STUDENTS

AEI program credits will be considered for clocked hours and competencies achieved from attendance at other schools on a case-by-case basis, pursuant to the rules and regulations in place for the state of Oregon.

TUITION

No scholarships or Financial Aid is available through AEI.

Tuition for Esthetics is \$9,750.00

Tuition for Advanced Esthetics is \$18,750.00

Prices listed include an AEI scrub shirt. The online program and extra scrubs (can be purchased at AEI) will be the responsibility of the student.

Payments can be made in three installments as follows:

Esthetics \$3,250.00

Advanced Esthetics \$6,250.00

First payment due at enrollment, second payment at week six, third payment at week twelve.

Additional Fees

Enrollment Fee	\$150.00
Schedule Change	\$50.00
Returned Check fee	\$25.00
Unofficial Transcript Fee	\$20.00
Withdraw Fee	\$25.00
Termination Fee	\$250.00

***Students are responsible for purchasing the online program with Cengage. The cost of the program is \$300.00 and includes a copy of the text book.**

Right to Change Prices

AEI reserves the right to change tuition and fees to reflect prevailing market prices for new enrolling students. All tuition and fees will be reflective in the most current catalog at the time of the student's enrollment.

CLASS SCHEDULE

FALL SESSION: 2023

Mon/Wed 9am-5pm: Online classes start Aug 1st, in-person classes start Aug 29th

Tue/Thurs 9am-5pm: Online classes start Aug 1st, in-person classes start Aug 30th

WINTER SESSION: 2022-2023

Mon/Wed 9am-5pm: Online classes start Dec 1st, in-person classes start Jan 2nd

Tues/Thurs 9am-5pm: Online classes start Dec 1st, in-person classes start Jan 3rd

SUMMER SESSION: 2023

Mon/Wed 9am-5pm: Online classes start April 1st, in-person classes start May 1st

Tue/Thurs 9am-5pm: Online classes start April 1st, in-person classes start May 2nd

Both Esthetics and Advanced Esthetics Programs are based on hours completed, therefore attending every school day is vital to passing the course. You are expected to attend every scheduled class day.

In the event a student is not able to complete the Esthetics or Advanced Esthetics program within the time allotted additional fees will apply.

Holidays Include:

New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

Other closures may be scheduled as necessary for staff training or equipment repair. In cases of severe weather conditions or snow conditions, Advanced Esthetics follows 4J schools' closures, local radio should provide information. If 4J schools are closed in Eugene, AEI will be closed. In the event of severe weather conditions while in class, the school may end the day early if conditions warrant it.

PROGRAM OBJECTIVES (Esthetics & Advanced Esthetics)

The objective of the program is to provide our students with technical skills, excellent safety judgment, proper work habits, desirable attitudes, and complete competence to work in any salon, spa, clinic, or medical setting. Along with high-quality technical training, students will learn the importance of safety, both for the client and technician. Areas of focus will include client consultations, excellence customer service, career development skills, business tracking systems, and marketing. We provide students with an exceptional environment of experienced staff, and superior knowledge in both esthetic and advanced esthetic treatments. Upon graduation students will be able to perform treatments within their scope of practice for licensure in Esthetics or Advanced Esthetics.

Esthetics Five hundred Hours Minimum (Approximately 20 weeks)

Overview: A program that prepares individuals to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy and physiology; safety and infection control; skin care procedures and services; tools and equipment; color and skin analysis; client consultation and care; Federal Regulations and Standards, Oregon Laws, and Rules; Career Development and business practices. **(Passing state testing and acquiring licensure is the responsibility of the student).**

Advanced Esthetics 500 Hours Minimum (Approximately 20 weeks)

Overview: The AEI is a next step program for licensed Estheticians to continue their education in advanced esthetics. A student completing the Advanced Esthetics program is prepared for employment as a Certified Advanced Esthetician. Upon graduation students will be able to perform treatments within their scope of practice for Advanced Esthetics. Students are prepared to perform non-ablative esthetic treatments in a medical spa, laser clinic, dermatologists, or plastic surgeons' offices. **(Passing state testing and acquiring licensure is the responsibility of the student).**

TECHNOLOGIES & MODALITIES: ADVANCED ESTHETICS

- Laser Hair Removal
- Photo Rejuvenation and Dyschromia Reduction
- Skin Rejuvenation
- Cellulite Reduction & Body Contouring
- Non-Ablative Tattoo Removal
- Micro-Needling
- Advanced Chemical Peels and more

Our priority is safety first! Teaching students the proper protocols, the importance of parameters, the Fitzpatrick Scale, and contraindications that affect the outcome of a treatment and why, is how we make safety our priority.

SAFETY & SANITATION

As a part of the training, each student is required to complete safety and sanitation requirements at the facility. The completion of daily safety and sanitation operations are necessary to graduate.

ACADEMIC POLICIES Grading Procedures & Grading Scale

Student's grades will be based on theory assignments, theory exams, practical exams, and other courses. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% - 79% Satisfactory
- F 74% or less Unsatisfactory

ACADEMIC PROGRESS

Maintaining a good standing in academic progress is vital to the program and its completion. Progress will be evaluated with three cumulative elements of measure.

Attendance- Minimum standard is no less than 90% of all scheduled hours.

Academic – Theory minimum standard is no less than 75% of all academic requirements.

Practical – Practical treatment standard is no less than 75% of all practical requirements.

Academic progress is evaluated no less than three times throughout the course. To maintain good standing, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework by evaluation dates. The purpose of this policy is to track student progress in the course to ensure students will complete the program.

Written, theory, practical treatments and clinical work will be graded according to the following scale. The student is required to maintain a cumulative “C” grade average (75%) to successfully pass the course and to be considered in good academic standing.

- A 90% - 100% Superior
- B 80% - 89% Excellent
- C 75% - 79% Satisfactory
- F 74% or less Unsatisfactory or Not passing

Practical and clinical work is graded according to a Pass or No-Pass system with each passing score counted in the cumulative total. Tests and quizzes are given at the end of each unit.

MAKEUP WORK

Any tests with 74% or less must be retaken within two weeks of the failing grade. Students can view their progress at any time by request.

If a student does not maintain good academic standing or does not meet attendance requirements, the student will be required to meet with the Executive Director to determine a course of action to get the student in good academic standing. If satisfactory progress is not met, the student will be terminated from the program.

COURSE EVALUATION PERIODS & PROGRESS

At the end of each payment period, the student’s cumulative attendance and academic status will be evaluated to determine if they have met the minimum requirements for satisfactory academic progress. If the student falls below 75% in either academic and /or attendance requirements, he or she may be placed on a warning status until the next evaluation period. All students will be evaluated at program completion and balances must be paid to receive their Certificate of Completion and completed transcripts.

Students are evaluated for Satisfactory Academic Progress at the end of each payment period as follows: Esthetics: every 6 weeks; Advanced Esthetics: every 6 weeks

ATTENDANCE POLICIES

Your attendance is critical to your success! You cannot learn what you need to know or gain the experience needed unless you are here. One of the most important traits to future employers is attendance and punctuality. The habits you create in school are the habits you will take with you to the workplace. Absent or tardy students must notify the school before 9:00 am. The school phone number is: 541.357.4090

Students who do not arrive on time for school may be asked to go home for the day and will be required to make up the hours later. Any student who is tardy three times will be required to meet with school administration before returning to school. Students must attend classes according to the contracted scheduled days on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

If your absence is due to an illness or a doctor's appointment, you must bring a written excuse to document the reason for the absence. Although the time missed will still have to be made up and the absence will still count in your academic progress evaluation, the excuses will prove helpful in the event an appeal of unsatisfactory progress is necessary. Following an absence, it is your responsibility to decide with the instructor to make up the assignment(s) that were missed. Students are expected to inform their instructor 14 days prior to any planned absence. To graduate from the program, students must earn the required number of hours for the course. The length of the program is determined with the expectation of 100% attendance. Students are required to clock in upon arrival and clock out at the end of the class.

Hours recorded on the time clock are rounded to the nearest minute.

Students who leave the premises without notification during school hours and do not clock out will be checked-out by staff and could be suspended. A student may be withdrawn after 14 days of non-attendance and/or no contact with the school.

TIME CLOCK

We use a software program that records your daily hours in attendance. You must clock in and out when arriving and leaving for the day, or any time you leave the school's premises. Since completion of your hours is essential to your graduation, it is particularly important that you use the time clock correctly and consistently. If you forgot to clock in or out, you will have to have an instructor verify your time and enter the correct time in the computer. All corrections must be made within 24 hours.

GRADUATION REQUIREMENTS

When a student has completed the five hundred hours, the required theory and clinical hours in Esthetics or Advanced Esthetics course with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation. All institutional charges must be paid in full prior to graduation.

AEI does have a cumulative final exam required for the completion of the Esthetics or Advanced Esthetics program. Students must pass the exam with an 80% or better. Students who fail the exam will be permitted to re-take the exam.

CAREER CHOICES

The occupational outlook for esthetics and advanced esthetics is very promising.

The esthetic profession is noted by the US Department of Labor as one of the fastest growing professions in the United States.

Estheticians are finding positions at wellness clinics, massage clinics, waxing studios, and spas. Other, less traditional positions include manufacturer representative, cosmetic buyer, esthetics writer or beauty editor, cosmetic sales representative, and product development. Certified Advanced Estheticians are currently finding professional positions in med-spas, dermatology practices, plastic surgeon offices, and laser clinics. The Advanced Esthetician profession has also seen an increasing trend in specialty businesses such as laser hair removal clinics, as well as health and wellness centers.

EMPLOYMENT OPPORTUNITIES

AEI will help students in career planning, resume preparation, and interviewing skills. All students will be required to prepare a resume and complete a mock interview. AEI does not guarantee job placement or employment upon graduation. AEI does not guarantee the successful completion of the required Esthetics or Advanced Esthetics written, on-line, or oral exams.

CANCELLATION & REFUND POLICIES

The minimum cancellation and settlement policy will apply to all terminations for any reason by any party. If a student's attendance is terminated for any reason and by either party prior to the scheduled completion date of the program, the student is obligated for payments listed below. AEI's refund policy is based on the state (OAR 715-045-0036)

1. Students are charged for scheduled hour or clock hours. Excused absences may be factored into the overall charge for the student.
2. The enrollment fee shall not exceed \$150.00
3. AEI may also hold the cost of training material and supplies. The postmark on the written notification will determine the cancellation date or the date the information is delivered to AEI via email or in person. This policy applies regardless of whether the person has started the program.
4. If, before the program begins, the student is rejected for admission by the school, the student will receive a 100% refund.
5. Enrollment time for refund purposes is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in the program. Any money due the student will be refunded within 30 days from the last day of physical attendance or notification of cancellation or termination. In case of a Leave of Absence, AEI will use the earlier date of the students' date of expiration of the leave of absence or the date that the student notifies AEI in writing, if the student does not physically return to school.
6. Students who withdraw may request a refund for the portion of the educational program that has not yet been received. The date that determines the portion received is based on the published course schedule. A student will be given a refund based on the percentage completed, so long as the student has completed less than 50% of the

program. If the student has completed 50% or more, then the student is obligated to pay for the entire program and is not entitled to a refund.

7. The cost of training material and any personal purchases made by the student are not included in tuition. They are the property of the student and are non-refundable.
8. If AEI is permanently closed and is no longer offering instruction after a student has enrolled, the student will be given a pro-rated refund of tuition based on the percentage of hours completed.
9. If a course is cancelled after a student's enrollment, AEI shall at its option (1) provide a refund of all money paid or (2) provide a completion of the program.
10. An early withdrawal fee of \$25 will be charged to students who discontinue their training and leave the course. A \$20 transcript fee may also be charged at the time of early withdrawal.
11. If a student cancels his/her enrollment and requests a refund within five business days, all monies collected by AEI shall be refunded. Cancellation after the fifth day will result in loss of the enrollment fee.
12. If, after terminating, the student still owes tuition, fee balances (based on the refund policy) AEI has the right to turn the account over to a collection agency for the unpaid balance.

MAXIMUM TIME FOR COURSE COMPLETION

The contract length is 20 weeks. The maximum period for course completion is two weeks past the contract length of the course. This is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Students who must attend beyond the end of the contract length of course will be charged \$170 per day.

INCOMPLETES & WITHDRAWALS

Students may be required to retake a failed course, make up written or practical work and/or testing. Students must collaborate with the instructor to facilitate this process within the required time frames, two weeks, to maintain continued satisfactory academic progress.

STUDENT RECORDS

A student's records are protected and guaranteed under the Family Educational Rights and Privacy Act. No one is allowed to see a student's records without the written consent of the student. Regulatory, accrediting, and other government agency representatives who have the legal right to examine such files for compliance reviews will be granted permission. All files remain the property of AEI.

A student has the right to view their files at any time; student must request to do so by scheduling an appointment. Official academic transcripts are provided only upon fulfillment of all financial obligations. Advanced Esthetics will provide copies of academic transcripts to former students for a fee of \$20.00.

All student records will be kept for a minimum of three years following the student's graduation or termination. The student's educational transcripts are maintained for a period of 25 years, as required by the Higher Education Coordinating Commission.

STUDENT CONDUCT

All students are expected to conduct themselves with professional behavior. Professionals arrive on time and treat others with courtesy and respect. The use of profanity is prohibited. Good grooming and proper sanitation are mandatory. Students may be terminated, not limited to failure to maintain satisfactory academic progress, violation of school policies, use of illegal drugs or alcohol before or during school hours, disruptive behavior or language, possession of weapons or dangerous items on school grounds, harassment of others, or default of payment arrangement. Students may not interfere with the education of others. Disruptive behaviors and /or poor personal conduct will not be permitted. Any student in violation of the direction of an instructor, Executive Director, or staff, particularly when relating to laser safety, may be terminated from the program immediately.

DRUGS & ALCOHOL

No drugs or alcoholic beverages are allowed during classroom or clinical hours. Unlawful manufacture, distribution, dispensation, possession of a controlled substance is prohibited. Marijuana is not prohibited on the premises. Violators will be terminated immediately.

VANDALISM & THEFT

AEI will not tolerate monetary or property theft of any type. We consider theft to include the taking of unauthorized property from AEI, a student, client, or visitor. No item may be removed without the express consent of the owner.

Theft must be reported immediately.

Anyone who violates this policy will be subject to discipline up to and including termination and legal prosecution.

DISCIPLINARY ACTION

The Executive Director has the authority to discipline students for misconduct. Discipline may include verbal warning, advising, and written documentation of incidents in the student file, probation, and termination. The discipline option is dependent on the severity of the misconduct and the discretion of the Executive Director.

Verbal Warning can be given to a student by a staff member. Verbal warnings are intended to warn a student their performance or behavior is not acceptable. A staff member may document the verbal warning and put it in the student's file. The staff of AEI will always always treat students with respect and professionalism.

TERMINATION

If a student is terminated from the program, an administrative fee of \$250.00 will be charged to the student. A student who chooses to terminate from the program must submit a Termination Letter to the Executive Director. A refund, per the refund policy, will be prorated based on time spent in the course.

GRIEVANCE

If you have a complaint or a problem, we need to know it. Go directly to the Executive Director or the Director of Operations to let them know. The following is for filing a formal complaint:

Complaints must be in writing, addressed to the Executive Director with a signature and must include the following:

- A description of the complaint
- An outline of the allegations
- Name of staff, or students involved if applicable

Complaints will not be accepted unless they are signed, dated, and include all necessary information. Within 15 days of receipt of the complaint, the Executive Director will meet with the individual filing the complaint.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th Street, SE Salem, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

APPEAL PROCESS

If a student is determined to not be making appropriate academic progress, the student may appeal the determination within 14 days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or another allowable special or mitigating circumstance. The student must submit a written statement to the school.

RE-ENTRY INTO PROGRAM

Students who withdraw or whose enrollment is terminated are not automatically eligible for reentry. Students whose program is terminated for behavioral issues will not be allowed to reenter the school. If a student owes a balance, it must be paid in full prior to re-entry. Rare exceptions may be made at the discretion of the Executive Director. To be considered for reenrollment, all students must be out of school for at least 90 days and complete the following:

- 1) Contact the Executive Director to discuss re-enrollment.
- 2) Complete an interview with staff to evaluate academic status and the ability to complete the program.
- 3) Pay a re-entry fee of \$150.00 if accepted

Upon completion of the above requirement, the Executive Director and staff will discuss and determine whether the student may be re-admitted to school. Students that are allowed to return to school will return in the same academic progress status as the time that they left school. They will be evaluated at the re-entry appointment and an appropriate action plan, if any, will be noted for the file. The students' satisfactory academic progress will be evaluated again at the required evaluation point in their program.

STATEMENT OF NON-DISCRIMINATION

AEI follows an equal opportunity policy. AEI does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of students and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, and clients.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

SEXUAL HARRASSMENT/SEXUAL VIOLENCE POLICY

AEI is committed to maintaining a learning/work environment that is free of harassment and will use effective action to remedy any harassment. To every extent possible, the confidentiality of both the complaining and the accused parties will be protected during the investigation process. Both parties will be informed of any consequences at the conclusion of the investigation.

Harassment will not be tolerated. If an investigation confirms that illegal harassment has occurred, the offending student/employee shall be disciplined appropriately, up to and including discharge. Students/employees who make false or misleading accusations or statements during an investigation under this policy will be disciplined, up to and including termination of enrollment/employment. Harassment of any kind is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that adversely affects the student or creates an intimidating, hostile or offensive studying/working environment. No employee has the right or authority to offer any benefits, including, but not limited to, tangible items, whether school-related, such as raises and promotions, or nonbusiness-related, such as gifts, trips, or any other item, in exchange for sexual favors. In the event a student receives an offer in exchange for sexual favors, the student should immediately notify the Executive Director.

If you experience or observe conduct which you believe is in violation of this policy, you must inform the Executive Director of your concern. The school will investigate all allegation of harassment and take prompt action.

DRESS CODE

Black solid scrubs (uniforms) are required for clinical training. Shoes must be black or neutral and closed toed. Hair must be pulled back if possible and neat in appearance. Nails must be short and have neutral polish.

Not acceptable: Anything other than what is stated above

BREAK ROOM/MEETING SPACE

The break room is to be used only for breaks, lunch or studying. You should not spend time together there at other times. Please clean up after yourself since everyone shares this room. No student guests are allowed without prior approval. All belongings need to be kept in

assigned lockers or on provided hooks. Students' personal belongings such as bags, backpacks, computers, coffee, or water bottles should not be littered throughout the facility at any time.

FOOD

Food and beverages are only permitted in the break room.

CLEANLINESS & SANITATION

Students are responsible for the cleanliness of their work areas, ensuring they are clean at the end of the day. Sanitation duties will be assigned, and state sanitation guidelines will be followed.

PARKING

There is street parking available for students. Please inquire if interested in accessing permit parking.