



2421 Timber Drive

Suite 209

Raleigh, NC 27604

Latoya Mosley, Owner / Instructor

Phone: 919-538-3976

Email: info@newdawnel.com

Website: www.NewDawnEl.com

OWNER / INSTRUCTOR

Latoya Mosley, Licensed Electrologist, Licensed Electrology Apprenticeship Instructor, Licensed Esthetician and Licensed Laser Practitioner has over 11 years experience in electrolysis and esthetics.

To become a licensed Electrologist in North Carolina

Governing Board:

North Carolina Board of Barber and Electrolysis Examiners

7001 Mail Service Center

Raleigh, NC 27699-7000

919-841-0640

electrolysis@nc.gov

barbers@nc.gov

Requirements for licensure as a North Carolina Electrologist:

Must be 21 years of age

Must apply for student permit

Complete 625 hour course

Visit 2 electrologist offices other than New Dawn

Pass practical exam administered by the NC Board of Barbers and Electrologist

About our course:

Electrology Apprenticeship 625 Course

Must apply for student permit to the board prior to being enrolled

This 625 hour course is in 3 parts:

Electrology Fundamentals I

Electrology Fundamentals II

On site Practical Training

Required textbooks: (online access provided / physical books may be purchased in addition)

- 1. Milady's Hair Removal Techniques: A Comprehensive Manual" , and**
- 2. Milady's Standard Esthetics**

Supplemental textbooks: (not provided)

- 1. Miladys Advanced Services: Electrolysis and Hair Removal**

Electrology Fundamentals I- will be completed by remote learning through online modules, self paced, and a once weekly instructor lead class online. Electrology Fundamentals I must be completed within 25 week time frame. Electrology Fundamentals I must be completed and student must pass written examination (to be administered either online or in person) prior to beginning Electrology Fundamentals II or Onsite Practical Training.

Onsite Practical Training can not be started prior to Electrology Fundamentals II, however Onsite Practical Training and Electrology Fundamentals II can be started to the same time.

Electrology Fundamentals II and Onsite Practical Training must be completed within 52 weeks

The Electrology Apprenticeship program should be completed within a total of 77 weeks which is roughly 19 months.

The two (2) required visits to other Electrologist offices can be completed anytime during the program. The dates of the visits must be scheduled in advance and written summaries must be submitted within one (1) week of each visit.

Hybrid Learning Course – Electrology Apprenticeship – 625 Hour Course

Home Study – Classroom Instruction – Hands-on Experience

– Register Now to Reserve Your Seat – Limited Seating Available in this Course –

HYBRID LEARNING

- Online Research & Weekly Assignments to Complete at Home (personal computer required)
- Classroom Instruction by Experienced Instructor
- Video / Observatory Instruction:
Electrolysis Modalities: Galvanic – Thermolysis – Blend
Skin Issues from Electrolysis: Troubleshooting – Cause – Prevention
- Open Clinic with Live Clients (300 Hours Hands-On Required)

COURSE TOPIC EXAMPLES

- History of Hair Removal Methods and Electrolysis
- Basic Skin Anatomy and Dermatology: Skin – Hair – Follicles – Skin Disease
Causes & Perception of Hair Problems
Growth Patterns and Growth Cycles
- Principles of Electricity for Understanding How Your Machine Works
- Dealing with Sensitivity: Relaxation - Synapse Fatigue - Anesthetics - Sensitive Clients
- Insertion Techniques – Probe Selection – Positioning the Client
- Timing and Intensity: Setting the Machine
- Basics of Sterilization: Practicing “Sterile Procedure” – Disease Prevention & Safety
- Practicing the Consultation: Case History – Consultation – Consent Forms – Record Keeping
- Ethnic Skin Issues: Hyperpigmentation – Ingrown Hair – Coarse Hair – Fine Dark Hair
- Ingrown Hair: Causes – Treatment – Prevention
Proper Method for the Extraction of Ingrown Hair
- Facial Hair: Designing & Shaping Eyebrows – Thinning Techniques for Hairline or Large Areas
- Business Concepts: Taxes – Legal Issues – Insurance – Record Keeping

APPLICATION FOR ENROLLMENT

Applicants accepted on a first-come basis, as seating in this class is limited. Apply now to ensure your seat.

Fill out all sections of this application completely and accurately and return it with a check or money order for the non-refundable application fee of \$150.00 and a copy of the following documents:

- A. Driver's license
- B. State-issued license (health profession, esthetician, cosmetologist or other license under a state board)
- C. If not a licensed professional, please bring copies of diplomas, certificates, or GED.

PERSONAL INFORMATION

Name _____
Address _____
Phone _____ (home) _____ (cell) _____ (other)
email address: _____
Social Security # _____ Date of Birth: _____
Professional title: _____ Licensing Board: _____
License # _____ Expires: _____

EDUCATION

High school attended _____ Year graduated _____
Post high school/college _____ Degree: _____
_____ Degree: _____
Courses taken you wish to be considered for acceptance: _____

VISION REQUIREMENT

Good vision is a requirement for working in the electrology field. A vision assessment will be given prior to enrollment. Contact lenses may NOT be worn while performing electrolysis. You may be required to get an eye exam with the purpose of getting glasses to use during your work as an electrologist.

Do you wear glasses? _____ Contacts? _____ Date of your last eye exam: _____

Check all that apply to your vision: nearsighted? _____ farsighted? _____ astigmatism? _____
night blindness? _____ bright lights bother my eyes _____ never wore glasses/contacts? _____

Do you have a seizure disorder? _____

Do bright lights or flashing lights affect you? _____ explain: _____

Can You read this?: Hold this paper away from you at the farthest distance you can read it clearly. Then, slowly move it closer to you until it starts to become fuzzy. If you cannot read this at 8-10 inches, you will need glasses to perform electrolysis.

Are you Left handed – or Right handed? _____

Requested starting date: _____

****Seat availability in any course depends upon class size and number of applicants – First come, first served.**

How did you hear about New Dawn Electrology Institute? _____

Write a short paragraph telling why you are interested in electrolysis training:

What experience or training have you had that influenced your decision to become an electrologist?

What are your career goals after completing this electrology program? _____

Employment History:

Employer Name: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Eligible for rehire?: _____

Responsibilities / Skilled Gained: _____

Employer Name: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Eligible for rehire?: _____

Responsibilities / Skilled Gained: _____

ADDITIONAL INFORMATION

Please provide any additional information or special accommodations needed: _____

CERTIFICATION AND SIGNATURE:

I certify that the information provided is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in denial or revocation of admission.

Applicant Signature _____ Date _____

This completed application can be hand delivered or mailed to 2421 Timber Drive Suite 215 Raleigh, NC 27604; or emailed to admissions@newdawnei.com.

ENROLLMENT AGREEMENT

Welcome to the Electrolysis Apprenticeship Program! This handbook serves as a guide to help you navigate through the program effectively. We are excited to have you on board and look forward to your successful journey with us.

1. Sign the forms and pay the \$1850.00 Initial payment to be enrolled in the Electrology Apprenticeship program and reserve your seat in the course.
2. Complete student permit application and submit to the North Carolina Board of Barber and Electrolysis Examiners
3. See tuition payment schedule enclosed. Limited availability of seats in this course require on-time payments. Failure to make timely payments will result in termination from the program. No financial aid is available at this time. Contact the director to arrange a payment plan.

I, _____, hereby agree to enroll in the 625-hour Electrolysis apprenticeship program with the understanding that the program aims to provide comprehensive training in clinical techniques, modalities, anatomy, and practical skills required for a career in electrolysis.

Commitment:

As a student enrolled in the electrolysis apprenticeship program, I commit to:

1. Attend all scheduled classes, practical sessions, and examinations as outlined in the program curriculum.
2. Participate actively in all learning activities and demonstrate professionalism and respect towards instructors, staff, and fellow students.
3. Complete all assignments and projects within the specified deadlines and requirements.
4. Adhere to the program rules and requirements, including codes of conduct, ethical standards, and safety regulations.
5. Maintain confidentiality of all sensitive information shared during the program, including client records and case studies.

Responsibilities:

As a student enrolled in the electrolysis apprenticeship program, I understand and accept the following responsibilities:

1. Payment of Fees: I agree to pay all required fees for the program in accordance with the outlined schedule of fees. I understand that failure to make timely payments may result in monetary penalties.
2. Academic Integrity: I pledge to uphold academic integrity and refrain from any form of academic dishonesty, including plagiarism, cheating, or unauthorized collaboration.
3. Professionalism: I will conduct myself in a professional manner at all times, including maintaining proper hygiene, adhering to dress code requirements, and observing ethical standards in the practice of electrolysis.
4. Compliance with Policies: I will comply with all program policies and regulations, including those related to tardiness, absenteeism, and conduct.

5. Progress Evaluation: I understand that my progress in the program will be evaluated through examinations, practical assessments, and project submissions. I agree to participate in these evaluations and strive for academic excellence.

6. Completion Requirements: I will fulfill the requirements for completing Electrology Fundamentals I and II, as well as Onsite Practical Training, within the specified time frames as outlined in the program curriculum.

Confirmation:

I understand students will not receive payment for performance of services, regardless of whether the school charges the client for services. Students may accept tips for their work if offered by the client.

I understand that after completing the program, students may apply for licensure as an Electrologist through the North Carolina Board of Barber and Electrolysis Examiners.

I understand that attending New Dawn Electrology Institute may provide opportunities for employment for qualified graduates. However, there is no guarantee or assurance of employment with New Dawn Skin Spa or any other business as a result of completing the program.

I, _____, acknowledge that I have read and understood the terms and conditions outlined in this Enrollment Agreement for the electrolysis apprenticeship program. I agree to abide by the commitments and responsibilities stated herein and commit to completing the program to the best of my ability.

By signing this agreement, I state that I understand and agree to the above terms and conditions.

Signature _____ Date _____

Director/witness _____ Date _____



Student Handbook – 2025

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OVERVIEW

New Dawn Electrology Institute

Administration:

Latoya Mosley, Owner/ Director

Phone: 919-538-3976

Email: info@NewDawnEI.com

Website: www.NewDawnEI.com

Courses offered - Authorized under the North Carolina of Barbers & Electrolysis Examiners:
Electrology Apprenticeship (625 hour Course)

Other Courses Offered:

Electrolysis - Classes starting June 2025

Electrolysis Course (for out of state students:– 120 hour, 300 hour, and 600 hour with Internship (TBA)
Advanced Electrolysis Techniques (TBA)

MISSION STATEMENT

At New Dawn Electrology Institute, our mission is to empower students by providing them with comprehensive, high-quality education in the field of electrology, preparing students for successful careers. We are committed to fostering a supportive environment that encourages professional growth, ethical practices, and lifelong learning.

VISION STATEMENT

Our vision is to be recognized as a premier institution for Electrology education in North Carolina and the world, empowering students to achieve excellence, innovation, and integrity in their professional practice.

NONDISCRIMINATION POLICY

New Dawn Electrology is dedicated to creating an inclusive and equitable environment. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, age, disability, or any other protected class. Harassment or discrimination of any kind is strictly prohibited.

LICENSE REQUIREMENT

Must be 21 years of age

Must apply for student permit

Complete 625 hour course

Visit 2 electrologist offices other than New Dawn

Pass practical exam administered by the NC Board of Barbers and Electrologist

ADMISSIONS

At New Dawn Electrology Institute, we are committed to welcoming diverse applicants who demonstrate a genuine interest in pursuing a career in electrolysis and related skincare fields. Our admissions process is designed to identify motivated individuals capable of meeting the academic and professional standards required for successful completion of our program.

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Application Procedure

1. Schedule an appointment with a School Admissions Director by email (info@newdawnei.com), or phone (919-538-3976) to request an interview and facility tour.
2. Complete vision test administered by program director.
3. Complete an application for admission. Please enclose the application fee of \$150. The application may be hand delivered or mailed to:

New Dawn Electrology Institute
ATTN: ADMISSIONS DIRECTOR
2421 Timber Drive
Suite 215
Raleigh, NC 27604

****Admission Criteria****

Satisfactory vision test results
Demonstrated interest in skincare and electrolysis
Ability to comply with health and safety standards
Successful interview outcome

****Acceptance Process****

Applicants will be notified of their admission status within two weeks of the interview. Accepted students will receive a formal acceptance letter and instructions for enrollment and orientation.

****Waiting List Policy****

Applicants not immediately accepted may be placed on a waiting list and contacted if space becomes available.

Enrollment Procedure

The school will send the applicant written notification indicating acceptance or non-acceptance within ten (10) business days following receipt of the application and interview.

Prior to starting class, enrollees must meet all requirements and provide the following:

1. High School Diploma or General Education Development (GED)
2. Transcript of any college or technical courses completed
3. Proof of Age (Driver's License, or Passport)
4. Two 2" by 2" photos. Photos must be current.
5. Application Fee with application, and Initial Payment to reserve your seat in the course.

TUITION

Tuition discount is granted for payment in full before class starts, or may be paid according to the following schedule. Failure to make on-time payments will result in dismissal from the school.

Due to limited small class size and availability, no refunds of the initial payment will be given.

COURSE	Application Fee	Enrollment Fee	Tuition Cost	Book / Supplies
Electrology Apprenticeship (625 hour course)	\$150.00	\$200.00	\$11,875.00	\$1500.00
Electrology (100 course)	TBA	TBA	TBA	TBA
Electrology (300 course)	TBA	TBA	TBA	TBA
+ Advanced Electrolysis Techniques (20 hr)	N/A	\$ 799.00	N/A	N/A

PAYMENT PLAN OPTIONS –

Standard payment plan: Total cost paid to New Dawn Electrology Institute= \$13,725

\$150.00 application & registration fee
+\$200.00 enrollment fee
+\$1500.00 supplies / kit / books
=\$1850.00 Initial payment due at enrollment

\$12,725.00-\$1850.00= \$11,875.00 tuition balance.

*\$50 installment agreement fee will be added to each monthly payment

5 (five) monthly payments of \$2425.00 due on the 1st day of each month

5 (five) day grace period for payments. A. Late fee of 1% will be added daily until the 15th of the month.

Payment is still due, however student is not allowed to attend class after the 15th of with month without payment or a written payment arrangement. If full payment is not made by the end of the month student will be withdrawn from the program.

For individual payment plans, make an appointment with the director to discuss payment options.

REFUND POLICY

1. Applicant rejected by the school prior to the first class – Refunded tuition paid after initial pmt
2. If a student requests a refund in writing within three (3) business days after signing the Contract Agreement, but prior to beginning classes, tuition paid after the initial payment will be refunded.
3. For students who enroll in and begin classes, but fail to complete the course, refunds will be calculated as follows:

Reason for Refund Request	Initial Payment	Current Tuition Payment
Withdrawal (non-medical) (voluntary)	No Refund	Payment Due - No Refund (initial payment not refunded)
Policy Violation / other	No Refund	Payment Due - No Refund (initial payment not refunded)
Withdrawal (medical letter)	No Refund	No Refund of Initial Payment Current Monthly Pmt Refunded Prorated for days enrolled Future Monthly Pmts Not Due

Approved refunds due will be paid within thirty (30) days following written cancellation signed by the student and the Director.

5. In case of illness or a disabling accident resulting in the inability to complete the course within a reasonable time (by presentation of a medical letter within 10 days) the student may be eligible for a refund of tuition paid after the initial payment. In the event of a death in the immediate family (mother, father, child, spouse, grandparents, siblings) resulting in extended absence (more than 10 days), the school will apply any tuition paid to re-enrollment for course completion. All missed classes must be made up.
6. If the school drops a student due to policy violation, no refund will be given.
7. Enrollment and/or application fees and the initial payment are non-refundable. No exceptions will be allowed.

(CONTINUE TO NEXT PAGE)

STUDENT SUPPLIES

Items provided in student kit:

Textbook/Workbook

*Tweezers (12 pair)

*Forceps Jar – covered container for soaking tweezers

*Glass Sterilizing Tubes (with caps) for Autoclave

*Autoclavable Rack for Tweezer Sterilizing Tubes

*Cleaning solution for Tweezers

*2 Sharps container

*Pre and post care for electrolysis

(A variety of probes will be available to student for use on Clients)

Other Supplies – purchase before class begins:

Black Scrubs

Glasses for Close-up if needed or desired

Notebook, paper, pencils, pens, etc

Laptop (optional) – internet service is provided for your use during school hours

HOURS OF INSTRUCTION

625-hour Electrolysis Apprenticeship Program, a comprehensive hybrid learning course designed to provide you with essential knowledge and practical skills in electrology. The program is divided into three key parts:

- 1. Electrology Fundamentals I**
- 2. Electrology Fundamentals II**
- 3. Practical Training**

Program Structure & Timeline:

- Electrology Fundamentals I must be completed within the first 25 weeks of the program.
- Practical Training can commence only after completing Electrology Fundamentals I, it may be started concurrently with Electrology Fundamentals II.
- Both Electrology Fundamentals II and Practical Training must be completed within 52 weeks.

Learning Format:

- This is a Hybrid course, so you have the flexibility to complete the theory components—Electrology Fundamentals I and II—online at your own pace.
- In addition, there will be one weekly virtual class every Monday from 1 PM to 6 PM, which will facilitate live instruction, discussion, and Q&A sessions.

We are committed to supporting your success through this flexible, interactive program.

Online Technology Resources

Students will access:

- Learning Management System (LMS) for coursework and assignments.
- Virtual labs and tutorials.
- Communication tools such as email, forums, and video conferencing platforms.
- Technical support for online access.

Student Conduct and Honor Code

Conduct Expectations

- Uphold academic honesty.
- Respect faculty, staff, and peers.
- Follow health and safety protocols.
- Refrain from disruptive or inappropriate behavior.
- Adhere to all institutional policies.

Honor Code

Students must:

- Submit original work.
 - Avoid cheating, plagiarism, and unauthorized collaboration.
 - Maintain confidentiality and client privacy.
- Violations may lead to disciplinary action, including suspension or expulsion.

DRESS CODE & PERSONAL HYGIENE

All students are expected to maintain a professional appearance and uphold high standards of hygiene at all times.

****Dress Code:****

- Scrubs are required: they must be freshly laundered, free of wrinkles, pet hair, and lint.
- Shoes should be comfortable, fully cover the foot, and suitable for clinical work. No flip flops or open-toe shoes are allowed in the student clinic. Croc-style shoes are permitted.
- Jewelry should be modest and should not come into contact with the client's skin during electrolysis procedures.
- Long hair must be securely pulled back out of the face to ensure safety and hygiene.

****Personal Hygiene:****

- No strong perfumes, scents, or fragrances should be worn, particularly around clients, to prevent any potential reactions or discomfort.
- No unpleasant or pungent body odors should be present; this includes avoiding strong smells from food or beverages.
- Hands and nails must be kept clean and well-groomed. Artificial or acrylic nails are strictly prohibited for safety and hygiene reasons, and nails should be kept short.
- Personal grooming should reflect a professional standard, ensuring cleanliness and appropriateness for a clinical environment.

****Additional for Electrolysis Students:****

- ****No contact lenses**** are permitted during electrolysis treatments to ensure safety.

ATTENDANCE POLICY

Attendance is essential for skill acquisition and successful completion. Students are responsible for attending all classes and clinical sessions, reporting absences in advance, and completing make-up work when necessary. Excessive unexcused absences may result in dismissal.

Students are expected to attend all classes. Classes missed due to sickness or other unpreventable occurrence must be made up. The student is responsible for arranging for makeup classes.

ONLY 3 makeup classes are allowed during any course. In the event of excessive missed classes, the student will pay to the school \$15 / hour for makeup classes in excess of three. If 10 days of class are missed, the student will be withdrawn – no exception. (See the chart above concerning the school's policy of No Refund of Initial Tuition Payment.)

INCLEMENT WEATHER POLICY

In severe weather, class cancellations or delays are at the discretion of administration. Students will be notified via email or other communication channels. Safety is the priority—use your judgment when traveling. School Emergency Closings - In the event of snow or emergency weather restrictions, New Dawn Electrology Institute have a delayed opening or will be closed.

ILLNESS AND HEALTH POLICIES

Students should NOT come to school sick, or with any contagious disease that may be transmitted to our clients. If in doubt, please call your instructor for guidance as to whether you should not come to school or work in the clinic on clients.

- Students with contagious symptoms must refrain from attending.
- Notify administration if unwell.
- Follow quarantine or medical guidance.
- Remote participation or makeup sessions may be arranged as appropriate.

COMMUNICATION GUIDELINES

- Check your email and online portal regularly.
- Report questions or concerns promptly to faculty or administration.
- Attend scheduled advising or counseling sessions.
- Use official channels for all communications.

Electronic Devices – To show respect for the instructor and other students in the class, cell phones and other electronic devices must be turned OFF while in the school.

Procedure / Services Offered by Students

Students will perform free services for interested clients, including the needy and the elderly. New Dawn Electrology Institute may offer student services for a fee (performed by senior students who have completed 60% of performances required). Students will not receive compensation for any work, regardless of any charge to the client. Students may accept tips offered by the client.

Student Evaluation Methods - Students will be evaluated by written quizzes and tests, and for performance. Grade average of 75% or higher to pass; Distance Learning students must maintain a GPA of 80% or higher. Performances are graded as pass/fail.

Accommodations and Support for Students with Needs

Please notify admissions or support staff upon enrollment for accommodations. Documentation may be required, and the institution will make reasonable adjustments to support your learning.

Additional Policies and Procedures

This handbook serves as a guide. All students are expected to familiarize themselves with these policies and adhere to them throughout their enrollment.

Welcome Message

We look forward to supporting your educational journey at New Dawn Electrology Institute. Please keep this handbook for future reference and feel free to reach out with any questions or concerns.

I have received a copy of the school's tuition rates and refund policy, and agree to the terms stated.

Signed _____ **Date** _____