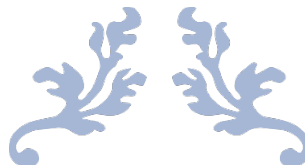


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## **IECT COURSE CATALOG 2023-2024**

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<https://www.instituteofepidermalcelltherapy.com/programs.html>



**Volume 3**

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**Institute of Epidermal Cell Therapy (IECT) 445 N. Battlefield Blvd, Suite O & H Chesapeake, Virginia 23320  
Phone: 757-536-0641**



**IECT COURSE CATALOG – 2023-2024**

Institute of Epidermal Cell Therapy (IECT)

445 N. Battlefield Blvd, Suite O & H Chesapeake, Virginia 23320

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## STUDENT PAYMENT & DISCLOSURE STATEMENT

### Enrollment Contract reminder

All Traditional and Non-Traditional Classroom Instructions/ Course Curriculum are created equal in content and thoroughness. After thoroughly reading the Academic Policy and Rules section of this catalog, students must read and sign the Enrollment Contract. The Enrollment Contract must be signed and submitted to IECT prior to the start of the first day of school. Students will receive a signed copy of the completed Enrollment Contract.



## **General Information**

### *Introduction*

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

### Welcome

The Institute of Epidermal Cell Therapy provides the education that is the key element in your journey to success. Our institute is proud to offer Virginia Institute of Esthetics and Epidermal Cell Therapy curriculum philosophy as our primary source of training. It was developed and incorporated by L. Saphonia Gee. It is a distinct blend of Montessori teaching methods combined with adult experiences, focusing on the science of the skin and how it applies to healthy skin care. Our students have the opportunity to experience hands-on esthetics therapy training in our licensed Esthetics Spa, Institute of Epidermal Cell Therapy. This affords our students the opportunity to train in an environment that promotes professionalism, allowing them to build their practical skills as well as build good public relation skills.

### Mission Statement

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

### Character Statement

We at Institute of Epidermal Cell Therapy I hereby attest that this institution's policy is that the administration and personnel maintain a good reputation and character. Faculty and staff will treat veteran students with dignity and respect. Neither the institution nor its staff will participate in any schemes that target veterans for financial gain.

Additionally, the institution and its staff will follow all rules and regulations of the local, state, and federal laws. The SCO will notify the Virginia SAA immediately if the institution, or any of its employees, comes under investigation for violations of the law.

## History

The Institute of Epidermal Cell Therapy has evolved from the years of experience and vision of its President, Ms. L. Saphonia Gee. The IECT was formed in 2012 under the name The Institute of Esthetics and Research a Virginia Department of Professional and Occupational Regulations (DPOR # 1267000053) licensed entity. In 2014 we changed our name to the Institute of Epidermal Cell Therapy to better reflect our continuing efforts at educating our students and the public at large about the skin and what lies beneath it.

## New Student Orientation

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

## Placement and Compensation

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

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

## Goals

Our IECT goals are as follows:

- To provide our students with services that will prepare them for success in the various industries related to the art and science of epidermal related careers.
- To ensure that all students are admitted regardless of race, sexual orientation, gender, age, disability; are provided with the same opportunities for success
- To ensure our students are prepared to take and pass the State (any) exam for Estheticians.
- To review and improve the quality of the student experience.
- To provide the student with theory and practice of epidermal cell training at a competitive price
- To ensure each graduate of our programs are prepared to work in this industry at the completion of the program
- To enroll at least one student every twenty weeks until the class session is full
- To maintain financial stability
- To provide faculty and staff annual professional development opportunities
- To provide students with quality services and support
- All Traditional and Non-Traditional Classroom Instructions/ Course Curriculum are created equal in content and thoroughness.

## Our Values

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

1. Safety and well-being. Provide students with a safe and supervised learning environment to promote their health and well-being as well as that of their clients.
2. Learning. Provide a thorough working knowledge of the theory and practice of esthetics and epidermal science in an academic/practical setting.
3. Professionalism. Model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.
4. Critical Thinking. To imbue students with coursework that emphasizes critical thinking skills.

IECT Attestation Compliance Statement:

- IECT attests to maintain policies that prohibit the automatic renewal of a covered individual in courses and education programs and ensure that the covered individual approves of the individual's enrollment in a course.
- IECT attests to provides to a covered individual enrolled in the course of education at the educational institution with information regarding the requirements to graduate from such course, including information regarding when required classes will be offered and a timeline to graduate.
- IECT attests to maintains a policy that ensures that members of the Armed Forces, including the reserve components and the National Guard, who enroll in the course of education at the educational institution may be readmitted at such institution if such members are temporarily unavailable or have to suspend such enrollment because of serving in the Armed Forces and otherwise accommodates such members during short absences because of such service.
- IECT attest to L. Saphonia Gee, President the designate an employee of the education institution to serve as a point of contact for covered individuals and the family of such individuals needing assistance with respect to academic counseling, financial counseling, disability counseling and other information regarding completing a course of education at such institution, including by referring such individuals and family to the appropriate persons for such counseling and information.
- IECT attest to the SAA reserves the right to request additional supporting information to confirm compliance with their regulation.



### *IECT Location and Facilities*

The Institute of Epidermal Cell Therapy is located at 445 N. Battlefield Blvd. Suite O & H, Chesapeake, Virginia 23320. The building contains 2 classrooms/clinics for its instruction purposes. The clinics include facial beds and facial electronic equipment to augment the practicum portion of the curriculum. The building maintains the necessary fire safety exit signs and extinguishers. The IECT is maintained and managed by the Sheehan Group, Inc. They are responsible for all property management maintenance (ventilation, heat, electricity, plumbing and general building maintenance). The building is leased from The Sheehan Group, Inc. and is under contract with regard to stipulations of terms and lease, which have been executed by The Institute of Epidermal Cell Therapy and The Sheehan Group, Inc.

All examinations and procedures will be completed and taken in the traditional brick and mortar classroom. This site is set up and designed in a manner that reflects conditions in a typical spa and in a clinical setting. Student activities are designed in such a manner that will provide them with as close as practical the settings they most likely will or will have worked in.

### Safety Hazards and Physical Demands

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

### IECT Evacuation Plan & Exposure Plan

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

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

All students and staff should gather near the restaurant parking lot. All instructors are to take account of all students in their class. Administrators are to take account of all instructors and front desk personnel.

Once safely away from the building, the staff member(s) designated as Safety Officer should contact 911 and request appropriate emergency assistance. In case of emergency in which alarm does not sound; The instructor on staff should pull the emergency alarm to notify all staff and students of the existing emergency.

Proceed with evacuation procedures as outlined above.

## Telecommunication Policy

- Our courses may be taken via electronic telecommunication or other means.
- Attendance on-site for all VA students is mandatory.
- Attendance on-site for all examinations (regardless of delivery) is mandatory.
- IECT will provide all students with access to a “guest” Internet connection while on site.

## Availability of the Student Right-to-Know and Campus Security Act

- Public Law 101-542, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the ***Student Right-To-Know and Campus Security Act***.
- The full text of the law can be found at: <http://uscode.house.gov/statutes/1990/1990-101-0542.pdf>

Please contact The IECT Administrator, L. Saphonia Gee or Director of Education Deborah Waters with any questions regarding IECT responsibility and activity with regard to these matters.

## School Calendar and Holidays Schedule

IECT operates annually throughout the year as classes form.

Institute of Epidermal Cell Therapy normally is open for business from 8:00 am to 5:30 pm, Monday, Tuesday, and Wednesday. We are also open on Thursday from 8:00am to 9:30 pm Saturday through Sunday 8:30 am to 5:00 Sunday and. The student will be assigned a class schedule and will be expected to begin and end class according to the schedule. To accommodate the needs of our business, we may need to change individual student schedules on a short-term basis.

Hours of Operation (Also indicate days closed)						
SUN	MON	TUE	WED	THUR	FRI	SAT
8:00am	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am
to	to	to	to	to	to	to
5:30pm	5:30pm	5:30pm	5:30pm	5:30pm	5:30pm	5:30pm

**Class Schedule – Esthetics Classroom Method (Face to Face Classroom Method)**

<b>Class Schedule – Esthetics Esthetics Classroom Method</b>						
Monday through Wednesday 8:30 am – 4:30 pm & Friday 8:30 am – 2:30pm 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Sunday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total = 30 hours a week</b>						
SUN	MON	TUE	WED	THUR	FRI	SAT
½	8½ (8)	8½ (8)	8½ (8)		6	
10:00am	8:30am	8:30am	8:30am		8:30am	
to	to	to	to		to	
2:30pm	4:30pm	4:30pm	4:30pm		2:30pm	

**Class Schedule – Esthetics Classroom Method (Face to Face Classroom Method)**

<b>Class Schedule - Esthetics Esthetics Classroom Method</b>						
Thursday (1pm -9:30pm), Saturday, and Sunday (8:00 am – 3:30pm) 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Friday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total = 30 hours a week</b>						
SUN	MON	TUE	WED	THUR	FRI	SAT
8½ (8)				8½ (8)	6½	8½ (8)
8:00am				1:00pm	8:00am	8:00am
to				to	to	to
3:30pm				9:30pm	3:30pm	3:30pm

**Class Schedule – Master Esthetics Classroom Method (Face to Face Classroom Method)**

<b>Class Schedule – Master Esthetics Master Esthetics Classroom Method</b>						
Thursday (8:00 am – 3:30pm), Friday (8:30 am – 2:30pm) Sunday, and Monday (8:00 am – 3:30pm) 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Wednesday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total 30 hours a week</b>						
SUN	MON	TUE	WED	THUR	FRI	SAT
8½ (8)	8½ (8)			8½ (8)	6	
8:00am	8:00am			8:00am	8:30am	
to	to			to	to	
3:30pm	3:30pm			3:30pm	2:30pm	



**Class Schedule – Esthetics Online Blended Method (Hybrid Classroom Method)**

<p align="center"><b>Class Schedule – Esthetics</b>  <b>Esthetics Online Blended Method</b></p> <p align="center">Monday through Wednesday 8:30 am – 4:00 pm, &amp; Friday 10:00 am – 2:30 pm                      30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class                      10 minutes break for every 50 minutes in classroom time = 1 clock hours                      Sunday 1 x per month Makeup Hours (10:00 am – 2:30pm)  <b>Total 35 hours a week</b></p>						
SUN 1	MON 5½ (5)	TUE 8 (7)	WED 7½ (7)	THUR 4	FRI 4½ (4)	SAT 1
Online Blended	10:00am	9:00am	10:00am	Online Blended	OB 10:00am	Online Blended
	to	to	to		to	
	3:30pm	5:00pm	5:00pm		2:30pm	

**Class Schedule – Esthetics Online Blended Method (Hybrid Classroom Method)**

<p align="center"><b>Class Schedule - Esthetics</b>  <b>Esthetics Online Blended Method</b></p> <p align="center">Thursday (2:00 pm -9:30 pm), Saturday, and Sunday (8:00 am – 3:30 pm) &amp; Friday 10:00 am – 2:30 pm                      30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class                      10 minutes break for every 50 minutes in classroom time = 1 clock hours                      Tuesday 1 x per month Makeup Hours (10:00 am – 2:30pm)                      Total 30 hours a week / 600 hrs. per program  <b>Total 35 hours a week</b></p>						
SUN 6½ (6)	MON 2	TUE 2	WED 1	THUR 7½ (7)	FRI 4½ (4)	SAT 7½ (7)
9:00am	Online Blended	Online Blended	Online Blended	2:00pm	OB 10:00am	9:00am
to				to	to	
3:30pm				9:30pm	2:30pm	4:30pm

### Class Schedule – Master Esthetics Online Blended Method (Hybrid Classroom Method)

<b>Class Schedule – Master Esthetics Master Esthetics Online Blended Method</b>						
Thursday (8:00 am – 3:30pm), Sunday, and Monday (8:00 am – 3:30pm) & Friday 10:00 am – 2:00 pm 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Friday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total 30 hours a week</b>						
SUN 7½ (7)	MON 6½ (6)	TUE 2	WED 2	THUR 7½ (7)	FRI 4	SAT 1
9:00am	9:00am	Online Blended	Online Blended	8:00am	OB 10:00am	Online Blended
to	to			to	to	
4:30pm	4:30pm			3:30pm	2:00pm	

**Class Schedule – Esthetics and Master Esthetics Online Blended Method** (Hybrid student only) The student must complete two separate enrollment application processes. After completing a week, the student may apply for enrollment in the Master Esthetics Program. Please refer to Esthetics Online Blended schedule for the first ten week of the Esthetics Program. At week eleven student begin the below class schedule. This is a 25-week program.

*Esthetics week 1-10 = 35 hrs.=350 Onsite schedule Monday & Wednesday 10am-5pm, Tuesday 9:00am-5:00pm*

*Esthetics week 11-20 =25hrs.= 250 Onsite schedule Monday & Wednesday 10am-5pm, Tuesday*

<b>Class Schedule – Esthetics weeks 11-20 Esthetics Online Blended Method</b>						
Monday through Wednesday 8:30 am – 4:00 pm, & Friday 10:00 am – 2:30 pm 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Sunday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total 35 hours a week</b>						
SUN	MON 5½ (5)	TUE 8 (7)	WED 7½ (7)	THUR 2	FRI 4	SAT
Online Blended	10:00am	9:00am	10:00am	Online Blended	OB 10:00am	Online Blended
	to	to	to		to	
	5:00pm	5:00pm	5:00pm		2:30pm	

Master Esthetics week 1-10 = 100 hrs. Onsite schedule Sunday 9am-4pm

Master Esthetics week 11-25 = 500 35hrs. Onsite schedule Sunday & Monday 9am-5pm,  
Thursday 8:00am-3:30pm

<b>Class Schedule – Master Esthetics weeks 11-25</b> <b>Master Esthetics Online Blended Method</b>						
Thursday (8:00 am – 3:30pm), Sunday, and Monday (8:00 am – 3:30pm) & Friday 10:00 am – 2:00 pm 30 minutes lunch on days that are over 6 hours. 15 minutes Break 2x per class 10 minutes break for every 50 minutes in classroom time = 1 clock hours Friday 1 x per month Makeup Hours (10:00 am – 2:30pm) <b>Total 35 hours a week</b>						
SUN	MON	TUE	WED	THUR	FRI	SAT
7½ (7)	6½ (6)	4	4	7½ (7)	4	3
9:00am	9:00am	Online Blended	Online Blended	8:00am	OB 10:00am	Online Blended
to	to			to	to	
4:30pm	4:30pm			3:30pm	2:00pm	

*School Holidays Schedule*

	New Year's Day (Januray 1)	January 1, 2023			Father's Day on the third Sunday in June	June 18, 2023
	New Year's Day (observed Januray 2)	January 2, 2023			Independence Day (July 4)	July 4, 2023
	Martin Luther King, Jr. Day (on the third Monday in January)	January 16, 2023			Labor Day (on the first Monday in September)	September 4, 2023
	Ash Wednesday optional	February 22, 2023			Election Day optional (on the first Tuesday in November)	November 7, 2023
	IECT Spring Break (on the fifteenth week of every year in April)	April 8-16 2023			Thanksgiving Day (fourth Thursday in November)	November 24, 2023
	Mother's Day (on the second Sunday in May)	May 14, 2023			IECT Winter Break	December 21, 2023 - January 2, 2024
	Memorial Day (on the last Monday in May)	May 29, 2023			Christmas Day	December 25, 2023

## Owners, Administrative Staff & Faculty 1 of 2

The Institute of Epidermal Cell Therapy (IECT) is wholly owned and operated by The IECT of Esthetics and Research, Inc., a Virginia corporation. The 100% principal owner is Mr. Charles Gee, Jr. There is no governing board for the IECT. Generally, the powers, duties and responsibilities for the President and the Chief Executive Officer, are as follows:

### **President**

The President is IECT's organizational leader, directing the organization to attain its mission, goals, and objectives; he will bear full fiduciary and legal responsibility for the IECT.

The President will facilitate organizational governance roles and responsibilities, while preserving the integrity of all IECT processes.

The President will model trust, respect, and cooperation, setting the business and academic tone. She helps model the norms for courtesy and personal interaction.

The President serves as spokesperson for the IECT and represents IECT and the IECT at formal and informal functions; she articulates adopted positions and policies to the trade and mass media; he

communicates the IECT vision to external individuals and groups, including government entities as appropriate.

### *Owners, Administrative Staff & Faculty*

The President offers linkages with local entities that may hire, promote, or partner with IECT and or its graduates, keeping abreast of new techniques, opportunities to assist in preserving, and the potential offerings within the local job market for which students may be qualified after they have completed their course(s).

The President promotes IECT student access to IECT leadership and involvement; he identifies and encourages highly skilled students to strive to become future leaders in their field.

The President participates in the development and implementation of corporate policies and strategic planning, ensuring effective business planning and control to maintain the financial integrity of the Corporation.

As an administrator, the President is the chief executive officer and legal head of the IECT organization. The administrative roles are delegated, shared in policy (and practice) with the Director of Education, certain key roles are clearly and consistently performed fully or in part by the President: representing IECT and speaking to interested parties, agencies, organizations and to the public.

### *Staff*

Mr. Charles Gee Jr., Owner, MHR

Ms. L. Saphonia Gee, President, and CEO, CIDESCO Diplomat, Licensed Master Esthetics Instructor


Ms. Debbie Waters, Director of Education, Licensed Master Esthetics Instructor

## Faculty 1 of 2

Ms. L. Saphonia Gee, Esthetic Certificate Programs, Licensed Master Esthetics Instructor  
Licensed Number 1265000002

<https://www.instituteofepidermalcelltherapy.com/meet-the-president.html>



### MEET THE PRESIDENT



#### L. SAPHONIA GEE



**Teaching and or Work Experience**  
She is the active President, and Master Esthetics Instructor of the Institute of Epidermal Cell Therapy.  
Past President, CEO founder of the Virginia Institute of Esthetics opened the Portsmouth campus in 2002-2015. Virginia Institute of Esthetics curriculum was purchased by Institute of Epidermal Cell Therapy. Saphonia was realizing her dream to further the field of Esthetics and up the bar for her fellow Estheticians in the tidewater area. Believing that "Education is key to your journey to healthy skin care" created her love and passion for the field of esthetics. As a leader in the industry, she is responsible for the requirement of licensing in the state of Virginia and Founder of SVSS (The Society of Virginia Skin Care Specialist). The Virginia Institute of Esthetics and L. Saphonia Gee with the help of SVSS played an important role in the drafting and passing of bill HB2510. This bill is the licensing for estheticians in the state of Virginia. Along with the success of VIE, Saphonia earned an appointment, from the Governor of Virginia, to the State Board of Barbers and Cosmetologists in 2005-2011. She made history by being the first Esthetics representatives serve to terms, and the first Esthetician to hold the Co- chair position. Saphonia had the opportunity to operate at every level and position within the esthetics industry. She acquired her knowledge in esthetics from Portugal, Turkey, and the United States. She is CIDESCO Diplomat, Comité International d'Esthétique et de Cosmétique, one of the world's most reputable international qualification in the field of Esthetics.

She is a Licensed Master Esthetics and Instructor in Virginia and Washington State. She is also a certified Paramedical and Medical Esthetician, ANHA Holistic Health Care, ANHA Holistic Laboratory, ANHA Holistic Nutrition, Makeup Artist, Product and Ingredient Educator and Consultant for several companies, Business Spa Consultant, Certified Nursing Assistant, and an International CIDESCO Diplomat. Saphonia was also the liaison for skincare for the NIC. She was also affiliated with development of the Basic Esthetics Written/Practical Exam and Master Esthetics Practical Exam that is used on a national level to assess candidate's eligibility for the state licensure. As a certified nursing assistant and paramedical esthetician, she worked with three prominent plastic surgeons focusing on the care of pre- and post-operative patients, stressing that proper skin care is the key to healthy skin. She is a past co-founders a, state of the art, skin therapy center- IYOS Your Own Skin). This center serve as an outpatient facility for several prominent plastic surgeon pre and post-operative care, nutritionists, licensed estheticians; licensed massage therapists, licensed wax technicians, and licensed makeup artists.

 L. Saphonia Gee: Author       Articles & Press Releases

REGULATIONS & CODES    PROSPECTIVE EMPLOYER    STUDENT LOGIN    ALUMNI LOGIN    INSTRUCTOR LOGIN    ADMIN LOGIN    EMPLOYER LOGIN    CONTACT US

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*Students who successfully complete the Master Esthetics / Esthetics Program will be eligible to test for the Esthetics and Master Esthetics licensing in the Commonwealth of Virginia.*

- L. Saphonia Gee, the designate an employee of the education institution to serve as a point of contact for covered individuals and the family of such individuals needing assistance with respect to academic counseling, financial counseling, disability counseling and other information regarding completing a course of education at such institution, including by referring such individuals and family to the appropriate persons for such counseling and information.

## Faculty 2 of 2

Ms. L. Saphonia Gee, Esthetic Certificate Programs, Licensed Master Esthetics Instructor  
Licensed Number 1265000002

<https://www.instituteofepidermalcelltherapy.com/more-saphonia-gee.html>

The screenshot shows the 'MEET THE PRESIDENT' page for L. Saphonia Gee, President and CEO of the Virginia Institute of Esthetics. The page features a navigation bar with links for HOME, ABOUT US, PROGRAMS, STUDENTS, REGULATIONS & CODES, STUDENT LOGIN, and CONTACT US. The main content includes a profile picture of Ms. Gee, a bio, a quote, a resume link, and several news media and press release items with video thumbnails and article links. The footer contains copyright information for the University of Esthetics and Research Inc. (UERI) and the website designer, WonderWorks, Inc.


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## MEET THE PRESIDENT



**L. Saphonia Gee, President and CEO of the Virginia Institute of Esthetics**  
Saphonia Gee, president and owner of The University of Esthetics and Research Inc., is taking the industry to a new level by her actions not just her words. As a practicing esthetician, esthetics educator, speaker, author, founder of two academic institutions, and president of an esthetics society, Ms. Gee is changing the face of esthetics education by expanding opportunity in the industry. As quoted by Ms. Gee, "Knowledge is the key to personal and career success."

As a result of the changes in the ever growing industry, Ms. Gee has decided to take esthetics education to the next level. In January 2010, Ms. Gee launched the opening of The University of Esthetics and the Research for the Art and Science of Beauty. The university will offer courses and programs that will allow students the opportunity to grow beyond earning a certificate and work towards higher levels of education.



"Life is a journey," Ms. Gee said. "It is most important that we have the tools necessary to build our craft and our future." The institute offers courses that are essential in education and training for the esthetics industry. Basic Esthetics, Master Esthetics, and Make Up Artistry are among the list of courses that are being offered at the institute.

  
Saphonia Gee [Resume](#)


### News Media & Press Release

 [View - WAVY 10](#)  
 [TODS - WVCE 11](#)



### Articles & Publications

 [New Beauty page 1](#)  
 [New Beauty page 2](#)


**New Beauty**  
Wherever your travels may take you, it's crucial to prep your skin beforehand for what it will encounter during your trip. "You want to create a balance with treatments and products to build up your skin's immunity and strengthen it so that it doesn't go haywire when it's introduced to a new climate," says Virginia Beach, VA, licensed master esthetician Saphonia Gee, of In Your Own Skin, Skin Therapy Center. "If you don't prep your skin for the changes it is going to experience, it will naturally think it's in danger and increase sebaceous activity levels..."  
▶ [Learn more](#)

  
**Virginia Pilot:**  
[In Your Own Skin Article](#)



**Virginia Pilot**  
Partners Kim Thumel and Saphonia Gee say feeling comfortable in one's own skin is hard to put a price on. The co-founders of a Virginia Beach skin care center recently landed the international Spa De Beaute of the Year Award sponsored by national trade publication Day Spa Magazine.  
▶ [Learn more](#)

 [Skin Inc.: Article 1](#)  
 [Skin Inc.: Article 2](#)

**Skin Inc.**  
With all the passion and enthusiasm L. Saphonia Gee has for esthetics, it may be hard to believe she started her career with other goals in mind. Initially a makeup artist for large consumer labels, she soon saw her interests changing focus. "I got started in skin with the idea that I wanted to become a dermatologist," says Gee, now co-owner of the In Your Own Skin Therapy Center, and President and CEO of the University of Esthetics and Research Inc., both in Virginia Beach, Virginia. "But when I had my first experience with esthetics, I knew I'd found my calling..."  
▶ [Learn more](#)

  
**Beauty Lovelips!**  
[In Your Own Skin Article](#)

**Beauty Lovelips!**  
"Healthy skin is beautiful skin," says Saphonia Gee, esthetic educator and co-owner of In Your Own Skin. "But keeping it healthy can be very difficult..."  
▶ [Learn more](#)

 [Day Spa Article 1](#)  
 [Day Spa Article 2](#)

**Day Spa: In the News**  
Every year top salon and spa professionals participate in the annual International Repackage Spa de Beaute Congress, and education conference and award gala presented by industry heavy-hitter Repackage. This year, the 9th annual event, held August 6-7 at the Lydia Sarlati Post-Graduate Academy in Secaucus, NJ, opened with a compelling presentation by Repackage founder and president Lydia Sarlati titled "The Power of Attraction: Secret Success to Your Business." Several industry speakers took the stage to share their passion and knowledge with attendees, including University of Esthetics and Research Inc. president/CEO L. Saphonia Gee, who discussed the importance of being active in state boards and legislatures...  
▶ [Learn more](#)

REGULATIONS CONTACT US

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Faculty


Ms. Debbie Waters, Esthetic Certificate Programs, Licensed Master Esthetics Instructor

Licensed Number 1265000019

<https://www.instituteofepidermalcelltherapy.com/director-education.html>

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## MEET THE DIRECTOR OF EDUCATION



**DEBORAH WATERS**  
DIRECTOR OF EDUCATION

As a Licensed Master Esthetics Instructor with over 10 year of experience in the Esthetics industry, Deborah's education as a graduate of The Virginia Institute of Esthetics as well as her work experience in the treatment room enables her to provide students with a quality education that meets the standards of state board and exceeds industry expectations. Her degree in Human Services, her 20 years experience in retail and her knowledge of the industry has given her the skills necessary to build a rapport with her students that promotes the value and joy of learning. Deborah completed the Thomas Jennings Open Learning Village Online Teaching and Learning Certificate course to enhance her skills as a blended learning professional. In addition, she earned a Small Business Management Certificate from Tidewater Community College. She is the executive director of the Society of Virginia Skin Care Specialists (SVSS) and was instrumental in lobbying for the licensing bill which established the current standards for the esthetics professionals in Virginia. Deborah was also a key member of the team from Virginia that conducted a demonstration class for the Electric Facial Machine in Las Vegas, NV.



**Licensed in Virginia**

Education: Berkshire Community College (Associates in Human Services), the Virginia Institute of Esthetics (Master, Basic, and Instructor Esthetics Certification), Medical Esthetics, Business Development, Spa Management, and Makeup Artistry

**Specialties: Basic & Master Esthetics Instructor**

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*Students who successfully complete the Master Esthetics / Esthetics Program will be eligible to test for the Esthetics and Master Esthetics licensing in the Commonwealth of Virginia.*

## Advising & Professional Assistance Policy

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

## **Student Rights**

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

## Non-Discrimination, Harassment, and Sexual Harassment Policy - Faculty

Institute of Epidermal Cell Therapy is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, students' activities, and general treatment during enrollment.



## Harassment

It is Institute of Epidermal Cell Therapy's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our students' personal morality, but to ensure that in the classroom or clinic floor, no one harasses another individual. If a student feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Director of Education. If the student is unable for any reason to contact this person, or if the student has not received a satisfactory response within five (5) business days after reporting any incident of what the student perceives to be harassment, the student should contact the President. If the person toward whom the complaint is directed is one of the individuals indicated above, the students should contact the Department of Professional and Occupational Regulation (see contact information below). Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible. In addition, the Institute of Epidermal Cell Therapy will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If a student feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the students would report a claim. Of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All students must cooperate with all investigations.

## Sexual Harassment 1 of 2

It is Institute of Epidermal Cell Therapy's policy to prohibit harassment of any students by any Supervisor, students, customer, or vendor on the basis of sex or gender.

The purpose of these policies is not to regulate personal morality within the Institute of Epidermal Cell Therapy. It is to ensure that at the Institute of Epidermal Cell Therapy all students are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct also can include sexual jokes, vulgar or offensive conversation or jokes, commenting about a student's physical appearance, conversation about your own or someone else's sex life or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Student feel that he or she has been subjected to conduct which violates this policy, the students should immediately report the matter to Director of Education. If unable for any reason to contact this person, or if the students have not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the students should contact

the President. If the person toward whom the complaint is directed is one of the individuals indicated above, the students should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken when appropriate.

#### Sexual Harassment 2 of 2

Under these circumstances, the student may opt to review, engage and to complete assignments and/or examinations with special consideration. These considerations typically fall under the category or requirement of the American with Disabilities Act (ADA) - (1990, 2008)

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

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

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

#### Drug and Alcohol Policy

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

#### Termination Policy

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

## Program Offered

IECT offers the following courses for which students will receive a Certificate of Completion:

- **Esthetics and Master Esthetics Competency Exam Classroom Program** (*Face to Face Classroom Method*)
- **Master Esthetics Approved Programs** (*Face to Face Classroom Method*)
- **Esthetics School Blended Online Program** (*Hybrid student only*)
- **Esthetics School Classroom Program** (*Face to Face Classroom Method*)
- **Master Esthetician Blended Online Program** (*Hybrid student only*)
- **Master Esthetician Classroom Program** (*Face to Face Classroom Method*)

All Traditional and Non- Traditional Classroom Instructions/ Course Curriculum are created equal in content and thoroughness. Classroom Method requires all courses to be taught onsite.

### School Approved Programs

[DPOR License Lookup License Number 1267000053](#)

#### License Details

**Name**

SCHOOL OF ESTHETICS AND RESEARCH INC

**DBA Name**

INSTITUTE OF EPIDERMAL CELL THERAPY

**License Number**

1267000053

**License Description**

Esthetics School License

**Firm Type**

Corporation

**Rank**

Esthetics School

**Approved Programs**

Competency Exam Classroom Program

Esthetics School Blended Online Program

Esthetics School Classroom Program

Master Esthetician Blended Online Program

Master Esthetician Classroom Program

**Address**

445 N BATTLEFIELD BLVD STE O, CHESAPEAKE, VA 23320

**Initial Certification Date**

2012-06-20

**Expiration Date**

2025-05-31

The license status and Board approved courses for the Institute of Epidermal Cell Theory

- the identical curriculum was submitted and approved by the Board for both the classroom program and blended online program. Schools may offer online or in person instruction on all theory topics in their approved curriculum.

- However, there is a measure of competency of the information the student is taught online which shall be completed in a traditional brick and mortar

Please review any disciplinary action. Please review <https://www.dpor.virginia.gov/LicenseLookup/>

## **Admissions and Entrance Requirements**

### Program Overview

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

All examinations will be completed and taken in the traditional brick and mortar classroom. Non-traditional classroom education, include the following courses: orientation, school policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa management, analyzing skin or scalp conditions, anatomy, client consultation, and care of equipment.

### Assessment of Student's competency Award Credit

We will award up to 300 clock hours of credit to students who have demonstrated, through assessment, that they have met the qualifications required by the Department of Professional and Occupational Regulation Board for Barbers and Cosmetology. Assessments are based on the following criteria:

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

### Program Start Dates

IECT operates its programs in a cohort/group/group format. With our policy of small class sizes, a typical cohort/group will start with as few as one student and a maximum of 6 students. Courses in our certificate programs are covered in weekly intervals through completion (and with respect to holidays). Programs 600 clock hours (Esthetics and Master Esthetics both classroom and online blended) are within 25 weeks in length.

The IECT reserves the right to amend the school calendars.

The program 600 clock hours included IECT Lecture Theory, Clinical, and Practical Performance/Lab clock hours

Please refer to the program's detailed schedule. A student may enroll at any time prior to the start of a new class. The new class starts with a dividual student. All students are enrolled in their own group creating a one-on-one learning environment. We allow continuous enrollment until the maximum of the class space is filled.

## **Admission Requirements & Process**

All Institute of Epidermal Cell Therapy students may make payments and return all documentation in person, by mail at our physical location at: 445 N. Battlefield Blvd. Suites O, Chesapeake VA 23230, and/or

Prospective students applying for The Institute of Epidermal Cell Therapy program must:

- Be 18 years of age (may be waived for 17 years of age with parental consent and have completed a HS diploma or GED equivalent).
- Submit a signed application.
- Submit an identifiable, original 2" x 2" passport photograph of yourself (white background only).
- Submit an identifiable valid copy of the applicant Social Security Card.
- Submit an identifiable valid copy of the applicant Driver License or Identification card.
- Submit an identifiable valid copy of the applicant High School Diploma, GED Diploma, or College transcripts.

<https://www.instituteofepidermalcelltherapy.com/admissions.html>

### **Credit for Previous Education or Training**

Our Institute assessment is based on a review of the Prospective student's transcript and the successful completion of a board-approved competency examination administered by IECT. The Prospective student is required to provide a copy of a catalog, bulletin, website, or unofficial transcripts giving the full course description when making the evaluation. The number of credit hours awarded shall not exceed the actual hours of instruction verified on the transcript or the number of hours specified in the board-approved curriculum for a specific topic. Presently we do not accept transfer to enroll into the Esthetics and Master Esthetics Programs.

Prospective student's courses that are deemed to be the academic equivalent to an IECT course, but have less attended clock hours, will be granted full academic hours Instructional credit and Instructional actual clock hour credit. Additional attendance will be required to meet the total Instructional clock hours of the program.

IECT will accept transfer credit or course work from approved institution and will maintain a written record of all previous education and training of the veteran or eligible person. IECT staff will review the applicants' prior training and education and evaluate and compare it to IECT course requirements. Credit for prior training and education that meets IECT course requirements will be granted and as appropriate, the training period will be shortened proportionately, and the eligible person and VA so notified IECT agrees not to charge any fees associated with the evaluation of and/or the acceptance of transfer credits or clock hours that were earned from another school or military training.

## Competency Exam Classroom Program DPOR Requirements

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

We may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and 18VAC41-70-200 B.

D. A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and 18 VAC 41-70-200 A. A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and 18 VAC 41-70-200 B.

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

### **VA Delayed Payment Compliance**

In accordance with the Veterans Benefits and Transition Act of 2018, Section 103, effective

1 August 2019, it is IECT's policy that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to IECT due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

# Student Disclosure Information

## Interpretation of Grades & Marking Systems

### Grading System Policy

#### Mission Statement

*“Education is the key to your journey toward healthy skin care.”*

*Our school is founded on the belief that professionalism, integrity, and competence are integral to the student’s education. Once obtained, these qualities prepare students for the rapidly growing demand for professionals in the fields of health, wellness, and medicine.*

**Official Name of Institution:** School of Esthetics and Research Inc. trading since as The Institute of Epidermal Cell Therapy. Our school is licensed to operate by the Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology- To view the current license, go to [www.dpor.virginia.gov/LicenseLookup](http://www.dpor.virginia.gov/LicenseLookup) and enter “School of Esthetics and Research Inc.” in the search field or our License Number: 1267000053.

The following terms describe course outline for grading system
Equivalent Terms
Lecture = Theory Written Exam Lesson
Internship = Practical Performance VIP Day Procedures Lesson
Clinical = Labs Practical Performance Exam Lesson

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

**WE** - Authorized withdrawal with failing grade. Work may not be completed.

**WNC** - Did not complete course but was passing at time of withdrawal.

- Clinical = Lesson
- Practical Performance
- Practical Procedures
- <https://epidermalcelltherapy.com/iect-library/esthetics-library/esthetics-video-lessons-time/>
- Performance State Board
  
- <https://epidermalcelltherapy.com/iect-library/esthetics-library/exam-form/>
- Examinations
- <https://iect.edu20.org/>

### **Standards for Satisfactory Progress (SAPP) 1 of 3**

Satisfactory progress is evaluated every week throughout the program.

- The student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than 70% average. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

- **Warning**

If a student fails to meet the cumulative 90% attendance or 70% grade average for any evaluation period, or both, he and she will be placed on warning for the next evaluation period. Failure to achieve a 90% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from The IECT Administrator, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.



## Standards for Satisfactory Progress 2 of 3

### Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The IECT Administrator, Saphonia Gee, will assess all appeals and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute’s receipt of the appeal. The decision of The IECT Administrator, Saphonia Gee, is final.

Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in The IECT Administrator’s letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student’s appeal was granted, until such time as satisfactory academic progress status is regained.

- **Maximum Time Frame (MTF)**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, the Esthetics course e.g., 13 weeks in length, must be completed within 19.5 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

- **MTF Calculations per program**

<b>Program</b>	<b>Program Length (hours/weeks)</b>	<b>Multiplier</b>	<b>Total MTF</b>
Esthetics	600 clock hours 20-25 weeks	1.5	20-25 weeks
Master Esthetics	600 clock hours 20-25 weeks	1.5	20-25 weeks

- **Transfer and Readmitted**

Transferring Students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

If the student transfers in 280 hours, and therefore must complete 320 hours at the Institute (320/40 hours per week = 8 weeks), the maximum time frame is 8 weeks x 150% or 12 weeks.

### **Standards for Satisfactory Progress 3 of 3**

Ninety percent (90%) attendance and completion of all tests and practical exercises at a “C” (70% or better) proficiency level is required for satisfactory progress. Excused absences will require make-up activity as directed by the instructor.

#### *Academic credit (military service)*

- Students forced to withdraw due to military service will be issued a pending grade of “In Progress” until the course is completed.
- Students will have 5 years from the completion of military service to complete the course.

#### *Re-instatement (military service)*

- Upon release or return from military service, military students shall be entitled to reinstatement to IECT without having to re-qualify for admission provided:
  - a) The student returns to IECT after a cumulative absence of not more than five years, and
  - b) The student provides notice of intent to return to the institution not later than three years after the completion of active service.
- Military students will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal.
- Counseling for the student will be provided to determine the impact of the student’s absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

#### *Documentation (military service)*

- In order to preserve their prerogatives under the reinstatement policy, a student must provide documentation which reflects the date of discharge from active or reserve duty, e.g., DD214, orders to the Fleet Reserve.
- Students must provide documentation within three years of discharge from active or reserve duty.

## Student Rights, Privileges and Responsibilities

### Medical Resignations

A student withdrawing for medical reasons will be charged an amortized daily tuition rate for each day enrolled. Request for withdrawal for medical reasons must be accompanied by a statement from the attending physician.

### Standards of Progress Policy Students SAP policy - performance

Throughout the course, weekly written tests and weekly practical performance tests will be administered to ascertain student capture and retention of course information. Students failing to pass weekly performance assessments (written tests or practical exercises) will be placed in an academic probation status. Students in this status will receive a written explanation regarding their substandard performance as well as a written Remediation Plan specific to the situation. Students in remediation status will receive personalized training until they demonstrate proficient performance and are at the same level as their classmates.

- For all students, alternate arrangements for continuing attendance, without termination from The IECT will be made to make up the hours, at the discretion of the Director of Education, by mutual agreement of all parties concerned.

IECT Protocol & Products Supplies Kits	Practical Equipment & Student Insurance
**IECT Esthetics ✓ 215 total Protocol Practical Performance DPOR Requirement ✓ Product Supplies 5 kits \$180 per kits	IECT Esthetics ✓ 8 in1 Face Equipment \$600 ✓ Face Supplies/Ingredient \$300, ✓ Waxing Supplies/Ingredients \$150 ✓ Body Supplies/Ingredients \$ 150 ✓ Student Insurance \$25 Makeup Supplies/Ingredients \$100
**IECT Master Esthetics ✓ 220 total Protocol Practical Performance DPOR Requirement ✓ Product Supplies 5 kits \$180 per kits	
	IECT Master Esthetics ✓ 5 in1 Face Equipment \$400 ✓ Supplies/Ingredient \$300, ✓ 3 in 1 Body Equipment \$250 ✓ Body Supplies/Ingredients \$250 ✓ Chemical Exfoliation \$150 Student Insurance \$25

## **Grievance Policy**

IECT uses the guidelines and procedures for attendance policy by establishing for communicating the policy to the instructors, staff, and students

- Owner informs the President/Administrator
- President/Administrator informs the staff including the Director of Education
- Director of Education informs the instructors.
- Instructor informs the students.
- Student complete task.
- Follow through on reporting requirements in writing and disciplinary actions for attendance violations follow the reverse chain of command. Starting with the student informs the instructor.

Any student who has a grievance with The IECT or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to The IECT director asking for a written response.

When a satisfactory resolution of the problem is not obtained, the student may contact:

### **Department of Professional and Occupational Regulation (DPOR)**

#### **The Board for Barbers and Cosmetology of Virginia**

James Monroe Building, 9th Floor 9960 Mayland Drive, Fourth Floor Richmond,  
Virginia 23233-1485  
Telephone: (804) 367-8504  
Fax: (866) 282-3932 FAX

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

For Veterans: Any students (veterans or eligible persons) attending classes using their GI Bill® should note that the Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. If the situation cannot be resolved at the IECT, the beneficiary should contact the SAA office either by phone, or email.

#### **State Approving Agency (SAA)**

James Monroe Building, 17<sup>th</sup> Floor.  
101 North 14<sup>th</sup> Street  
Richmond, VA 23219  
Phone: (804) 225-2298  
[saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)

***There will be no unfair action toward or treatment of a student based on the initiation of a complaint.***

## Code of Conduct and Ethics

The Code of Ethics of requires students and staff to uphold professional standards that allow for the proper discharge of their responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of the individual clients. All students will:

- Have a sincere commitment to provide the highest quality of care to those that seek their professional services.
- Represent their qualifications honestly, including their educational achievements and professional affiliations and will provide those services which they are qualified to perform.
- Accurately inform clients, other health practitioners and the public of the scope and limitations of their discipline.
- Acknowledge the limitations of and contradictions for facial massage and body treatments by referring clients to appropriate health professionals.
- Provide treatment only when there is reasonable expectation that will be advantageous to the client.
- Consistently maintain and improve professional knowledge and competence while striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education and training.
- Conduct their business and profession with honesty and integrity; respect the inherent worth of all persons.
- Refuse to discriminate against clients or other health professionals.
- Safeguard the confidentiality of all client information, unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.
- Respect the client's right to treatment/services with informed and voluntary consent. The student or practitioner will record the informed consent of the client or client's advocate, before providing treatment
- Respect the client's right to refuse, modify or terminate treatment regardless of prior consent given.
- Provide draping and treatment in a way that ensures the safety, comfort, and privacy of the client.
- Exercise the right to refuse to treat any persons or any part of their body for just and reasonable cause.
- Refrain, in all circumstances, from engaging in any sexual contact.
- Avoid any interest, activity or influence which might be in conflict with the practitioner's obligation to act in the best interests of the client or profession
- Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and the client's reasonable expectations of professional behavior.
- Refuse any gifts or benefits, which are intended to influence a referral, decision or treatment that is purely for personal gain and not for the good of the client.

## **Student Records Policy 1 of 2**

The IECT uses electronic record keeping in compliance with the Board regulation requirements. Board regulation [18 VAC 41-70-230.A](#) states "Schools shall maintain on the premises of each school and available for inspection by the board..." specified records for the students (including enrollment documents, student attendance, clock hour, and academic records). If you are storing electronic copies of all of your student records, and all of the required records are immediately accessible on the premises at that location. IECT are responsible for ensuring that all required records are available on the premises for inspection by the department. If the IECT required documents are not accessible at each school, we are subject to disciplinary action.

A student record will contain a complete history of all correspondence between the student and IECT, including enrollment and financial data. All student tests (and test results), evaluations and grades will be maintained by IECT on-site for a period of 5 years. Student transcripts will be kept on file permanently. All paper records will be converted to electronic documents and archived. The paper documents will be stored in a secure and controlled area with limited access. Access to electronic records will be limited to The IECT Administrator, Saphonia Gee, or the

Board for Barbers and Cosmetology of Virginia if she is unavailable. IECT employs on-site and off-site computer backup and storage.

Students seeking a copy of any of their academic records can submit an e-mail request or written request, at their convenience.

- Electronic requests will receive a written reply to within 5-7 business days Requestors will be required to provide specific security information in order to obtain records from IECT.
- IECT school and student records are maintained and safeguarded against loss or damage during their enrollment and for a minimum of five years after graduation or disenrollment.
- IECT guarantees each Student (or parent/guardian if dependent minor) access to his/her own Student records within 21 days of written request.
- We require written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law.

## **Student Records Policy 2 of 2**

For Veterans: Any students (veterans or eligible persons) attending classes using their GI Bill® should note that the Virginia State Approving Agency (SAA), All student record will contain a complete history of all correspondence between the student and IECT, including enrollment and financial data. All student tests (and test results), evaluations and grades will be maintained by IECT on-site in a locked office cabinet for a period of 5 years. Student transcripts will be kept on file permanently. All paper records will be converted to electronic documents and archived. The paper documents will be stored in a secure and controlled area with limited access

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the IECT. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct their record which they believe to be inaccurate or misleading. If The IECT decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if The IECT still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.
- However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conduct certain studies for or on behalf of the IECT.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that The IECT not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Academic Integrity Performance

Institute of Epidermal Cell Therapy recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves in an appropriate manner during their education process. In accordance with what will be expected of them upon graduation and entering the workforce. The Institute of Epidermal Cell Therapy Student Code of Conduct Policy applies to all students and student organizations endorsed by Institute of Epidermal Cell Therapy. The Student Conduct Policy shall apply to all student conduct that occurs on the Institute of Epidermal Cell Therapy campus and/or an event sponsored by Institute of Epidermal Cell Therapy, inclusive of clinical sites. At the discretion of the Executive Director, Saphonia Gee and/or the Director of Education, Deborah Waters or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Institute interest and potentially violates a campus policy. A student who has been academically terminated or terminated for poor practical performance may be readmitted within one year by successfully completing a personal interview with The IECT Administrator, Saphonia Gee, and paying all tuition and fees due at the time of readmission. Program requirements at the time of readmission shall be applicable.

### *IECT Academic Integrity Practices*

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

The IECT is prohibited from the following deceptive or persistent recruiting techniques, including on military installations that may include the following:

- During any one month, making three or more unsolicited contacts to a covered individual, including contacts by phone, email, or in-person; or
- Engaging in same-day recruitment and registration.  
Pays inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity or its agents, including third-party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws to secure enrollments of covered individuals or obtain access to educational assistance under this title, except for scholarships, grants, and tuition reductions provided by the educational institution.
- L. Saphonia Gee, the Designate an employee of the education institution to serve as a point of contact for covered individuals and the family of such individuals needing assistance with respect to academic counseling, financial counseling, disability counseling and other information regarding completing a course of education at such institution, including by referring such individuals and family to the appropriate persons for such counseling and information.



## *Dress Code and Appearance*

While attending IECT, students are expected to portray professionalism and the following Code of Conduct standards must be followed at all times. *Students that violate Code of code of conduct infractions will be counted as a tardy or an unexcused absence.* The following are uniform general requirements.

- All students must be in uniform which consists of all 2 sets of white scrubs, white socks, and all white shoes. Uniforms must be clean, pressed, and professional in appearance. Shoes must also be clean, open toes and sandals are not permitted. As a reminder, only minimal jewelry is allowed stud earrings.
- Nails must be kept short, clean, no acrylics, and no nail color please.  
Polish Color – French manicure, or Clear
- Hair must be kept out of the face and must be professional in appearance.  
All hair must fit in a Headscarf or Cap
- Appropriate, professional make-up will be worn (Natural Look).

## **Attendance Policy:**

<https://epidermalcelltherapy.com/time-clock/>

Attendance Policy

<https://epidermalcelltherapy.com/time-clock/>

**All examinations** will be completed and taken in the traditional brick and mortar classroom. Non-traditional classroom education, include the following courses: orientation, school policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa management, analyzing skin or scalp conditions, anatomy, client consultation, and care of equipment.

Attendance will be taken during face-to-face class meetings as well as through academic connection (assignments, discussions, and projects) via the Learning Management System (NEO).

**All Students** are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. Excessive absenteeism may result in course failure or withdrawal from the institution. Any student who does not attend classes for excused 14 or 7 unexcused days will be removed from enrollment and dropped from all courses for that program. Classroom method course work will be determined by attendance will be taken during face-to-face class meetings as well as through academic connection (class discussions, discussions group, and projects) via the following Learning Management System platforms:

NEO portal (<https://iect.edu20.org/>)

IECT portal (<https://epidermalcelltherapy.com/iect-library/>)

Prompt and regular attendance is the responsibility of each student. In most cases, a student must attend at least 100% of class instruction or equivalent credit hours in a course in order to have an opportunity to earn a passing grade. The student is responsible for all material covered and all

assignments made in class. Any time a student is absent from a class, laboratory, clinic, theory lecture or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. It is the student's responsibility to initiate the paperwork required to drop or withdraw from courses. Failure to attend classes does not constitute proper procedure for dropping or withdrawal and may result in the grade of F. Contact the admissions and Records office for additional information.

This information will be included in your attendance policy for VA students, along with how attendance will be tracked, maintained, how many missed days, scheduled hours, and or the percentage of student's hours is allowed to be missed before disciplinary action is taken. Provide in detail the IECT's record-keeping procedures and policy on student attendance.

*Institute of Epidermal Cell Therapy Usage Report and Course schedule*

<https://epidermalcelltherapy.com/student-hours-form/>

Institute of Epidermal Cell Therapy online monitors each student's activity within the LMS. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times the students received instructions/training on the course material (e.g., within the LMS, IECT Library, Onsite class instruction).

IECT uses of the guidelines and procedures for attendance policy by establishing for communicating the policy to the instructors, staff, and students

- Owner informs the President/Administrator
- President/Administrator informs the staff including the Director of Education
- Director of Education informs the instructors.
- Instructor informs the students.
- Student complete task.
- Follow through on reporting requirements in writing and disciplinary actions for attendance violations follow the reverse chain of command. Starting with the student informs the instructor.

NEO portal (<https://iect.edu20.org/>)

IECT portal (<https://epidermalcelltherapy.com/iection-library/>)

All coursework missed by a student must be done prior to a student's final evaluation, with graduation and certification on a schedule that will be determined by the class Instructor.

IECT program is measured in clock hours, VA benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and the number of clock hours a student is scheduled to attend each week must be reported. If clock hours vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and end dates. (Not including scheduled holidays and breaks)

School attendance is considered an integral part of a student's course of study. The experiences, discussions, and the uniqueness of the classroom learning process require regular school attendance. Because of this, we require that your school have an attendance policy that adheres to the guidelines of your Standard of Academic Progress Policy and the accurate reporting of a student's Rate of Pursuit and Training Time. (<https://epidermalcelltherapy.com/time-clock/>)

1) Responsibility: It is the IECT's duty to:

- Maintain and keep accurate daily weekly attendance records on all students; records must show

scheduled hours vs. actual hours attended

<https://epidermalcelltherapy.com/student-daily-hours-form/>

<https://epidermalcelltherapy.com/student-hours-form/>

### *Tardiness*

Tardiness is defined for this purpose as a student entering a scheduled and published classroom meeting more than 5 minutes after the scheduled and published time. Online meetings are primarily asynchronous in nature and tardiness will not be calculated for that modality. Students who clock out before the scheduled class end time will be considered having an early departure. Tardies and early departures may be excused if the student provides documentation including, but not limited to, medical notes, or legal-related documentation. Additional tardies or early departures may result in suspension at the discretion of the administration.

Excessive absences, tardies and/or early departures may result in probation, suspension, or termination from the program.

- Students are expected to be on time and attend all scheduled classes. Tardiness is defined as showing up more than 10 minutes late for the beginning of a classroom or practical event. The tardiness of one individual affects the entire class tenor and will be strongly and actively discouraged. *Tardiness without a legitimate reason on more than three separate occasions will be considered one unexcused absence.*
- Attendance will be documented at the IECT time, which will be maintained in the student records.
- Students will be informed, on a weekly basis, of their progress in meeting the standards of attendance by the instructor.
- An excused absence is one that simply could not be avoided by a person exercising good judgment, such as illness.
- Full or partial day absences are recorded the same. IECT requires instructor or administrator to counsel student return from an absence or leave of absence. At this time, the student and IECT authorized administrator will discuss requirements for weekly assignments and future attendance concerns. The assignments make up and catch-up work by the end of the affected class week.
- future expectation for by the class Instructor
- Documentation of the reason for an excused absence is required for a student returning to class after such an absence.

### *Online blended method (Hybrid method eligible students only)*

Online blended method course work will be determined by attendance will be taken during face-to-face class meetings as well as through academic connection (assignments, discussions, and projects) via the Learning Management System (NEO). <https://epidermalcelltherapy.com/iect-library/>

the number and timeliness of posts per week). Students who are removed from enrollment prior to Week 8 will earn a W on their transcript. A W will have no impact on a student's CGPA but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 8 will earn an F on their transcript. An F will have an impact on both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for program for failure to attend classes for 7 consecutive days may be permitted to apply for re-entry in the subsequent term, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent program will be required to follow all re-entry guidelines. The following dates below will be subtracted from the weekly attendance hour calculation.

### *Classroom Method (Face to Face students only)*

Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. Excessive absenteeism may result in course failure or withdrawal from the institution. Any student who does not attend classes for excused 14 or 7 unexcused days will be removed from enrollment and dropped from all courses for that program. Classroom method course work will be determined by attendance will be taken during face-to-face class meetings as well as through academic connection (class discussions, discussions group, and projects) via the following Learning Management System platforms. Prompt and regular attendance is the responsibility of each student. In most cases, a student must attend at least 100% of class instruction or equivalent credit hours in a course in order to have an opportunity to earn a passing grade. The student is responsible for all material covered and all assignments made in class. Any time a student is absent from a class, laboratory, clinic, theory lecture or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. It is the student's responsibility to initiate the paperwork required to drop or withdraw from courses. Failure to attend classes does not constitute proper procedure for dropping or withdrawal and may result in the grade of F. Contact the admissions and Records office for additional information.

### *Institute of Epidermal Cell Therapy Usage Report and Course schedule*

<https://epidermalcelltherapy.com/student-hours-form/>

Institute of Epidermal Cell Therapy online monitors each student's activity within the LMS. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times the students received instructions/training on the course material (e.g., within the LMS, IECT Library, Onsite class instruction).

IECT program is measured in clock hours, VA benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and the number of clock hours a student is scheduled to attend each week must be reported. If clock hours vary and the benefit amount is

affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and end dates. (Not including scheduled holidays and breaks)

#### *Excused Absences and Dismissals:*

IECT considers an excused absence or dismissal. Excused Absences

Absences that fall within a maximum of 10% of the program hours are considered excused absences and students are not required to make up the hours. No documentation for these absences is required for them to be considered excused. Excused absences do not apply to courses or programs requiring 100% attendance.

Students who are absent for more than 14 consecutive calendar days will be withdrawn. The withdrawal process will begin on the 15th day of absence, and the drop will be completed within five business days. Breaks between terms are not included in the 14 consecutive calendar days calculation.

#### *Unexcused Absences:*

The IECT considers an unexcused absence. Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in the student's file. Early departures, absences, tardiness, etc., for any portion of a class period will be counted as one quarter (1/4) absence. Students exceeding three (3) days in a month of unexcused absences will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

#### *Student Attendance Notification Procedures:*

Students with 80-89% cumulative attendance at an assessment point are placed on attendance monitoring status. Students are notified of their attendance monitoring status via the Academic and Attendance Progress reports that are distributed to students at the Determination of Satisfactory Attendance assessment points. A copy of this report is placed in the students' files. Students placed on attendance monitoring should meet with the Education staff. To review what courses, need to be made up. Education staff will have regular follow up with these students to review progress toward program completion. Once a student has achieved 90% or above cumulative attendance, he/she will be removed from attendance monitoring status at the next assessment point.

#### *Disciplinary Action for Violation of Attendance:*

Students at 69% or below cumulative attendance at an official assessment point are placed on attendance probation. Students are notified of their attendance probation status via the Academic and Attendance Progress reports that are distributed to students at the Determination of Satisfactory Attendance assessment points. A copy of this report is placed in the students' files. Students placed on attendance probation have eight weeks to achieve at least 80% cumulative attendance. Education staff will have regular follow up with these students to review progress toward program completion.

Students can improve their cumulative attendance percentage by attending needed make-up and/or repeat courses and attending currently scheduled courses. Students who achieve a minimum of 80% cumulative attendance by the next official assessment are removed from attendance probation status. Students who have 69% or below cumulative attendance for two consecutive official attendance assessments are withdrawn from school.

### *Re-admittance*

- A student who has voluntarily dropped out of a training course may be re-admitted within two years by successfully completing a personal interview with The IECT's Administrator, Saphonia Gee and paying all fees due at the time of re-admission. Program requirements at the time of readmission shall be applicable.
- Any student who was academically dismissed may be re-admitted within one year by successfully completing a personal interview with The IECT's Director for Education, Deborah Waters and paying all fees due at the time of re-admission.
- Program requirements at the time of re-admission shall be applicable.
- Any student who was terminated for misconduct (See "Student Conduct") shall not be readmitted.

### *Leave of Absence*

A student must submit a signed, dated, and attested Request for Leave of Absence form, available in the office of the Director of Education, Deborah Waters. The Director of Education and other Institute officials as designated on the request form must approve the Leave of Absence. The Director of Education will notify the student whether or not the Leave of Absence is approved. Only Leave of Absence will be approved twice in a twelve (12) month period. The form must be completed in advance of the leave unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the time frame consistent with the Institute of Epidermal Cell Therapy consecutive absence policy, s/he will be withdrawn. The leave of absence must be between 14 calendar days and 180 calendar days or one-half the published program length (whichever is shorter). The request must be accompanied by appropriate documentation specifying the reason for the request. No additional charges will be assessed for taking a leave of absence alone. In order to reflect a modification in graduation date, a student will be required to sign an addendum to his/her Enrollment Contract upon return from a leave of absence.

### *Criteria for Leave of Absence 1 of 2*

The Institute recognizes that personal situations may arise which may require an extended period of time to resolve. It would not be advantageous to the student to maintain continuous enrollment when conflicting pressures prevent regular attendance. A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.
3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
5. Leave of Absence requests must be approved by The IECT Director of Education. Deborah of

Waters.

6. The student will not be assessed any additional charges as a result of the leave of absence.
7. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.
8. A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

#### *Leave of Absence approval 1 of 2*

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

#### *Leave of Absence approval 2 of 2*

- Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed that period stated in the approved catalog, and shall be for specific and acceptable purposes.
- The IECT attendance records will clearly show leave of absence granted.
- A written request for a leave of absence properly dated and signed by both the student and The IECT director must be placed in the individual student file prior to the effective date of such leave of absence.

Leave of Absence to the Department of Veterans Affairs:

- The IECT certifying official is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional Processing Office using the Notice of Change in Student Status (VA Form 22-1999b).
- If the student fails to return from leave, he or she will be automatically terminated, and a refund will be totally consummated within forty (40) days.

#### *Appealing a Denial & Requests for LOA Extensions*

If a student receives a denial of a leave of absence, he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation will be submitted. The student will receive notification of the appeal/extension approval or denial within five business days.

#### *Returning From a Leave of Absence*

A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student's class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Director, who determines which class and schedule best fits the LOA student's remaining program requirements.

#### *Failure to Return from Leave of Absence*

Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.

#### *Re-instatement (military service)*

- Upon release or return from military service, military students shall be entitled to reinstatement to IECT without having to re-qualify for admission provided:
  - a) The student returns to IECT after a cumulative absence of not more than five years, and
  - b) The student provides notice of intent to return to the institution not later than three years after the completion of active service.
- Military students will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal.
- Counseling for the student will be provided to determine the impact of the student's absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

#### *Documentation (military service)*

- In order to preserve their prerogatives under the reinstatement policy, a student must provide documentation which reflects the date of discharge from active or reserve duty, e.g., DD214, orders to the Fleet Reserve.
- Students must provide documentation within three years of discharge from active or reserve duty.



## Tuition and Fees

<b>TOTAL COST OF THE ESTHETICS/MASTER ESTHETICS PROGRAM</b>		
REGISTRATION FEE:	\$10 (Nonrefundable)	\$0 (Nonrefundable)
TUITION:	\$9,500	\$9,500
Textbooks and online portal Skillbook resources, Chromebook computer	ITEMIZED FEES	\$0 leasing Included in Tuition cost
IECT Protocol & Products Supplies Kits	\$900	\$0 leasing Included in Tuition cost
**IECT Esthetics ✓ 215 total Protocol Practical Performance DPOR Requirement ✓ Product Supplies 5 kits \$180 per kits	ITEMIZED FEES	\$0 leasing Included in Tuition cost
**IECT Master Esthetics ✓ 220 total Protocol Practical Performance DPOR Requirement ✓ Product Supplies 5 kits \$180 per kits	ITEMIZED FEES	\$0 leasing Included in Tuition cost
IECT Mock State Board Examination Protocol, Skills Video & Products Supplies Kits	\$500	\$0 leasing Included in Tuition cost
**IECT Esthetics ✓ Mock State Board Examination Protocol Skills ✓ Video ✓ Products ✓ Supplies	ITEMIZED FEES	\$0 leasing Included in Tuition cost
**IECT Master Esthetics ✓ Mock State Board Examination Protocol Skills ✓ Video ✓ Products ✓ Supplies	ITEMIZED FEES	\$0 leasing Included in Tuition cost
*Practical Equipment & Student Insurance <a href="#"><u>Standards of Progress Policy Student's Performances</u></a>	\$1325	\$0 leasing Included in Tuition cost
*IECT Esthetics ✓ 8 in1 Face Equipment \$600 ✓ Face Supplies/Ingredient \$300, ✓ Waxing Supplies/Ingredients \$150 ✓ Body Supplies/Ingredients \$ 150 ✓ Student Insurance \$25 ✓ Makeup Supplies/Ingredients \$100	ITEMIZED FEES	\$0 leasing Included in Tuition cost
* IECT Master Esthetics ✓ 5 in1 Face Equipment \$400 ✓ Supplies/Ingredient \$300, ✓ 3 in 1 Body Equipment \$250 ✓ Body Supplies/Ingredients \$250 ✓ Chemical Exfoliation \$150 ✓ Student Insurance \$25	ITEMIZED FEES	\$0 leasing Included in Tuition cost
TOTAL COST:	\$12,235	\$9,500

\* DPOR Requirement \*IECT Requirement

### *Schedule of Fees*

The following table illustrates our schedule of fees for attendance at a training course.

<b>Program Description</b>	<b>Course Hours</b>	<b>Admin Fee</b>	<b>Tuition (Includes leasing and content)</b>
<b>Esthetics</b>	600	\$100	\$9,500
<b>Master Esthetics</b>	600	\$100	\$9,500

The IECT attests to providing covered individuals enrolled at the institution's notification no later than 15 days after the date the institution determines tuition and fees rate changes.

### *Right to cancel*

As a result of the Truth in Lending Act (TILA) of 2009, Scholarships & Financial Aid must allow a full three business days right to cancel period after the signed promissory note is submitted before funds can be released to your student account. This will create a delay in your ability to receive short-term loan funds. This requirement became effective February 14, 2010.

### *Truth-in-Lending (TILA) statement meaning 1 of 2*

#### What Does Truth in Lending Act - TILA Mean?

A federal law was enacted in 1968 with the intention of protecting consumers in their dealings with lenders and creditors. The Truth in Lending Act was implemented by the Federal Reserve through a series of regulations.

The most important aspects of the act concern the pieces of information that must be disclosed to a borrower prior to extending credit: annual percentage rate (APR), term of the loan and total costs to the borrower. This information must be conspicuous on documents presented to the consumer before signing, and also possibly on periodic billing statements.

TILA applies to most types of credit, whether it be closed-end credit (such as an auto loan or mortgage), or open-ended credit (such as a credit card). The act regulates what companies can advertise and say about the benefits of their loans or services. For example, borrowers considering an adjustable-rate mortgage must be offered specific reading materials from the Federal Reserve Board to ensure they understand the parameters of an ARM.

Different states and industries have their own variations of TILA, but the chief feature remains the proper disclosure of key information to protect both the consumer and the lender in credit transactions.

#### *Truth-in-Lending (TILA) Payment Plan and Late fees example*

<b>Institute of Epidermal Cell Therapy</b>				<b>IECT Payment Plan</b>		
Annual interest rate		0		Scheduled payment		450
Loan term (in weeks)		20		Scheduled no. of payments		20
Payments per week		1		Actual no. of payments		0
Loan amount		9000		Total extra payments		0
Extra payment				Total interest		0
<b>Period</b>	<b>Scheduled Payment</b>	<b>Extra Payment</b>	<b>Total Payment</b>	<b>Principal</b>	<b>Interest</b>	<b>Balance</b>
0						9000
1	450	0	450		450	8550
2	450	0	450		450	8100
3	450	0	450		450	7650

#### *Financial Assistance and Payment Programs*

IECT may offer in-house financial assistance payment plan options. Students who carry a balance will be asked to sign an enrollment contract for Services to qualify for no-interest installment payments. These payments will be made in equal installments. No interest will be accrued during the payment period and there will be no penalties for paying in advance. The student will sign a contract payment plan form agree to the following: Truth-in-Lending stating the student agrees to a payment plan for tuition of the program. Tuition payments are due not later than the first day of class. However, IECT policy provides additional financial payment timelines for students, which allows them to make arrangements for installment payments on a weekly basis. All payments must be received by the end of the student's weekly theory period unless other arrangements have been made.

- Payment of all tuition and fees becomes an obligation when you register at Institute of Epidermal Cell Therapy (known as "IECT" and "The IECT of Esthetics and Research Inc."). The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment and the student's obligations to comply with those federal statutes and regulations.
- IECT requests you carefully review and become fully knowledgeable of all disclosures.
- This payment disclosure statement will cover your financial obligations to IECT for as long as you continue to incur financial obligations to the IECT and/or have an outstanding balance of financial obligations to IECT.
- IECT with your current billing address and phone number via your student portal.

A student with a balance on his/her account on the billing date at the beginning of their weekly course. Payments are due on or before the due weekly course is assigned.

Payments, credits, or changes received or made after the bill date will be reflected on the student's online portal Payment Plan. All students may immediately access their payment status from the student portal to review tuition payment schedule and payment information.

The adjusted balance is equal to the previous balance shown on the monthly statement less any payments and credits received at the beginning of the week of course material delivery. You may pay the new balance in full at any time. If full payment is not made by the due date, a finance charge will be imposed on the balance of the account.

corrects the error or explains why IECT believes that the bill was correct.

The online PDF billing statement is available at the beginning of each semester will itemize your payment obligations to IECT including, but not limited to, the following: tuition, room, board, course fees, activity fees, etc.

### *Registration Fee*

Registration Fee is nonrefundable. Laboratory fees will be refunded according to the table below. Students will only be charged for supplies, course content material, and books consumed, and any fee charged for supplies not consumed will be refunded. Any books, supplies, equipment, etc., purchased by the student is the property of the student and he/she may retain or dispose of it at his/her discretion. All refunds will be granted within 30 days of the determination of the withdrawal date. All Institute of Epidermal Cell Therapy students may make payments in person or by mail at our physical location at: 445 N. Battlefield Blvd. Suites O, Chesapeake VA 23230

### *Tuition Payments and Late Fees Policy*

Past due payments are subject to a \$25.00 fee. There is a fee of \$15.00 an hour to make up any hours missed. After 20 hours or more there will be a \$20.00 per hour fee charged.

Please note any events/absences you are aware of prior to class and the dates you will not be in attendance. Failure to comply with the rules and regulations set forth by the Institute of Epidermal Cell Therapy will be grounds for termination. Students may make all payments to the Institute of Epidermal Cell Therapy on the agreed upon scheduled payment day and time.

A \$50.00 non-refundable registration fee helps us provide administrative support, student services and career counseling to students and student applicants. We thank you for your support and understanding. Any student more than 10 business days late on tuition payments will not be allowed to attend classes until payment has been made in full. Payments made by credit card are subject to a merchant processing fee. IECT offers Instructor led flexible days three times per month in which the students are allowed to make-up onsite practical procedures and testing.

### *Returned Check Policy*

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

### *How to pay Tuition*



**Online payment (eCheck and Credit Card) is the Institute of Epidermal Cell Therapy's preferred payment method.**

All credit card processing is charged a four percent processing fee, adjusted balance of the student's account.

#### **1. Online Payments**

Online Payments may be made online by E-checks (using a checking or savings account, U.S. Bank only) and by credit cards (using Visa, MasterCard or Discover). Credit Card Convenience Fee Disclosure Statement A non-refundable convenience fee (4% of the charge amount) will be charged to your credit card account when making credit card payments applied to your student account bill. Please see payment methods for the information.

#### **2. Payments by Mail**

**Payments by check may be sent to the address below. Please write your student IECT last four of social security number and name on your check at [saphoniagee@estheticstherapy.com](mailto:saphoniagee@estheticstherapy.com).** All Institute of Epidermal Cell Therapy students may make payments in person or by mail at our physical location at: 445 N. Battlefield Blvd. Suites O, Chesapeake VA 23230. The holding period on refunds for check payments are as follows:

- Ten business days on all US checks
- Fifteen business days on all international checks

The Business Office will abide by the instructions stated on all checks. If a check payment indicates that it is specifically for payment of tuition/fees, the check will be applied to the student account and no refund will be issued without further instruction from the payee.

### *Repayment Tuition and Fees*

If the tuition is not paid in full by the due date, both transcripts and registration will be blocked until the account is paid in full. Past due tuition is subject to all necessary collection fees, attorney fees, higher interest rates, as well as a negative credit report to a national credit bureau.

### *Cancellation and Refund Policy*

**Rejection:** An applicant rejected by The IECT is entitled to a refund of all monies paid.

**Program Cancellation:** If IECT cancels a program subsequent to a student's enrollment, we will refund all monies paid by the student.

**Cancellation Prior to the Start of Class or No Show:** If an accepted applicant cancels prior to the start of scheduled classes or never attends class (no-show), the student is due a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a refund of all monies paid.

**Other Cancellations:** An Applicant requesting cancellation more than three (3) days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid.

## Withdrawal Procedure

- A. A student choosing to withdraw from The IECT after the commencement of classes must notify in writing, by phone, verbally, or by another acceptable form of communication, The IECT Administrator, Saphonia Gee, of his/her intentions. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If *special circumstances* arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave period beginning and ending. The student will confer with The IECT Administrator, Saphonia Gee, to determine a re-convene date, if possible. If no rescheduling arrangements can be made, the official withdrawal date will be the date the student departs for a leave of absence.
- C. A student will be determined to be withdrawn from The IECT if the student misses 5 consecutive instructional days and all of the days are unexcused.
- D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

### *Refunds Policy:*

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.
- e. When calculating a refund, the percentage of tuition retained by the IECT will be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

## Refund Computation Example

- The student enrolled in a 20-week program, starting on April 3rd, and scheduled to be completed on August 21st.
- There are two periods of financial obligation of 10 weeks each.
- The total promotional tuition is \$9,000. Tuition for week each period is \$450.
- The last date of attendance (LDA) for the student is August 23rd,
- The date of determination is August 23rd.

<u>Number of weeks student attended 20 weeks</u>	= .50%
Pro rata portion completed based on 10 weeks	= 50%
50% of \$4,500 tuition	= \$4500(earned tuition)
50% of unearned tuition (	
Owed to institution	= \$4500
Student payment	= \$4500
Refunded to student by March 6th	= \$4500

pay, which may be less than the full program and may not, under any circumstances, exceed a period of 20<sup>th</sup> weeks of the program.

**Date of Determination (DOD):** The final date the student attends class. The date the student notifies The IECT of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

### *Refund Due Dates:*

IECT has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

If a student provides advanced notice of withdrawal such that the 30-day window for the last date of attendance, the refund will be paid within thirty (30) calendar days from the last date of attendance.

IECT may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges (**See sample refund chart below**).

<b>The proportion of Total Program Taught by Withdrawal Date:</b>	<b>Tuition Refund</b>
Withdrawal before the class beginning date	100%
Withdrawal after 10% of hours completed	90%
Withdrawal after 20% of hours completed	80%
Withdrawal after 30% of hours completed	70%
Withdrawal after 40% of hours completed	60%
Withdrawal after 50% of hours completed	50%
Withdrawal after 60% of hours completed	40%
Withdrawal after 70% of hours completed	30%
Withdrawal after 80% of hours completed	20%
Withdrawal after 90% of hours completed	10%
Withdrawal after 91% of hours completed	No Refund

*IECT Enrollment Contract /Agreement and Student Catalog*

IECT agrees to notify each veteran and eligible person (whose enrollment is certified by Department of Veteran Affairs) of the student's right to the above refund policy. This refund policy is listed in both the IECT Enrollment Contract /Agreement and Student Catalog.



## Career Advisement

IECT offers students career advisement; however, we do not provide nor guarantee career placement upon graduation.

### *Assessment and Graduation*

To ensure our students have successful training outcomes, we utilize direct observation of the practical skills required of graduates as well as qualitative evaluations based on testing. The assessment tools we use to accomplish this are grading scales, performance demonstrations, tests, and reflection. Our tests are a combination of essay and standard (T/F, multiple choice) so that we can assess critical thinking. All of the practical demonstrations require decision making regarding the client, the situation, and the outcome.

**Academic support services** are available to those students requiring them. Such services may include after-hours remedial instruction, assistance with research, or additional practical exercise training.

### *Student Scholarships*

Scholarships are currently unavailable to students. In addition, we provide a non-interest-bearing payment plan.

### *Certificate Requirement of Course Completion*

The final grade is based upon the critical evaluation of student practical performance, written tests, and weekly evaluations at the end of the course taken. A successful student, along with their own or an assigned training, must pass a performance evaluation in accordance with established certification standards. (Students will be provided with a copy of the appropriate certification standards on their first day of class.) Upon successful completion of the course, students will receive their Certificate of Course Completion.

For admission to the Virginia State Board for Barbers and Cosmetology Esthetics licensing examination, applicants must provide the following document.

- Esthetics 600 Certificate of Course Completion
- Master Esthetics 600 Certificate of Course Completion

### *Graduation Requirements*

Students must maintain a “C” grade throughout the course, have completed the total number of required hours and pass a final examination at the end of the course in order to receive a certificate of completion. The final examination consists of a combination of written and practical parts. Should the student fail to pass either part, they will be given an opportunity to take a refresher course in the area of deficiency and subsequently be allowed to retake the final examination at no

extra cost. The duration of the refresher course will be determined by the instructor but shall be no longer than three contiguous days. If a second failure is experienced, the student will be required to (re)take the full course and pay the appropriate tuition and fees for the second course. Students must have attended a minimum of 90% of classes to graduate and must have completed all requirements via makeup work or some other approved arrangement.

The final grade is based upon the critical evaluation of student practical performance, written tests, and weekly evaluations at the end of the course taken. A successful student, along with their own or an assigned training, must pass a performance evaluation in accordance with established certification standards. (Students will be provided with a copy of the appropriate certification standards on their first day of class.) Upon successful completion of the course, students will receive their Certificate of Course Completion.

#### *Graduation Requirements - Esthetics and Master Esthetics*

<https://www.instituteofepidermalcelltherapy.com/regulations/dpor-esthetics-exams.html>

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

- All students must meet all Virginia State Board for Barbers and Cosmetology requirements.
- Meet all program requirements.
- Comply with the attendance policy (100% cumulative attendance) which equivalent required.  
600 clock hours/35 credits hours requires hours.
- Complete all of the required program hours.
- Complete Practical Performance Protocol evaluates a professional service.
- Maintain satisfactory progress.
- Satisfy all financial obligations to the IECT; Pay any outstanding fees.
- Pass the State Board Mock Examination with a 75% or higher.
- Pass the practical final school examination with a 75% or higher.
- Pass the written final school examination with a 75% or higher.
- Receive and evaluate a professional facial.
- [Master Esthetics](#) Weekly Protocol Practical Performance Requirement Total 215
  - Epidermal Cell Therapy Corrective Advanced Treatment point average of 75%  
Advanced Treatments 40 Performance
  - Epidermal Cell Therapy Signature Microdermabrasion Treatment point average of 75%  
Microdermabrasion 50 Performance
  - Epidermal Cell Therapy Signature Chemical Exfoliation Treatment point average of 75%  
Chemical Exfoliation 75 Performance
  - Epidermal Cell Therapy Signature Lymphatic drainage Treatment point average of 75%  
Lymphatic Drainage 50 Performance

- **Esthetics** Weekly Protocol Practical Performance Requirement Total 220
  - IECT Epidermal Cell Therapy Consultation Treatment point average of 75%  
Consultations, cleansings and analysis of face and body  
35 Performance
  - IECT Epidermal Cell Therapy Express Facial Treatment point average of 75%  
Manual facials and treatments  
65 Performance
  - IECT Epidermal Cell Therapy Signature Facial Treatment point average of 75%  
Machine/Mechanical or electrical facials and treatments  
50 Performance
  - IECT Epidermal Cell Therapy Signature Body Treatment point average of 75%  
Body treatments and back treatments  
20 Performance
  - IECT Epidermal Cell Therapy Signature Makeup Treatment point average of 75%  
Makeup, eyebrows, and eyelashes  
25 Performance
  - IECT Epidermal Cell Therapy Signature Hair Removal Treatment point average of 75%  
Hair Removal – waxing and tweezing  
25 Performance

### **State Licensing Requirement Examination, Licensing, and Regulations Resources**

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

- Esthetics 600 Certificate of Course Completion
- Esthetics SBR Application
- Examination Agreement
- Social Security Card
- Training & Experience Verification form
- Temporary Permit
- Passport photo with white background
- Temporary Permit eligible for employment once your examination paperwork is.
- VA State Board Examination Fee: \$86 (Esthetics and Master Esthetics)  
Theory Examination: \$86 (Esthetics and Master Esthetics)  
DPOR License Application fee: \$75

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

### **Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007; amended, Virginia Register [Volume 33, Issue 08](#), February 1, 2017.

### *Reexamination Requirements*

## **18 VAC 41-70-50. Esthetics regulations**

### **If, IECT graduate completes our Esthetics/ Master Esthetics program with an C average or higher, IECT will pay the reexamination requirement fees.**

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

### **Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

## **Programs of Study**

The primary objective of the Institute of Epidermal Cell Therapy is to educate students who have worked as Estheticians, and Master Estheticians or those seeking to become Estheticians. To that end, we offer two certificates in esthetics: Esthetics and Master Esthetics – these are offered in four different programs – Esthetics Classroom, Esthetics Online Blended, Master Esthetics Classroom, and Master Esthetics Online Blended. All Traditional and Non-Traditional Classroom Instructions/ Course Curriculum are created equal in content and thoroughness.

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

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

[directorofeducation@instituteofepidermalcelltherapy.com](mailto:directorofeducation@instituteofepidermalcelltherapy.com).

## **Esthetics Program**

### **600 Hour Course 600 Hour Course – Classroom Method & Online Blended Method**

### *Overview*

A program that prepares individuals to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body treatment; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.

## **Prerequisites**

Prospective students must submit a completed application and registration fee. Proof of a high school diploma, GED or college transcript must be provided.

## **Esthetics Industry**

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

### *Esthetician according to the Code of Virginia*

Esthetics" includes, but is not limited to, the following practices of administering cosmetic treatments to enhance or improve the appearance of the skin: cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating, or performing any other similar procedure on the skin of the human body or scalp by means of cosmetic preparations, treatments, or any non-laser device, whether by electrical, mechanical, or manual means, for care of the skin; applying make-up or eyelashes to any person, tinting or perming eyelashes and eyebrows, and lightening hair on the body except the scalp; and removing unwanted hair from the body of any person by the use of any non-laser device, by tweezing, or by use of chemical or mechanical means. However, "esthetics" is not a healing art and shall not include any practice, activity, or treatment that constitutes the practice of medicine, osteopathic medicine, or chiropractic. The terms "healing arts," "practice of medicine," "practice of osteopathic medicine," and "practice of chiropractic" shall mean the same as those terms are defined in § 54.1-2900.

CIP Definition for Aesthetician/Esthetician and Skin Care Specialist

## **18 VAC 41-70-190. Curriculum and Hours of Instruction Requirements.**

A. Each esthetics school shall submit with its application a curriculum including, but not limited to, a course syllabus, a detailed course content outline, a sample of five lessons plans, a sample of evaluation methods to be used, and a breakdown of hours or credit hours and performances for all courses to be taught that will lead to licensure or certification. In addition, if a school awards credit in accordance with subsection D of this section, The IECT shall submit copies of the assessment policy, method of evaluation of transcripts and the examination to be used in making the assessment.

B. The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

1. Orientation and business topics - minimum of 25 hours of instruction.
  - a. School policies.
  - b. Management.
  - c. Sales, inventory, and retailing.
  - d. Taxes and payroll.
  - e. Insurance.
  - f. Client records and confidentiality; and
  - g. Professional ethics and practices.

2. Laws and regulations - minimum of 10 hours of instruction.
3. General sciences - minimum of 80 hours of instruction.
  - a. Bacteriology.
  - b. Microorganisms.
  - c. Infection control, disinfection, sterilization.
  - d. Occupational Safety and Health Administration (OSHA) requirements.
  - e. Material Safety Data Sheet (MSDS).
  - f. General procedures and safety measures.
  - g. Cosmetic chemistry.
  - h. Products and ingredients; and
  - i. Nutrition.
4. Applied sciences - minimum of 95 hours of instruction.
  - a. Anatomy and physiology.
  - b. Skin structure and function.
  - c. Skin types.
  - d. Skin conditions; and
  - e. Diseases and disorders of the skin.
5. Skin care - minimum of 255 hours of instruction.
  - a. Health screening.
  - b. Skin analysis and consultation.
  - c. Effleurage and related movements and manipulations of the face and body.
  - d. Cleansings procedures.
  - e. Masks.
  - f. Extraction techniques.
  - g. Machines, equipment, and electricity.
  - h. Manual facials and treatments.
  - i. Machine, electrical facials, and treatments; and
  - j. General procedures and safety measures.
6. Makeup - minimum of 65 hours of instruction.
  - a. Setup, supplies and implements.
  - b. Color theory.
  - c. Consultation.
  - d. General and special occasion application.
  - e. Camouflage.
  - f. Application of false lashes and lashes extensions.
  - g. Lash and tinting.
  - h. Lash perming.
  - i. Lightning of the hair on body except scalp; and
  - j. General procedures and safety measures.
7. Body and other treatments - minimum of 20 hours of instruction.
  - a. Body treatments.
  - b. Body wraps.
  - c. Body masks.
  - d. Body scrubs.
  - e. Aromatherapy; and
  - f. General procedures and safety measures.
8. Hair removal - minimum of 50 hours of instruction.
  - a. Types of hair removal.

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

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

*Esthetics Practical Performance Requirements.*

**18 VAC 41-70-200.**

The curriculum for estheticians shall include the following minimum practical performances:

B. The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

**Practical performance requirements.**

Practical performances are the minimum number of required practical demonstrations that the student must conduct to satisfactorily meet the requirement for graduation:

Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
TOTAL	220

**18 VAC 41-70-200 A. Competency Exam Classroom Esthetics Program**

D. A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and [18 VAC 41-70-200](#)

A. A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and [18 VAC 41-70-200](#)

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

**18 VAC 41-70-210. School Equipment. – Esthetics Program**

A. For an esthetics course, an esthetics school must have at least one treatment table, one magnifier lamp, one steamer, one adjustable stool, and one table for instruments and products for each two students enrolled in the class.

B. For each procedure taught in the esthetics curriculum, the esthetics school must have at least one set of the applicable equipment for each of the three students enrolled in the class.

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

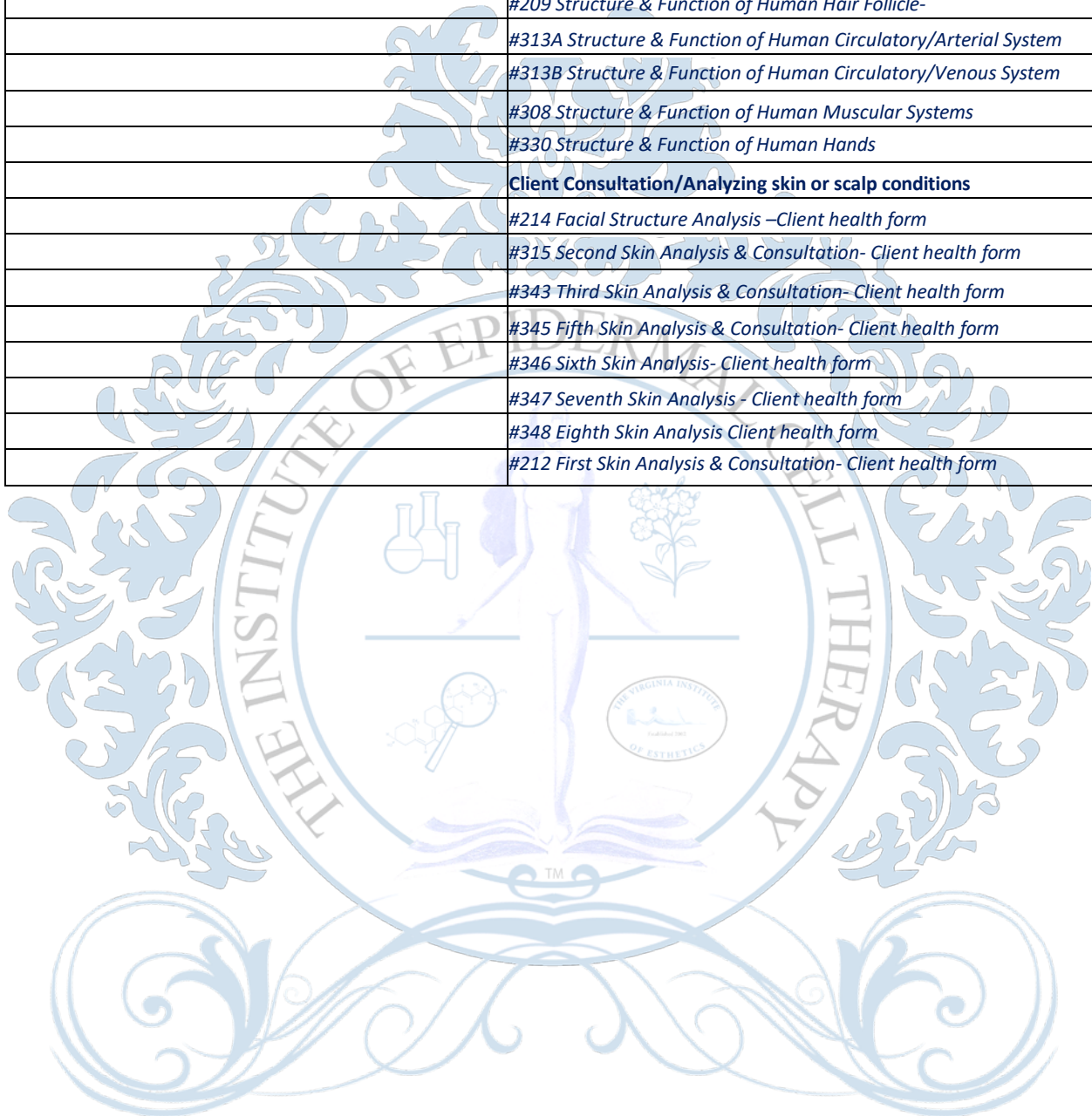
Esthetics Program  
Curriculum

<https://epidermalcelltherapy.com/course/esthetics-case-studies/>

All examination and procedures will be completed and taking in the traditional brick and mortar classroom. Non- Traditional Classroom Education, include the following courses:	Non- Traditional Classroom Education, include the following courses: orientation, school Policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa Management, analyzing skin or scalp. conditions, anatomy, client consultation, care of equipment,
<b>ONSITE COURSE Procedures &amp; Examinations</b>	<b>ONLINE COURSES Orientation, School Policies, State Laws and Regulations, Health and Safety, Personal Hygiene, Sanitation and Sterilization, Ethics, Salon/Shop/Parlor/Spa Management, Analyzing Skin or Scalp Conditions, Anatomy, Client Consultation, Care of Equipment</b>
	<b>Ethics</b>
#413 Electric Current	<b>Orientation/School Policies</b>
#301 Client Draping & Preparation	<b>Salon/Shop/Parlor Management</b>
#366 Facial Massage Techniques	#200 Orientation & Introduction Esthetics Industry
#390C IECT Practical Facial IECT /Consultation Face & Body/Practical Facial & Body & Mechanical/Body/Hair Removal/Make up Artistry	#218A Business Practices -Business Plan
#302A State Board Facial	#218B Business Practices - Financial Report
#302B State Board Theory	# 217 Marketing & Retail Skills
#306 Makeup Application	<b>State Laws and Regulations</b>
#213 Color Theory - Undertones & Pigment	#219 Laws & Regulations -State Board Regulation
#327 Eyebrow & Eyelash Tinting/Perming	<b>Sanitation and Sterilization/Personal Hygiene</b>
#307 Spa Body Treatments	#310 Basic Cosmetic Chemistry
#305 Body Hair Removal - Soft wax	#205 Bacteriology & Infection Control
#319 Body Hair Removal -Hard wax	<b>Health and Safety</b>
#211 Function of Skincare & Cosmetic Ingredient	#349 Product Ingredients Analysis & Skin Conditions
	#339A Virginia State Board - Universal Precautions
	#339B Virginia State Board - OSHA
	#450 State Board Review - Sanitation and Safety Standards
	<b>Care of Equipment</b>
	#215 Basic Electricity and Electric Current-
	<b>Anatomy</b>
	#311 Structure & Function of the Human Body Systems and Organs
	#202 Structure & Function of the Human Skeletal Systems
	#203 Structure & Function of Human Nerves System
	#204 Structure & Function of the Human Integumentary Systems



	<i>#206 Structure &amp; Function of the Human Cellular System</i>
	<i>#350 Characteristics of the Skin</i>
	<i>#209 Structure &amp; Function of Human Hair Follicle-</i>
	<i>#313A Structure &amp; Function of Human Circulatory/Arterial System</i>
	<i>#313B Structure &amp; Function of Human Circulatory/Venous System</i>
	<i>#308 Structure &amp; Function of Human Muscular Systems</i>
	<i>#330 Structure &amp; Function of Human Hands</i>
	<b>Client Consultation/Analyzing skin or scalp conditions</b>
	<i>#214 Facial Structure Analysis –Client health form</i>
	<i>#315 Second Skin Analysis &amp; Consultation- Client health form</i>
	<i>#343 Third Skin Analysis &amp; Consultation- Client health form</i>
	<i>#345 Fifth Skin Analysis &amp; Consultation- Client health form</i>
	<i>#346 Sixth Skin Analysis- Client health form</i>
	<i>#347 Seventh Skin Analysis - Client health form</i>
	<i>#348 Eighth Skin Analysis Client health form</i>
	<i>#212 First Skin Analysis &amp; Consultation- Client health form</i>



*Course Assignment Schedule*

<https://epidermalcelltherapy.com/esthetics-curriculum/>

Instructor: Post additional assignment or requirement scheduled *day between 12am and 11:59pm*

Student: All weekly assignments will be available to download on *day at 9:00am*

**Examination Schedule**

All examinations will be completed and taken in the traditional brick and mortar classroom.

**Website address:** [www.instituteofepidermalcelltherapy.com](http://www.instituteofepidermalcelltherapy.com)

<https://www.instituteofepidermalcelltherapy.com/students/student-login.html>

**Email address:** [deborahwaters@estheticstherapy.com](mailto:deborahwaters@estheticstherapy.com)/ [einstructor@estheticstherapy.com](mailto:einstructor@estheticstherapy.com)

Please email all daily assignments on the scheduled date by 11:59pm.

<https://epidermalcelltherapy.com/student-daily-hours-form/>

Office hours: *Assignments posting schedule*

*Earliest 12:00 am*

*Latest 11:59 pm Example of Schedule*

Sunday: (Theory) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Monday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Tuesday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Wednesday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Thursday: (Online Theory) All weekly assignments are due by 11:59pm

Current Event/Summary

Friday: (Online Theory) All weekly assignments are due by 11:59pm

Current Event/Summary

Saturday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Case Study/ Projects

**Grading System and Policy:**

Final grades will be awarded according to the following grade scale.

<b>91-100%</b>	=	<b>A</b> (Excellent: 4.0)
<b>81-90 %</b>	=	<b>B</b> (Good: 3.0)
<b>71-80%</b>	=	<b>C</b> (Average: 2.0)
<b>61-70%</b>	=	<b>D</b> (Poor/Below Average: 1.0)
<b>Below 60%</b>	=	<b>F</b> and below (Failure to complete satisfactorily 0.0)

Safety:

For your safety, if you have a medical condition the results in seizures, blackouts (e.g., from epilepsy or diabetes) please inform your instructor. This information will be kept confidential. If you wish to seek accommodation due to a disability, please contact someone at the admissions office.

<b>The Esthetics curriculum, hours of instruction, and Course titles</b>			
An esthetician has the training and scope of practice that allows the esthetician to treat the epidermis. Regulations for State of Virginia Board of Barber and Cosmetology as it applies to Esthetics; The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:	<b>Total clock Instruction</b>	<b>Lecture/Theory</b>	<b>Clinic/Lab</b>
	<b>600</b>	<b>424</b>	<b>176</b>
<b>1. Orientation and business topics - minimum of 25 hours of instruction.</b>			
#200 Orientation & Introduction Esthetics Industry	4	4	
#218A Business Practices -Business Plan	7	7	
#218B Business Practices - Financial Report	7	7	
# 217 Marketing & Retail Skills	7	7	
Total 25 Theory 25 Clinical 0			
<b>2. Laws and regulations - minimum of 10 hours of instruction.</b>			
#219 Laws & Regulations -State Board Regulation	10	10	
Total 10 Theory 10 Clinical 0			
<b>3. General sciences - minimum of 80 hours of instruction.</b>			
#310 Basic Cosmetic Chemistry	10	10	
#205 Bacteriology & Infection Control	10	10	
#211 Function of Skincare & Cosmetic Ingredient	10	10	
#349 Product Ingredients Analysis & Skin Conditions	10	10	
#339A Virginia State Board - Universal Precautions	10	10	
#339B Virginia State Board - OSHA	10	10	
#450 State Board Review - Sanitation and Safety Standards	10	10	
#215 Basic Electricity and Electric Current-	10	10	
Total 80 Theory 80 Clinical 0			

<b>4. Applied sciences - minimum of 95 hours of instruction.</b>			
#202 Structure & Function of the Human Skeletal Systems	7	7	
#203 Structure & Function of Human Nerves System	7	7	
#308 Structure & Function of Human Muscular Systems	7	7	
#206 Structure & Function of the Human Cellular System	7	7	
#350 Characteristics of the Skin	12.5	12.5	
#209 Structure & Function of Human Hair Follicle-	7	7	
#313A Structure & Function of Human Circulatory/Arterial System	7	7	
#313B Structure & Function of Human Circulatory/Venous System	7	7	
#311 Structure & Function of the Human Body Systems and Organs	7	7	
#330 Structure & Function of Human Hands	7	7	
#204 Structure & Function of the Human Integumentary Systems	12.5	12.5	
#202 Structure & Function of the Human Skeletal Systems	7	7	
Total 95 Theory 95 Clinical 0			
<b>5. Skin care - minimum of 255 hours of instruction.</b>			
#214 Facial Structure Analysis	25	25	
#315 Second Skin Analysis & Consultation- Pigmentation & Inflammation	25	25	
#343 Third Skin Analysis & Consultation- Burns & Growths	25	25	
#345 Fifth Skin Analysis & Consultation- Muscle Tone	25	25	
#346 Sixth Skin Analysis- Sebaceous Activity	25	25	
#347 Seventh Skin Analysis - Wrinkles & Fine Lines	25	25	
#348 Eighth Skin Analysis - Hair	25	25	
#212 First Skin Analysis & Consultation-Skin Types & Characteristics	25	25	
Total 200 Theory 200 Clinical 0			

<b>5. Skin care - minimum of 255 hours of instruction.</b> Consultations, Cleansing and analysis of the face and body. 35 Performance Time - 15 minutes per Performance Manual Facials and Treatment 65 Performance Time 20 minutes per Performance Machine or electrical facials and Treatment 50 Performance Time 25 minutes per Performance			
#413 Electric Current	14.5		14.5
#301 Client Draping & Preparation	5		5
#366 Facial Massage Techniques	5		5
#390C IECT Practical Facial IECT /Consultation Face & Body/Practical Facial & Body & Mechanical/Body/Hair Removal/Make up Artistry	14.5		14.5
#302A State Board Facial	12		12
#302B State Board Theory	4	2	2
Total 55 Theory 2 Clinical 53			
<b>6. Makeup - minimum of 65 hours of instruction.</b> Makeup 25 Performance Time 10 minutes per Performance			
#306 Makeup Application	12	2	10
#213 Color Theory - Undertones & Pigment	12	2	10
#327 Eyebrow & Eyelash Tinting/Perming	9	2	7
#390C IECT Practical Facial IECT /Consultation Face & Body/Practical Facial & Body & Mechanical/Body/Hair Removal/Make up Artistry	32		32
Total 65 Theory 6 Clinical 59			
<b>7. Body and other treatments - minimum of 20 hours of instruction.</b> Body Treatment and Back Treatment 20 Performance Time 15 minutes per Performance			
#307 Spa Body Treatments	20	2	18
#390C IECT /Consultation Face & Body/Practical Facial & Body & Mechanical/Body/Hair Removal/Make up Artistry			
Total 20 Theory 2 Clinical 18			
<b>8. Hair removal - minimum of 50 hours of instruction.</b> 25 Performance Time 15 minutes per Performance			
#305 Body Hair Removal - Soft wax	10	2	8
#319 Body Hair Removal -Hard wax	10	2	8
#390C IECT Practical Facial IECT /Consultation Face & Body/Practical Facial & Body & Mechanical/Body/Hair Removal/Make up Artistry	30		30
Total 50 Theory 4 Clinical 46			

## Syllabus

The contents of the syllabus addendum for this course are subject to change at the Director of Education or instructor's discretion.

Mark Distribution		Requirement
Course Exam <a href="https://iect.edu20.org/">https://iect.edu20.org/</a>	75 and above	Theory/ Practical Course Material
Performance/ Internship <a href="https://epidermalcelltherapy.com/course/esthetics-case-studies/">https://epidermalcelltherapy.com/course/esthetics-case-studies/</a>	220	Performances
Learning Tools <a href="https://iect.edu20.org/">https://iect.edu20.org/</a>		
Summary/Vocabulary Fact Discussion Questions/ Current Events/ <a href="https://epidermalcelltherapy.com/community/discuss-current-events/">https://epidermalcelltherapy.com/community/discuss-current-events/</a> .		SBR Review Scientific Concepts SBR Review Consultation
Skill/ Video Notes <a href="https://epidermalcelltherapy.com/iect-library/esthetics-library/esthetics-video-lessons-time/">https://epidermalcelltherapy.com/iect-library/esthetics-library/esthetics-video-lessons-time/</a>		SBR Review Consultation & SBR Practical
Project/Case Study <a href="https://www.instituteofepidermalcelltherapy.com/students/assessment-form.html">https://www.instituteofepidermalcelltherapy.com/students/assessment-form.html</a>		SBR Review Scientific Concept

**Withdraw Policy** <https://www.instituteofepidermalcelltherapy.com/students/course-catalog.html>.

A student wishing to withdraw from an esthetics course with a grade of "W" must do so before 75% of days the course meets have passed. The student must secure the signature of the instructor on the withdrawal form. <https://www.instituteofepidermalcelltherapy.com/admin/student-forms.html>

**All examinations** will be completed and taken in the traditional brick and mortar classroom. Non-Traditional Classroom Education, include the following courses: orientation, school Policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa Management, analyzing skin or scalp conditions, anatomy, client consultation, and care of equipment <https://iect.edu20.org/>.

### *Accommodations for Students with Special Needs*

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

### *Electronic Communication Devices in Classrooms*

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

### *Verification and Identification of All Students Esthetics-Program-Login-Info-v4*

The Institute of Epidermal Cell Therapy will provide sufficient information to show it utilizes technologies and practices that are effective in verifying the identity of Classroom Method Online/ Non-Traditional Classroom/ Distance- learning students who participate in class or coursework (such as a secure login and passcode) while protecting student privacy. During the enrollment process the student is required to bring a picture form of identification documentation (e.g., State Driver's License, State Identification card, <https://www.instituteofepidermalcelltherapy.com/admin/enrollment-procedures.html>

### *Classrooms Setting*

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

On Site - Procedures Instruction

- Practical Procedures

<https://epidermalcelltherapy.com/iect-library/esthetics-library/esthetics-video-lessons-time/>

- Performance State Board

**Requirements** <https://epidermalcelltherapy.com/iect-library/esthetics-library/exam-form/>

- Examinations

<https://iect.edu20.org/>

*Attendance Policy:* <https://epidermalcelltherapy.com/time-clock/>

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

## Institute of Epidermal Cell Therapy Online Blended & Classroom Method Policies

<https://www.instituteofepidermalcelltherapy.com/admin/lesson-plans.html>

### 1. Institute of Epidermal Cell Therapy Online Weekly Schedule.

Institute of Epidermal Cell Therapy online classes have a duration of 20 to 25 weeks. We provide five additional weeks for the State Board Review. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points. The Institute of Epidermal Cell Therapy online week begins on Sunday and ends on Saturday (or begins on Saturday and ends on Friday). Students must enter the Learning Management System (LMS) and post or email at least three times between Sunday and Saturday. Attendance is posted on Fridays at 5 PM.

### 2. Conduct Policy for Classes.

<https://epidermalcelltherapy.com/course/articles/>

<https://epidermalcelltherapy.com/community/discuss-current-events/>

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

### 3. Online Classroom Method Course Requirements

1. Students must complete the Institute of Epidermal Cell Therapy's Online orientation (either on campus or online) prior to registration for an online course.
2. Students must have access to an off-campus computer (see online technology requirements). See number 10. (**Technology (Requirements)**) at the end of this page for
3. Students must have off-campus Internet access. Institute of Epidermal Cell Therapy online courses require a minimum of DSL and broadband connection is preferred.  
<https://epidermalcelltherapy.com/iect-library/>
4. Students must have an e-mail address. <https://www.google.com/gmail/about/>
5. Students will purchase or lease the textbook material content (e.g., e-book, online website portal) for the course. Online <https://instituteofepidermalcelltherapytextbook.org/>
6. Students will purchase or lease the State Board Mock exam material content (e.g., e-book, online website portal) for the course. <https://epidermalcelltherapy.com/iect-library/basic-library/basic-exam-form/>

### 4. Late Work

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



## 5. **Online Examinations Process**

Institute of Epidermal Cell Therapy online students will take and complete onsite all examinations in the traditional brick and mortar classroom. Each instructor will provide guidelines regarding testing in specific courses. <https://iect.edu20.org/>

## 6. **Course Context and Material Makeup Policies**

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

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

There are also provisions for identification during a test taking process: Students will login to the portal using their current login credentials (e.g., student user ID, passwords) during a test for verification of student identity. [Esthetics-Program-Login-Info-v4pdf.](#)

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

<https://epidermalcelltherapy.com/student-hours-form/>

Institute of Epidermal Cell Therapy online monitors each student's activity within the LMS. Institute of Epidermal Cell Therapy has a usage report which faculty and administrators can use to determine the dates and times the students received instructions/training on the course material (e.g., within the LMS, IECT Library, Onsite class instruction).

## 9. **Institute of Epidermal Online**

<https://instituteofepidermalcelltherapytextbook.org/>

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

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

### 1. **Computer**

- a. Intel 1 GHz or higher
- b. AMD 1 GHz or higher
- c. 100mb of hard drive free

### 2. **Memory**

- a. Windows XP with 512 MB RAM or more
- b. Vista/Windows 7 with 1GB RAM or more
- c. Mac OS X

Note: Please check the system requirements for the software as specific Microsoft service packs may be required for Windows 2000 or XP. These service packs are available as free downloads on Microsoft's web site: <http://www.microsoft.com>

### 3. **Internet Connection**

- a. Broadband is strongly encouraged.
- b. Confirm that pop-up blockers are disabled and confirm that firewall allows full communication with LMS.

### 4. **Browser**

- a. Courses offered online are best viewed using Microsoft Internet Explorer v 7/8 (PC), Firefox (3.X and higher) or Safari

### 5. **Java Script and Cookies**

- a. Both enabled.

### 6. **Audio** - Sound and microphone for collaboration

### 7. **Suggested Software**

Adobe Flash 8 player • Adobe Acrobat Reader 5 or higher • Java JRE 1.5.0\_06-JDK 1.5.0\_16; Java 6 not supported • Microsoft Office (including MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook), Norton Antivirus • Open Office

### 8. **Suggested Peripherals**

- a. Color Inkjet Printer
- b. Color Flatbed Scanner
- c. Digital Camera
- d. Webcam

### *Student Code of Conduct Policy and Academic Integrity*

**<https://www.instituteofepidermalcelltherapy.com/policies/index.html>**

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

#### **1. Academic Integrity**

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

#### **2. Suspension**

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

#### **3. Conduct Dismissal**

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

### *Program Evaluation*

**<https://www.instituteofepidermalcelltherapy.com/admin/enrollment-procedures.html>**

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

- A. Track the number of students who enroll and successfully complete a program. Our goal is to graduate all of our students. Our prospective student interview and questionnaire process provides prospective students with the full extent of academic and financial requirements of the programs of study.
- B. Utilize feedback from our graduate. We value the experience of our graduates and utilize their suggestions and critiques to enhance the quality of our programs.
- C. Integrate the suggestions from our workforce partners/ self-employed graduates. The information from the practicing community serves to strengthen the overall value of our curriculum.
- D. Performance evaluation, Exits interviews, and surveys from graduating students. Our feedback We utilize the feedback information from our exiting students and graduates to as a guideline when updated communication processes and business operations. This information helps us not only academically, but also provides an opportunity to elevate the total student experience.

<b>Practical Performance Completion Form</b> 18 VAC 41-70-200. Practical performance requirements. Derived from <a href="#">Volume 23, Issue 25</a> , eff. September 20, 2007.	<i>Total Required Practical Performance</i> <b>220</b>
A. The curriculum for Estheticians shall include the following minimum practical performances per DPOR:	
<b>IECT Epidermal Cell Therapy Consultation Treatment</b>	
<b>Consultations, cleansings and analysis of face and body</b> <i>35 Performance Time - 15 minutes per Performance</i>	<b>35</b>
<b>IECT Epidermal Cell Therapy Express Facial Treatment</b>	
<b>Manual facials and treatments</b> <i>65 Performance Time - 15 minutes per Performance</i>	<b>65</b>
<b>IECT Epidermal Cell Therapy Signature Facial Treatment</b>	
<b>Machine/Mechanical or electrical facials and treatments</b> <i>50 Performance Time - 15 minutes per Performance</i>	<b>50</b>
<b>IECT Epidermal Cell Therapy Signature Body Treatment</b>	
<b>Body treatments and back treatments</b> <i>20 Performance Time - 15 minutes per Performance</i>	<b>20</b>
<b>IECT Epidermal Cell Therapy Signature Makeup Treatment</b>	
<b>Makeup, eyebrows, and eyelashes</b> <i>25 Performance Time - 15 minutes per Performance</i>	<b>25</b>
<b>IECT Epidermal Cell Therapy Signature Hair Removal Treatment</b>	
<b>Hair Removal – waxing and tweezing</b> <i>25 Performance Time - 15 minutes per Performance</i>	<b>25</b>

## **Master Esthetics Program**

### **600 Hour Course – Classroom/Online Blended Method**

#### *Overview*

A program that prepares individuals to massage and treat the face, neck, and body with advanced chemical and cosmetic preparations and esthetic medical treatments, and to function as licensed master or medical estheticians in dermatologists' and plastic surgeons' offices as well as in salons and spas. Includes instruction in advanced anatomy and physiology, skin properties and disorders, sanitation and infection control, advanced facial treatments, spa body treatments, advanced extractions, corrective makeup, chemical peels, microdermabrasion, lymphatic drainage and advanced massage techniques, pre- and post-operative esthetic skin care, client/patient evaluation and care, applicable laws and regulations, and business practices.

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

#### *Prerequisites*

Prospective students must submit a completed application and registration fee. Proof of a high school diploma, GED or college transcript must be provided.

#### *Master Esthetics*

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

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

Master Esthetician according to the Code of Virginia

"Esthetician" means a person who engages in the practice of esthetics for compensation.

"Master esthetician" means a licensed esthetician who, in addition to the practice of esthetics, offers to the public for compensation, without the use of laser technology, lymphatic drainage, chemical exfoliation, or microdermabrasion, and who has met such additional requirements as determined by the Board to practice lymphatic drainage, chemical exfoliation with products other than Schedules II through VI controlled substances as defined in the Drug Control Act (§ 54.1-3400 et seq.), and microdermabrasion of the epidermis.

Master Esthetics: The esthetics curriculum and hours of instruction in this program shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

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

1. Orientation, advanced business subjects, and infection control - minimum of 45 hours of instruction.

- a. School policies and procedures.
- b. Professional ethics and practices.
- c. Ethics and professional conduct.
- d. Insurance and liability issues.
- e. Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rule (HIPAA).
- f. Client records and documentation.
- g. Microbiology and bacteriology.
- h. Infection control, disinfection, and sterilization.
- i. Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS); and
- j. Personal protective equipment.

2. State laws, rules, and regulations - minimum of 10 hours of instruction.

3. Advanced anatomy and physiology - minimum of 65 hours of instruction.

- a. Advanced anatomy and physiology
- b. Advanced skin structure and functions
- c. Advanced skin typing, and conditions.
- d. Advanced disease and disorders
- e. Advanced cosmetic ingredients
- f. Pharmacology
- g. Advanced homecare

4. Advanced skin care and modalities - minimum of 90 hours of instruction.

- a. Introduction to microdermabrasion and dermaplaning.
- b. Indications and contraindications for crystal microdermabrasion

- c. General procedures/safety measures for crystal microdermabrasion.
  - d. Indications and contraindications for crystal-free microdermabrasion and dermaplaning.
  - e. General procedures and safety measures for crystal-free microdermabrasion and dermaplaning.
  - f. Equipment safety: crystal and crystal-free microdermabrasion and dermaplaning.
  - g. Waste disposal, Occupational Safety and Health Administration.
  - h. Introduction to microdermabrasion techniques/proper protocols
  - i. Machine parts, operation, protocols, care, waste disposal and safety
  - j. Practical application/consultation for crystal microdermabrasion
  - k. Practical application and consultation for crystal-free microdermabrasion and dermaplaning
  - l. Pre-treatments and Post-treatments for microdermabrasion
5. Advanced procedures and chemical exfoliation - minimum of 270 hours of instruction.
- a. Advanced skin analysis and consultation and health screening and documentation.
  - b. Advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL).
  - c. Advanced manual, machine, and electric treatments, microcurrent, and ultrasound.
  - d. Introduction to chemical exfoliation and peels of the epidermis.
  - e. Fundamentals of skin care associated with chemical exfoliation and peels and wound healing.
  - f. Pre-treatments and Post-treatments for chemical exfoliation and peels.
  - g. Assessing suitability and predicting chemical exfoliation efficacy.
  - h. General practical application and consultation protocols.
  - i. Practical application and consultation for enzymes, herbal exfoliations, and vitamin-based peels.
  - j. Indications and contraindications for enzymes, herbal exfoliations, and vitamin-based peels.
  - k. General procedures and safety measures for herbal exfoliations, and vitamin-based peels.
  - l. Pre-treatments and Post-treatments for herbal exfoliations, and vitamin-based peels.
  - m. Practical application and consultation for alpha hydroxy peels.
  - n. Indications and contraindications for alpha hydroxy peels.
  - o. General procedures and safety measures for alpha hydroxy peels.
  - p. Pre-treatments and Post-treatments for alpha hydroxy peels.
  - q. Practical application and consultation for beta hydroxy peels
  - r. Indications and contraindications for beta hydroxy peels
  - s. General procedures and safety measures for beta hydroxy peels
  - t. Pre-treatments and Post-treatments for beta hydroxy peels
  - u. Practical application and consultation for Jessner and Modified Jessner peels
  - v. Indications and contraindications for Jessner and Modified Jessner peels
  - w. General procedures and safety measures for Jessner and Modified Jessner peels
  - x. Pre- treatments and Post-treatments for Jessner and Modified Jessner peels
  - y. Practical application and consultation for trichloroacetic acid peels
  - z. Indications and contraindications for trichloroacetic acid peels

- aa. General procedures and safety measures for trichloroacetic acid peels
  - ab. Pre-treatments and Post-treatments for trichloroacetic acid peels.
6. Lymphatic drainage - minimum of 120 hours of instruction.
- a. Introduction to lymphatic drainage
  - b. Tissues and organs of the lymphatic system
  - c. Functions of the lymphatic system
  - d. Immunity
  - e. Etiology of edema
  - f. Indications and contraindications for lymphatic drainage
  - h. Lymphatic drainage manipulations and movements
  - i. Face and neck treatment sequence
  - j. Lymphatic drainage on the trunk and upper extremities
  - k. Lymphatic drainage on the trunk and lower extremities
  - l. Cellulite
  - m. Using lymphatic drainage with other treatments.
  - n. Machine-aided lymphatic drainage.

**B. Practical performance requirements.**

**18 VAC 41-70-200. Master Esthetics Practical Performance Requirements.**

**A. The curriculum for estheticians shall include the following minimum practical performances:**

**Practical performance requirements.**

Practical performances are the minimum number of required practical demonstrations that the student must conduct to satisfactorily meet the requirement for graduation:

Advanced Treatments

40

Microdermabrasion

50

Chemical exfoliation

75

7

Lymphatic drainage treatments

50

TOTAL. 215



**18 VAC 41-70-200 A. Competency Exam Classroom Master Esthetics Program**

D. A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and [18 VAC 41-70-200 A](#). A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and [18 VAC 41-70-200 B](#).

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

**18 VAC 41-70-210. School Equipment. – Master’s Esthetics Program**

- C. For a master esthetics course, an esthetics school must have at least one treatment table, one woods lamp, one adjustable stool, and one table for instruments and products for each two students enrolled in the class.
- D. For each procedure taught in the master esthetics curriculum, the esthetics school must have at least one set of the applicable equipment for each six students enrolled in the class.

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

*STANDARDS OF PRACTICE.*

**18 VAC 41-70-250. Scope of Practice. – IECT Master Esthetics Chemical Exfoliation**

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

1. Jessner and Modified Jessner solution.
- 18 VAC 41-2. Trichloroacetic acid is less than 20%.
3. Nonprescriptive alpha hydroxyl acids.
4. Nonprescriptive beta hydroxyl acids.
5. Nonprescriptive, commercially available products used in accordance with manufacturer's written instructions.
6. Vitamin-based acids.
7. Enzymes; or
8. Herbal exfoliators.

**Historical Notes**

Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

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

<p>All examination and procedures will be completed and taking in the traditional brick and mortar classroom. Non- Traditional Classroom Education, include the following courses:</p>	<p>Non- Traditional Classroom Education, include the following courses: orientation, school Policies, state laws and regulations, health and safety, personal hygiene, sanitation and sterilization, ethics, salon/shop/parlor/spa Management, analyzing skin or scalp conditions, anatomy, client consultation, care of equipment,</p>
<p><b>ONSITE COURSE Procedures &amp; Examinations</b></p>	<p><b>ONLINE COURSES Orientation, School Policies, State Laws and Regulations, Health and Safety, Personal Hygiene, Sanitation and Sterilization, Ethics, Salon/Shop/Parlor/Spa Management, Analyzing Skin or Scalp Conditions, Anatomy, Client Consultation, Care of Equipment</b></p>
	<p>Ethics</p>
<p>#400 Epidermal Cell Therapy Infection Control -</p>	<p>Orientation/School Policies</p>
<p>#425 Epidermal Cell Therapy &amp; Advanced Makeup</p>	<p>Salon/Shop/Parlor Management</p>
<p>#424 Microdermabrasion Crystal/ Particle</p>	<p>#399 - Orientation &amp; Introduction Esthetics Industry</p>
<p>#420 Microdermabrasion Crystal Free?</p>	<p>#408 Marketing and Retail Home Care</p>
<p>#421 Lymphatic Drainage Subcutaneous Layer &amp; Immune System</p>	<p>#409 Ethics and Professional Conduct</p>
<p>#423 Advanced Hair Removal -</p>	<p>#460B State Board Theory</p>
<p>#450 IECT Practical Facial</p>	<p>State Laws and Regulations</p>
<p>#460A State Board Facial</p>	<p>#460B State Board Theory</p>
<p>#414 Use of Laser, LED, IPL, Therapy</p>	<p>Sanitation and Sterilization/Personal Hygiene</p>
<p>#404 Nutrition and Metabolism</p>	<p>Health and Safety</p>
<p>#403 Medical Terminology</p>	<p>#411 Biochemical and Ingredient Knowledge</p>
<p>#406 Ethnic Skincare</p>	<p>#418 Infection Control- Microbiology/Bacteriology- Bloodborne Pathogens</p>
<p>#412 Cosmetic Injectables Fibroblast and Muscular</p>	<p>#410 Cosmetics, Cosmeceutical, and Medicine- At Home Product Protocol Design</p>
<p>#407 Psychology and Psycodermatological Disorders</p>	<p>Care of Equipment</p>
<p>#417 Plastic Surgery Pre &amp; Post-Operative</p>	<p>#415 Permanent Hair Removal-Laser, IPL, Electrology Methods</p>
<p>#427 Causes of Aging</p>	<p>Client Consultation/Analyzing skin or scalp conditions</p>
	<p>#416 How to Chart</p>
	<p>#401 Fundamentals of Protocol Design</p>

### Course Assignment Schedule

Instructor: Post additional assignment or requirement scheduled *day between 12am and 11:59pm*

Student: All weekly assignments will be available to download on *day at 9:00am*

### Examination Schedule

All examinations will be completed and taken in the traditional brick and mortar classroom.

**Website address:** [www.instituteofepidermalcelltherapy.com](http://www.instituteofepidermalcelltherapy.com)

**Email address:** [deborahwaters@estheticstherapy.com](mailto:deborahwaters@estheticstherapy.com) / [einstructor@estheticstherapy.com](mailto:einstructor@estheticstherapy.com)

Please email all daily assignments on the scheduled date by 11:59pm.

Office hours: *Assignments posting schedule Earliest 12:00 am Latest 11:59 pm*

#### Example of Schedule

Sunday: (Theory) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Monday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Tuesday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Wednesday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Current Event/Discussion Vocabulary Facts/ Summary

Thursday: (Online Theory) All weekly assignments are due by 11:59pm

Current Event/Summary

Friday: (Online Theory) All weekly assignments are due by 11:59pm

Current Event/Summary

Saturday: (Theory/Clinic) All weekly assignments are due by 11:59pm

Case Study/ Projects

### Grading System and Policy:

Final grades will be awarded according to the following grade scale.

<b>91-100%</b>	=	<b>A</b> (Excellent: 4.0)
<b>81-90 %</b>	=	<b>B</b> (Good: 3.0)
<b>71-80%</b>	=	<b>C</b> (Average: 2.0)
<b>61-70%</b>	=	<b>D</b> (Poor/Below Average: 1.0)
<b>Below 60%</b>	=	<b>F and below</b> (Failure to complete satisfactorily 0.0)

### Safety:

For your safety, if you have a medical condition the results in seizures, blackouts, etc. (e.g., from epilepsy or diabetes) please inform your instructor. This information will be kept confidential. If you wish to seek accommodation due to a disability, please contact someone at the admissions office.

Master Esthetics Program Curriculum

<b>The Master Esthetics curriculum, hours of instruction, and Course titles</b>			
Master Esthetician has the training and scope of practice that allows the esthetician to treat epidermis. Regulations for State of Virginia Board of Barber and Cosmetology as it applies to Master Esthetics: The esthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:	<b>Total clock Instruction</b>	<b>Lecture/ Theory</b>	<b>Clinic/Lab</b>
	<b>600</b>	<b>382.50</b>	<b>217.50</b>
<b>1. Orientation, advanced business subjects, and infection control - minimum of 45 hours of instruction</b>			
#399 - Orientation & Introduction Esthetics Industry	7	7	
#408 Marketing and Retail Home Care	7	7	
#409 Ethics and Professional Conduct	7	7	
#460B State Board Theory	24	24	
Total 45 Theory 45 Clinical 0			
<b>2. Laws and regulations - minimum of 10 hours of instruction.</b>			
#460B State Board Theory	10	10	
Total 10 Theory 10 Clinical 0			
<b>3. Advanced anatomy and physiology - minimum of 65 hours of instruction.</b>			
#411 Biochemical and Ingredient Knowledge	25	25	
#418 Infection Control- Microbiology/Bacteriology-Bloodborne Pathogens	30	30	
#410 Cosmetics, Cosmeceutical, and Medicine- At Home Product Protocol Design	10	5	5
Total 65 Theory 60 Clinical 5			
<b>4. Advanced skin care and modalities – minimum of 90 hours of instruction. Microdermabrasion 40 Performance Time - 30 minutes per Performance</b>			
#400 Epidermal Cell Therapy Infection Control -	6	3	3
#404 Nutrition and Metabolism	4	2	2
#425 Epidermal Cell Therapy & Advanced Makeup	6	2	4
#424 Microdermabrasion Crystal/ Particle	12	2	10
#420 Microdermabrasion Crystal Free?	12		10
#450 IECT Practical Facial (2.5 x 20)	50		50
Total 90 Theory 11 Clinical 79			

<b>5. Advanced procedures and chemical exfoliation - minimum of 270 hours of instruction</b> Advanced Treatments 40 Performance Time - 20 minutes per Performance Chemical Exfoliation 75 Performance Time 20 minutes per Performance			
#450 IECT Practical Facial	15		15
#460A State Board Facial	45		45
#460B State Board Theory	19	19	
#403 Medical Terminology	5	2.5	2.5
#416 How to Chart	55	55	
#406 Ethnic Skincare – Jessner’s	11.5	2	9.5
#427 Causes of Aging – TCA 20%	11.5	2	9.5
#405 Chemical Exfoliation Stratum Granulosum	12	2	10
#415 Permanent Hair Removal-Laser, IPL, Electrology Methods	25	25	
#414 Use of Laser, LED, IPL, Therapy	7	2	5
#423 Advanced Hair Removal -	4	2	2
#401 Fundamentals of Protocol Design	60	60	
Total 270 Theory 171.5 Clinical 98.5			
<b>6. Lymphatic drainage - minimum of 120 hours of instruction</b> <b>Lymphatic Drainage</b> <b>50 Performance Time 10 minutes per Performance</b>			
#419 Advanced Body Lymphatic System	14	11	3
#421 Lymphatic Drainage Subcutaneous Layer & Immune System	14	11	3
#407 Psychology and Psycodermatological Disorders	14	11	3
#417 Plastic Surgery Pre & Post-Operative	14	11	3
#412 Cosmetic Injectables Fibroblast and Muscular	14	11	3
#450 IECT Practical Facial (1 x 20) 20	50	30	20
Total 120 Theory 85 Clinical 35			

The contents of the syllabus addendum for this course are subject to change at the Director of Education or instructor's discretion.

<b>Mark Distribution</b>		<b>Requirement</b>
<b>Course Exam</b>	<b>100</b>	<b>Theory/ Practical Course</b>
<b>Material Performance/ Internship</b>		<b>215 Performances</b>
<b>Learning Tools</b>		
<b>Summary/Vocabulary Fact</b>		<b>SBR Review Scientific</b>
<b>Concepts Discussion Questions/ Current Events/ Consultation</b>		<b>SBR Review</b>
<b>Skill/ Video Notes</b>		<b>SBR Review Consultation &amp; SBR Practical</b>
<b>Project/Case Study</b>		<b>SBR Review Scientific</b>
<b>Concept</b>		

**REMEMBER:**

*Withdraw Policy*

A student wishing to withdraw from an esthetics course with a grade of “W” must do so before 75% of days the course meets have passed. The student must secure the signature of the instructor on the withdrawal form.

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

*Accommodations for Students with Special Needs*

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

*Electronic Communication Devices in Classrooms*

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

*Verification and Identification of All Students*

The Institute of Epidermal Cell Therapy will provide sufficient information to show it utilizes technologies and practices that are effective in verifying the identity of Online/ Non- Traditional Classroom/ Distance- learning students who participate in class or coursework (such as a secure login and passcode) while protecting student privacy. During the enrollment process the student is required to bring a picture, identification documentation etc. State Driver's License

*Classrooms Setting*

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

### *Attendance Policy:*

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

### *Institute of Epidermal Cell Therapy Classroom and Online Classroom Policies*

1. **Institute of Epidermal Cell Therapy Online Weekly Schedule.** Institute of Epidermal Cell Therapy online classes have duration of within 25 weeks. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points. The Institute of Epidermal Cell Therapy online week begins on Sunday and ends on Saturday (or begins on Saturday and ends on Friday). Students must enter the Learning Management System (LMS) and post or email at least three times between Sunday and Saturday. Attendance is posted on Fridays at 5 PM.
2. **Conduct Policy for Classes.** In the Institute of Epidermal Cell Therapy online classroom, students will submit assignments and post comments within threaded discussions and answer reflection questions. In addition, students are required to begin construction of a biography/e-portfolio, which will reflect key topics from each of the courses they have completed and will be evaluated by the course instructor before the final grade.
3. **Online Course Requirements**
  1. Students must complete the Institute of Epidermal Cell Therapy's Online orientation (either on campus or online) prior to registration for an online course.
  2. Students must have access to an off-campus computer (see online technology requirements).
  3. Students must have off-campus Internet access. Institute of Epidermal Cell Therapy online courses require a minimum of DSL and broadband connection is preferred.
  4. Students must have an e-mail address.
  5. Students will purchase the textbook (maybe traditional or an e-book or online website portal) for the course.

#### **4. Late Work**

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

#### **5. Online Examinations Process**

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

#### **6. Course Context and Material Makeup Policies**

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

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

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

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

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

9. **Institute of Epidermal Cell Therapy Electronic Records**

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

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

1. **Computer**

- a. Intel 1 GHz or higher
- b. AMD 1 GHz or higher
- c. 100mb of hard drive free

2. **Memory**

- a. Windows XP with 512 MB RAM or more
- b. Vista/Windows 7 with 1GB RAM or more
- c. Mac OS X

Note: Please check the system requirements for the software as specific Microsoft service packs may be required for Windows 2000 or XP. These service packs are available as free downloads on Microsoft's web site: <http://www.microsoft.com>

3. **Internet Connection**

- a. Broadband is strongly encouraged.
- b. Confirm that pop-up blockers are disabled and confirm that firewall allows full communication with LMS.

4. **Browser**

- a. Courses offered online are best viewed using Microsoft Internet Explorer v 7/8 (PC), Firefox (3.X and higher) or Safari

5. **Java Script and Cookies**

- a. Both enabled.

6. **Audio** - Sound and microphone for collaboration

7. **Suggested Software**

- a. Adobe Flash 8 player • Adobe Acrobat Reader 5 or higher • Java JRE 1.5.0\_06-JDK 1.5.0\_16; Java 6 not supported • Microsoft Office (including MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook), Norton Antivirus • Open Office

8. **Suggested Peripherals**

- a. Color Inkjet Printer
- b. Color Flatbed Scanner
- c. Digital Camera
- d. Webcam

*Student Code of Conduct Policy and Academic Integrity*

Institute of Epidermal Cell Therapy recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves in an appropriate manner during their education process in accordance with what will be expected of them upon graduation and entering the workforce. The Institute of Epidermal Cell Therapy Student Code of Conduct Policy applies to all students and student organizations endorsed by Institute of Epidermal Cell



Therapy. The Student Conduct Policy shall apply to all student conduct that occurs on the Institute of Epidermal Cell Therapy campus and/or an event sponsored by Institute of Epidermal Cell Therapy, inclusive of clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Institute interest and potentially violates a campus policy.

**1. Academic Integrity**

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

**2. Suspension**

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

**3. Conduct Dismissal**

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

**Program Evaluation**

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

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

<p><b>Practical Performance Completion Form</b> 18 VAC 41-70-200. Practical performance requirements Derived from <a href="#">Volume 23, Issue 25</a>, eff. September 20, 2007.</p>	<p><i><b>Total Required Practical Performance</b></i> <b>215</b></p>
<p><b>Epidermal Cell Therapy Corrective Advanced Treatment</b></p>	
<p><b>Advanced Treatments</b> <i>40 Performance Time - 20 minutes per Performance</i></p>	<p><b>40</b></p>
<p>13 hrs. &amp; 35 mins</p>	
<p><b>Epidermal Cell Therapy Signature Microdermabrasion Treatment</b></p>	
<p><b>Microdermabrasion</b> <i>50 Performance Time - 30 minutes per Performance</i></p>	<p><b>50</b></p>
<p>25 hrs.</p>	


<b>Epidermal Cell Therapy Signature Chemical Exfoliation Treatment</b>	
<b>Chemical Exfoliation</b> <i>75 Performance Time 20 minutes per Performance</i>	<b>75</b>
25 hrs.	
<b>Epidermal Cell Therapy Signature Lymphatic Drainage Treatment</b>	
<b>Lymphatic Drainage</b> <i>50 Performance Time 10 minutes per Performance</i>	<b>50</b>
8 hrs. & 30 mins	

## IECT Esthetics Program at Courses by Week

### #200 Orientation & Introduction Esthetics Industry

#200 Orientation & Introduction Esthetics Industry



24 sections 

#### **#200 Orientation & Introduction Esthetics Industry**

*After the successful completion of this course the student will be able to use their knowledge of performing a communication assessment in an Esthetic Spa setting for Consultation, as well as demonstrate the compare differences between personality types when working in the Esthetics environment; As well as describe and identify the diverse workforce personality types, the student will be able to describe the basic needs identified by Abraham Maslow. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

### #214 Facial Structure Analysis

Week 1A Lesson - #214 Facial Structure Analysis

#### **#214 Facial Structure Analysis –**

*After the successful completion of this course the student will be able to use their knowledge of performing a Facial Shaping Assessment in an Esthetic Spa setting for shaping brows, as well as demonstrate the compare differences between grooming practices from times past with those of modern day; As well as describe and identify the different face and brow shapes. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

### #205 Bacteriology & Infection Control

Week 1B - #205 Bacteriology & Infection Control (Diagram of a Bacteria)



24 sections 

#### **#205 Bacteriology & Infection Control**

*After the successful completion of this course, the student will be able to use their knowledge of Bacteriology, Infection Control, and disinfectants in a spa or medical setting. This is the study of professional Bacteriology and various methods of Infection Control for facial implements and equipment used in the salon and medical practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #206 Structure and Function of the Human Cellular System

Week 2A - #206 Structure and Function of the Human Cellular System - Consultation with Magnifying lamp



27 sections

### #206 Structure & Function of the Human Cellular System

*After the successful completion of this course the student will be able to use their knowledge of performing a Consultation with the Magnifying Lamp in an Esthetic Spa setting. The student will be able to describe the Human Cellular System, identify the Cells found in the human body, name the Cells of face, neck, arms, and hands. As well, as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #301 Client Draping and Preparation

Week 2B - #301 Client Draping, Greeting, and Preparation



21 sections

### #301 Client Draping & Preparation

*After the successful completion of this course the student will be able to use their knowledge of performing a Client Greeting and Preparation in an Esthetic Spa setting. The student will be able to identify and describe Face Shape. As well as explain their basic functions to prepare all implements and supplies needed for facial treatments and prepare the client for facial treatments. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## Structure and Function of the #204 Human Integumentary System

Week 3A - #204 Structure and Function of the Human Integumentary System - Skin Composition



31 sections

### #204 Structure and Function of the Human Integumentary System

*After the successful completion of this course the student will be able to use their knowledge of performing a Consultation with the Magnifying Lamp in an Esthetic Spa setting. The student will be able to describe Human Integumentary System, identify the Skin found in the human body, name the Skin of face, neck, arms, and hands. As well, as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #212 First Skin Analysis & Consultation

Week 3B - #212 First Analysis & Consultation - Skin Type & Characteristics



21 sections 


### **#212 First Skin Analysis & Consultation – Skin Types & Characteristics**

*After the successful completion of this course the student will be able to use their knowledge of performing a Consultation with the Magnifying Lamp in an Esthetic Spa setting. The student will be able to describe Human Integumentary System, identify the Skin found in the human body, name the Skin of face, neck, arms, and hands, as well as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #202 Structure and Function of the Human Skeletal System

Week 4A - #202 Structure and Function of the Skeletal System - Basic Cleanse & Sponges



34 sections 


### **#202 Structure & Function of the Human Skeletal Systems**

*After the successful completion of this course the student will be able to use their knowledge of performing a Facial Cleanse and Esthetic Spa setting. The student will be able to describe the Human Skeletal System, identify the Bones found in the human body, name the Bones of face, neck, arms, and hands. As well, as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #315 Second Skin Analysis & Consultation

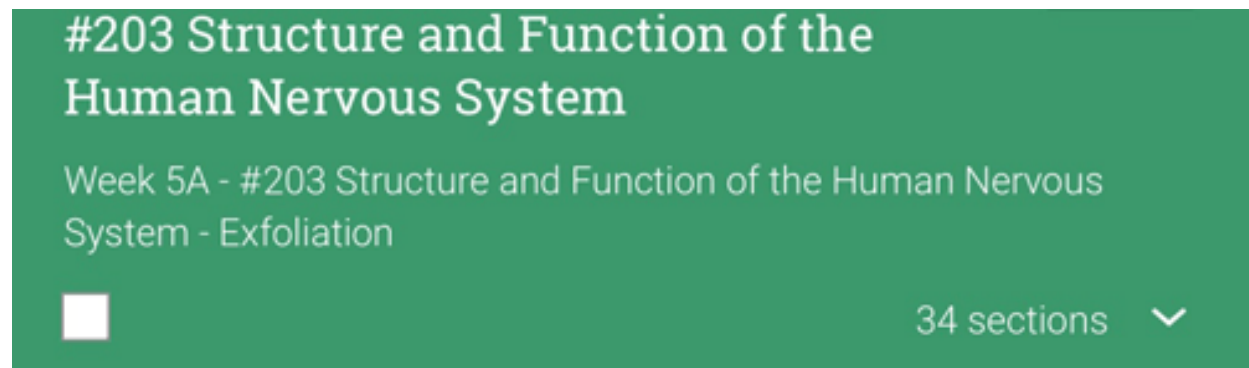
Week 4B - #315 Second Skin Analysis & Consultation- Pigmentation & Inflammation



32 sections 

### **#315 Second Skin Analysis & Consultation - Pigmentation & Inflammation**

*After the successful completion of this course the student will be able to use their knowledge of performing a Second Skin Analysis & Consultation with the Woods Lamp in an Esthetic Spa setting. The student will be able to describe diseases and disorders of the skin. Also, as explain to clients the contraindications and indications of the skin care treatment or facial, identify muscle tone, pigmentation, facial lines, and overall sensitivity. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*



#203 Structure and Function of the Human Nervous System

Week 5A - #203 Structure and Function of the Human Nervous System - Exfoliation

34 sections

### **#203 Structure & Function of Human Nerves System**

*After the successful completion of this course the student will be able to use their knowledge of performing a Manual Exfoliation in an Esthetic Spa setting. The student will be able to describe Human Nervous System, identify the Nerves found in the human body, name the Nerves of face, neck, arms, and hands, as well as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*



#343 Third Skin Analysis and Consultation - Mechanical Exfoliation

Week 5B - #343 Third Skin Analysis and Consultation-Growth and Burn- Rotary Brush Machine - Fitzpatrick Scale

29 sections


### **#343 Fourth /Third Skin Analysis & Consultation -Burns & Growths Fitzpatrick Scale**

*After the successful completion of this course the student will be able to use their knowledge of performing a Third Skin Analysis & Consultation with the Woods Lamp in an Esthetic Spa setting. The student will be able to describe diseases and disorders of the skin. Also, well, as explain to clients the contraindications and indications of. e skin care treatment or facial, identify muscle tone, skin growths, facial lines, and overall sensitivity. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #313 Structure and Function of the Circulatory/Arterial System

Week 6A - #313A Structure and Function of the Human Circulatory/Arterial System-High Frequency Neon



28 sections 

### #313A Structure & Function of Human Circulatory/Arterial System

*After the successful completion of this course the student will be able to use their knowledge of performing a High Frequency indirect (Neon) in an Esthetic Spa setting. The student will be able to describe the Human Circulatory/Arterial System, identify the Arteries found in the human body, name the Arteries of face, neck, arms, and hands, as well as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #313 B Structure and Function of the Circulatory/Venous System

Week 6B - #313B Structure and Function of the Human Circulatory/Venous System - Vacuum Suction 4th Skin Consultation



25 sections 


### #313B Structure & Function of Human Circulatory/Venous System - Fourth Skin Consultation Analysis

*After the successful completion of this course the student will be able to use their knowledge of performing a High Frequency indirect (Neon) in an Esthetic Spa setting. The student will be able to describe Human Circulatory/Venous System, identify the Veins found in the human body, name the Veins of face, neck, arms, and hands, as well as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #308 Structure and Function of the Human Muscular System

Week 7A - #308 Structure and Function of the Human Muscular System - Facial Massage & Movements



30 sections 

### #308 Structure & Function of Human Muscular Systems- Fifth Skin Consultation Analysis - Glogau

*After the successful completion of this course the student will be able to use their knowledge of performing a Facial Massage in an Esthetic Spa setting. The student will be able to describe the Human Muscular System, identify the Muscles found in the human body, name the Muscles of face, neck, arms, and hands. As well, as explain their basic functions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #366 Facial Massage Techniques

Week 7B - #366 Facial Massage Techniques - Facial Massage & Movements



27 sections 

### **#366 Facial Massage Techniques - Muscle tone**

*After the successful completion of this course the student will be able to use their knowledge of performing Facial Massage Techniques in an Esthetic Spa setting. The student will be able to describe and identify Massage Movements, as well as demonstrate the several types Face Massage Techniques Movements for facial treatments. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #311 Structure and Function of Human Body Systems & Organs

Week 8A- #311 Structure and Function of the Human Body Systems and Organs - Foot Treatment



15 sections 

### **#311 Structure & Function of the Human Body Systems and Organs**

*After the successful completion of this course the student will be able to use their knowledge of performing a Hands Massage in an Esthetic Spa setting. The student will be able to describe and identify Human Systems and their organs. Also, as demonstrate the different types of Body treatments and their benefits. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*



## #330 Structure and Function of the Human Hand

Week 8B - #330 Structure and Function of the Human Hand



20 sections

### **#330 Structure & Function of Human Hands & Feet – Fifth skin analysis Glogau**

*After the successful completion of this course the student will be able to use their knowledge of performing a Hands Massage in an Esthetic Spa setting. The student will be able to describe and identify Massage Movements. As well as demonstrating the different types of Hand Massage Techniques and Movements. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #215 Basic Electricity and Electric Current

Week 9A - #215 Basic Electricity and Electric Current-  
Desincrustation & Acne



23 sections

### **#215 Basic Electricity and Electric Current-**

*After the successful completion of this course the student will be able to use their knowledge of performing a Desincrustation in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of electrical current such as alternating and direct. Also, discuss and identify the principles of electricity, measurements, conductivity, and safety. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #346 Sixth Skin Analysis - Sebaceous Activity

Week 9B - #346 Sixth Skin Analysis- Follicle (Pore) & Sebaceous Activity



21 sections

### **#346 Sixth Skin Analysis - Follicle (Pore) & Sebaceous Activity**

*After the successful completion of this course the student will be able to use their knowledge of performing Extractions in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of Extraction Tool and Techniques such as alternating and direct, as well as discuss and identify sebaceous activity lesions. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #310 Basic Cosmetic Chemistry

Week 10A - #310 Basic Cosmetic Chemistry - Iontophoresis & Ampoule

25 sections

### **#310 Basic Cosmetic Chemistry**

*After the successful completion of this course the student will be able to use their knowledge of performing Iontophoresis in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of electrical current such as alternating and direct. Also, discuss and identify the principles of electricity, measurements, conductivity, and safety. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #347 Seventh Skin Analysis Consultation

Week - 10B #347 Seventh Skin Analysis & Consultation- Wrinkles & Fine Lines

20 sections


### **#347 Seventh Skin Analysis – Wrinkles & Fine Lines**

*After the successful completion of this course the student will be able to use their knowledge of performing Seventh Skin Analysis in an Esthetic Spa setting. The student will be able to demonstrate the use of Rubin Scale to determine Photodamage in the skin, as well as discuss and identify melanin types and antioxidant ingredients. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #209 Structure and Function of the Human Hair Follicle

Week 11A - #209 Structure and Function of the Human Hair Follicle-  
Hard & Soft Waxing



35 sections 

### **#209 Structure & Function of Human Hair Follicle**

*After the successful completion of this course the student will be able to use their knowledge of performing a Hard or Soft Waxing service on the Face in an Esthetic Spa setting. The student will be able to describe. Human Hair Follicle, identify the different hair structure, texture, shape, size, and characteristics found in the human body. Also, as explain their Hair Growth cycle functions for the purpose of hair removal service. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #348 Eighth Skin Analysis & Consultation

Week 11B - #348 Eighth Skin Analysis & Consultation - Hair Follicle  
& Sudoriferous Activity



18 sections 

### **#348 Eighth Skin Analysis –**


*Hair Follicle & Sudoriferous Activity After the successful completion of this course the student will be able to use their knowledge of performing Tweezing in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of Tweezing Tool and Techniques such as alternating and direct, as well as discuss and identify Sudoriferous Gland lesions.*

*After the successful completion of this course, the student will be able to describe Sudoriferous Gland Disorders, identify the found in the human body, and name the differences in hair structure of face and body. Also, as explain their texture and characteristics for the purpose of hair removal. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #211 Function of Skincare & Cosmetics Product Ingredients

Week 12A - #211 Function of Skincare & Cosmetics Product  
Ingredients- Cream & Clay Mask



24 sections 

### #211 Function of Skincare & Cosmetic Ingredient

*After the successful completion of this course the student will be able to use their knowledge of performing Cream & Clay Mask Applications in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of Techniques of Mask Application such as applying with hands and with two brushes. As well, discuss and identify different cosmetic ingredients within formulation of a mask. After the successful completion of this course, the student will be able to describe basic products used in facials, identify, and understand the basic benefits of skincare and cosmetics. As well as explain FDA regulations regarding cosmetic claims and product safety. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #349 Product Ingredients Analysis - & Skin Conditions

Week 12B - #349 Ninth Skin Analysis Product Ingredient Analysis  
Gel & Mineral Mask



20 sections 

### #349 Product Ingredients Analysis & Skin Conditions

*After the successful completion of this course the student will be able to use their knowledge of performing Gel & Mineral Mask Applications in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of Techniques of Mask Application such as applying with hands and with two brushes. As well, discuss and identify different cosmetic ingredients within formulation of a mask. After the successful completion of this course, the student will be able to describe basic products used in facials, identify, and understand the basic benefits of skincare and cosmetics. As well as explain FDA regulations regarding cosmetic claims and product safety. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 26. Esthetics 2018 Group H September - #327 Eyebrow & Eyelash Tinting

Dec 10

Week 13A - #327 Eyebrow & Eyelash Tinting



25 sections

### #327 Eyebrow & Eyelash Tinting

*After the successful completion of this course, the student will understand and actively use color theory. This course introduces basic principles of color theory using a color wheel. Colors are placed in an easy-to-understand arrangement that highlights harmonious blends or complimentary colors. At the conclusion of this course, the student will know how the skin gets its color and know how to coordinate or match up colors for a pleasing effect. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #413 Electric Current

Week 13B #413 Electric Current



24 sections

### #413 Electric Current

*After the successful completion of this course the student will be able to use their knowledge of performing electrotherapy in an Esthetic Spa setting. The student will be able to demonstrate the use of various types of electrical current such as alternating and direct. Also, discuss and identify the principles of electricity, measurements, conductivity, and safety. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #305 Body Hair Removal - Soft Wax

Week 14A -#305 Body Hair Removal - Soft Wax



25 sections


### #305 Body Hair Removal

*Soft wax. After the successful completion of this course, the student will be able to use their knowledge of performing Tweezing in an Esthetics Spa setting. The student will be able to demonstrate the use of various types of Tweezing Tool and Techniques such as alternating and direct, as well as discuss and identify Sudoriferous Gland lesions. After the successful completion of this course, the student will be able to describe Sudoriferous Gland Disorders, identify those found in the human body, and name the differences in hair structure of face and body, as*

well as explain their texture and characteristics for the purpose of hair removal. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.

#319 Hair Removal -Hard Wax

Week 14B - #319 Hair Removal -Hard Wax

22 sections 

**#319 Body Hair Removal – Hard Wax**

*Hard Wax. After the successful completion of this course, the student will be able to use their knowledge of performing Tweezing in an Esthetics Spa setting. The student will be able to demonstrate the use of various types of Tweezing Tool and Techniques such as alternating and direct, as well as discuss and identify Sudoriferous Gland lesions.*

*After the successful completion of this course, the student will be able to describe Sudoriferous Gland Disorders, identify those found in the human body, and name the differences in hair structure of face and body, as well as explain their texture and characteristics for the purpose of hair removal. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

#218A Business Practices - Business Plan

Week 15A - #218A Business Practices - Business Plan

17 sections 


**#218A Business Practices -Business Plan**

*After the successful completion of this course the student will be able to use their knowledge of performing a Business Preparation for Operation in an Esthetic Spa setting. The student will be able to identify and describe business licensed and operation support, as well as explain their basic functions to prepare all implements and supplies needed for facial treatments and prepare the client for facial treatments basic salon business practices including rules, regulations, and codes governing the practice of skin care.*

*Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

218 Business Practices - Financial Report

Week 15B - #218 Business Practices - Financial Report

15 sections 


## #218B Business Practices -Financial Report

*After the successful completion of this course the student will be able to use their knowledge of performing a Business Financial support in an Esthetic Spa setting. The student will be able to identify and describe financial operation software (QuickBooks), as well as explain their basic functions to prepare all implements and supplies needed for facial treatments and prepare the client for facial treatments basic salon business practices including rules, regulations, and codes governing the practice of skin care. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #311 Structure and Function of the Human Body System and Organs

Week 16A- #311 Structure and Function of the Human Body System and Organs



32 sections 

## #311 Structure and Function of the Human Body System and Organs

*After the successful completion of this course the student will be able to use their knowledge of performing a Facial Shaping Assessment in an Esthetic Spa setting for shaping brows, as well as demonstrate the compare differences between grooming practices from times past with those of modern day; As well as describe and identify the different face and brow shapes. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #307 Spa Body Treatment

Week 16B - #307 Spa Body Treatment



19 sections 


## #307 Spa Body Treatment

*After the successful completion of this course the student will be able to use their knowledge of performing a Hands Massage in an Esthetic Spa setting. The student will be able to describe and identify Human Systems and their organs, as well as demonstrate the different types of Body treatments and their benefits. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## Color Theory -Undertone & Pigment

Week 17A - #213 Color Theory Undertone & Pigment - Eyelash Perming & Eyelash Application




17 sections 

### #213 Color Theory – Undertone & Pigment

*After the successful completion of this course, the student will understand and actively use color theory. This course introduces basic principles of color theory using a color wheel. Colors are placed in an easy-to-understand arrangement that highlights harmonious blends or complimentary colors. At the conclusion of this course, the student will know how the skin gets its color and know how to coordinate or match up colors for a pleasing effect. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 306 Make Up Application

Week 17B - # 306 Make Up Application

28 sections 

### #306 Make Up Application

*After the successful completion of this course the student will be able to use their knowledge of performing a Facial Shaping Assessment in an Esthetic Spa setting for shaping brows, as well as demonstrate the compare differences between grooming practices from times past with those of modern day; As well as describe and identify the different face and brow shapes. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #219 Laws & Regulation - State Board Regulation

Week 18B - #219 Laws & Regulation - State Board Regulation


16 sections 

### #219 Laws & Regulations -State Board Regulation

*After the successful completion of this course, the student will be able to use the art of negotiating in a spa setting, ethical conduct and legal responsibility relating to esthetic practices. As well as being aware of Virginia's laws and regulations for the Board for Barber and Cosmetology. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## #217 Marketing & Retail Sales

Week 19A - #217 Marketing & Retail Sales - Follow Up Consultation

22 sections 

### #217 Marketing & Retail Sales-Financial Report

*After the successful completion of this course the student will be able to use their knowledge of performing Business Marketing and retail sales support in an Esthetic Spa setting. The student will be able to identify and describe financial point of sale software, as well as explain their basic functions to prepare all implements and supplies needed for facial treatments and prepare the client for facial treatments basic salon business practices including*



rules, regulations, and codes governing the practice of skin care. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.

#302B State Board Theory

Week 19B #302B State Board Theory

15 sections

### #302B State Board Theory

*After the successful completion of this course the student will be able to use their knowledge of performing an esthetics review guide to prepare for the State board theory/written examination, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

#339A Virginia State Board - Universal Precautions

Week 20A - #339A Virginia State Board - Universal/Standard Precautions

13 sections

### #339A Virginia State Board – Universal Precautions

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the State board theory/written examination, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

#339B Virginia State Board - OSHA

Week 20B - #339B Virginia State Board - OSHA

### #339B Virginia State Board – OSHA

*After the successful completion of this course the student will be able to use their knowledge of performing OSHA regulations, and esthetics review guide to prepare for the State board Practical performance examination, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## :: 42. Esthetics 2021 Group F February - #302A State Board Facial

Week 21A- #302A State Board Facial

### **#302A State Board Facial**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the State board Practical performance examination, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## :: 43. Esthetics 2021 Group F February - #450 State Board Review - Sanitation & Safety Standards

Week 21B - #450 State Board Review - Sanitation & Safety Standards

### **#450 State Board Review – Sanitation & Safety Standards**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the State board theory/written examination, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## :: 44. Esthetics 2021 Group F February - #390 IECT Facial / Body / Hair Removal /Make Up

Week 22A - #390 IECT Facial / Body / Hair Removal /Make Up

### **#390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. After the successful completion of this course the student will be able to use their knowledge of performing Infection Control/ Consultation/ Draping & Greeting/ Facial Analysis Assessment/Face Shapes/ Face Measurement/ Eye Shape & Fitzpatrick Color Assessment/ Makeup Assessment/ Pre Cleanses/ Magnifying 1<sup>st</sup> Look/Color Theory/ Tweezing Eyebrows /Shaping Eyebrows / Sebaceous Activity Assessment/ Skin Types Assessment/ Hydration Level Assessment/ Retail Products/ Magnifying Lamp with Consultation/ Skin Composition Assessment - Melanin Assessment/ Skin Characteristics Assessment/ Cleansing Movement Technique - Effleurage & Friction/ Facial Cleanse/Wood's Lamp - Conditions /Second Skin Analysis & Consultation/ Eyebrow Grooming/ Pigmentation & Inflammation Assessment / Fitzpatrick Scale Complexion Colors/ Manual Exfoliation/ Hot Towel/ Fitzpatrick Scale Assessment/ Third/ Fourth Analysis Assessment Growth and Burn Assessment/ Mechanical Exfoliation -Rotary Brush Machine/ Sun Protection Indirect High Frequency – Neon & Spray Machine/ Serum Application/ Vacuum Suction/ High Frequency –Neon/ Sixth Analysis Assessment/ Manual Massage Techniques/ Manual Face & Body Massage/ Hand Massage & Nail/ Cuticle Health Assessment/ Seventh Skin Analysis Assessment/ Glogau Assessment - Fines Lines & Wrinkles /Desincrustation/ Grades of Acne /Extraction /High Frequency Direct –Argon /Iontophoresis & Ampoule/ Melanin Assessment /Rubin Scale/ Antioxidants / Mask Product & Application/ Hair Removal – Hair Follicle Assessment/ Hair Removal Assessment / Hair Growth Cycle /Hard & Soft Waxing / Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows /Product Ingredients Analysis Assessment – Follow up Treatment Plan/ Eyebrow and Lash Tint & Perming Application Color Theory/ Hard and Soft Body Waxing Underarm & Arms. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 45. #390 IECT Practical Hair Removal

Week 22B - #390 IECT Practical Hair Removal

### #390 IECT Practical Hair Removal

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Hair Removal Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. After the successful completion of this course the student will be able to use their knowledge of performing IECT Body Consultation Body Types- & Cleansing & Analysis & Body Manual & Body Mechanical Forearms & Bikini IECT Consultation & Cleansing & Analysis & Makeup & Facial Manual & Facial Mechanical & Body Treatment & Face Hair Removal & Body Hair Removal – Waxing Hair Follicle Assessment Waxing Arms, Legs, Chest, & Back Bikini Waxing & Underarms Eyebrow Soft Waxing & Shaping / Underarms & Arms Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 46. #390 IECT Practical Facial / Make Up

Week 23A - #390 IECT Practical Facial /Make Up

### #390 IECT Practical Facial / Makeup

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Makeup Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 47. #390 IECT Practical Facial / Body / Hair Removal/ Makeup Artistry

Week 23B - #390 IECT Practical Facial / Body / Hair Removal/ Makeup Artistry

### #390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 48. #390 IECT Practical Facial / Body / Hair Removal /Make Up

Week 24A - #390 IECT Practical Facial / Body / Hair Removal /Make Up

### #390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 49. #390 IECT Facial / Body / Hair Removal /Make Up

Week 24B - #390 IECT Facial / Body / Hair Removal /Make Up

### **#390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 50. #390 IECT Facial / Body / Hair Removal /Make Up

Week 25A - #390 IECT Facial / Body / Hair Removal /Make Up

### **#390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

## 51. #390 IECT Facial / Body / Hair Removal /Make Up

Week 25B - #390 IECT Facial / Body / Hair Removal /Make Up

### **#390 IECT Practical Facial / Body / Hair Removal / Makeup Artistry**

*After the successful completion of this course the student will be able to use their knowledge of performing Virginia Laws and regulations, and esthetics review guide to prepare for the Facial/ Body/Makeup Artistry Practical performance case study/ weekly protocol, as well as demonstrate the knowledge of Infection control and safe practices within an everyday Esthetics practice. Please refer to IECT Esthetics Course required Hours and Instruction overview Chart on pages 64-70.*

*Mark Distribution Requirement*

[View Mark Distribution Requirement](#)

Grading System and Policy:

Final grades will be awarded according to the following grade scale.

<b>91-100%</b>	=	<b>A</b> (Excellent: 4.0)
<b>81-90 %</b>	=	<b>B</b> (Good: 3.0)
<b>71-80%</b>	=	<b>C</b> (Average: 2.0)
<b>61-70%</b>	=	<b>D</b> (Poor/Below Average: 1.0)
<b>Below 60%</b>	=	<b>F</b> and below (Failure to complete satisfactorily 0.0)

# IECT Master Esthetics Program at Courses by Week

## 1. #399 - Orientation & Introduction Esthetics Industry

Week 1A #399 - Orientation & Introduction Esthetics Industry

### #399 Orientation & Introduction Esthetics Industry

First Day Class

*After the successful completion of this course the student will be able to use their knowledge of **Orientation & Introduction Esthetics Industry**. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Body and Beauty Types**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 2. #400 Epidermal Cell Therapy - Infection Control

Week 1A - #400 Epidermal Cell Therapy - Infection Control

### #400 Epidermal Cell Therapy Infection Control #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions

Week 1A

*After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Body and Beauty Types**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

### 3. #423 Advanced Hair Removal

Week 1B - #423 Advanced Hair Removal-Brazilian Waxing

#### **#423 Advanced Hair Removal #348 Eighth Skin Analysis Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment**

Week 1B

*After the successful completion of this course the student will be able to use their knowledge to explain the morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary, permanent methods of hair removal, and **Advanced Hair Removal-Brazilian Waxing – Treatment**. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle*

*After the successful completion of this course the student will be able to use their knowledge of performing a #305& #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows*

*Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste*

*e, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

### 4. #401 Fundamentals of Protocol Design

Week 2A - #401 Fundamentals Protocol Design - Ultrasonic Current Sundamage Fitzpatrick

#### **#401 Fundamentals of Protocol Design —#315 Second Skin Analysis & Consultation Pigmentation & Inflammation #213 Color Theory - Undertones & Pigment**

Week 2A

*After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Fundamentals of Protocol Design - Client Health and Preparation** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Second Skin Analysis & Consultation Pigmentation & Inflammation***

*Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Fitzpatrick Scale, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client*

for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 5. #424 Microdermabrasion Therapies Crystal/ Particle

Week 2B - #424 Microdermabrasion Therapies Crystal/ Particle - Sun Damage

### **#424 Microdermabrasion Therapies Crystal/ Particle 214 Facial Structure Analysis –Client health form Fitzpatrick /Assessment**

Week 2B

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Microdermabrasion Therapies Crystal/ Particle - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Second Skin Analysis & Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Fitzpatrick Scale Skin Types & Characteristics* as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 6. #401 Fundamentals Protocol Design

Week 3A - #401 Fundamentals Protocol Design

### **#401 Fundamentals Protocol Design #212 First Skin Analysis & Consultation-Skin Types & Characteristics #213 Color Theory - Undertones & Pigment**

Week 3A

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Fundamentals Protocol Design - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Second Skin Analysis & Consultation Pigmentation & Inflammation, and Facial Structure Analysis – Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all



implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 7. #420 Advanced Facial Therapies- Microdermabrasion Crystal Free

Week 3B - #420 Advanced Facial Therapies- (Microdermabrasion Crystal Free

### #420 Advanced Facial Therapies – Microdermabrasion Crystal-Free #347 Seventh Skin Analysis - Wrinkles & Fine Lines

Week 3B

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Microdermabrasion Therapies Crystal-Free - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Seventh Skin Analysis - Wrinkles & Fine Lines*, and *Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Fitzpatrick Scale, Skin Types & Characteristics* as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 8. #401 Fundamentals of Protocol Design

Week 4A - #401 Fundamentals of Skin Protocol Design

### #401 Fundamentals Protocol Design #347 Seventh Skin Analysis - Wrinkles & Fine Lines

Week 4A

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Fundamentals Protocol Design - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Seventh Skin Analysis - Wrinkles & Fine Lines* *Consultation Pigmentation & Inflammation*, and *Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain

their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

∴ 9. #405 Chemical Exfoliation - Stratum Granulosum Oc

ME Week 4B - #405 Chemical Exfoliation - Stratum Granulosum

22 sections

Week 4B

After the successful completion of this course the student will be able to use their knowledge of performing a [Epidermal Cell Therapy - Fundamentals Protocol Design - Client Health and Preparation](#) in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a [Seventh Skin Analysis - Wrinkles & Fine Lines Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment](#) Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function [Fitzpatrick Scale, Skin Types & Characteristics](#), as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

∴ 10. #401 Fundamentals of Protocol Design Oct 30

ME Week 5A - #401 Fundamentals of Skin Ultrasonic Current & Protocol Design

20 sections

**#401 Fundamentals Protocol Design #212 First Skin Analysis & Consultation-Skin Types & Characteristics #346 Sixth Skin Analysis- Sebaceous Activity #343 Third Skin Analysis & Consultation- Burns & Growths #310 Basic Cosmetic Chemistry #213 Color Theory - Undertones & Pigmentation**

Week 5A

After the successful completion of this course the student will be able to use their knowledge of performing a [Epidermal Cell Therapy - Fundamentals Protocol Design - Client Health and Preparation](#) in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a [Seventh Skin Analysis - Wrinkles & Fine Lines Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment](#) Clinical assessment and documentation

recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function [Fitzpatrick Scale, Skin Types & Characteristics](#), as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 11. #406 Ethnic Skincare - Jessner

Week 5B - #406 Ethnic Skincare -Chemical Exfoliation - Jessner's

**#406 Ethnic Skincare – Jessner #346 Sixth Skin Analysis- Sebaceous Activity #343 Third Skin Analysis & Consultation- Burns & Growths #310 Basic Cosmetic Chemistry #213 Color Theory - Undertones & Pigment**  
Week 5B

After successful completion of this course, the student will be able to: understand the general differences in ethnic skin; identify the special challenges; specific to black, Asian, Hispanic, and Native American skin; and describe the recommended treatments for each ethnic skin type After the successful completion of this course the student will be able to use their knowledge of performing a [Epidermal Cell Therapy - Ethnic Skincare – Jessner - Client Health and Preparation](#) in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a [Cosmetic Chemistry, Third Skin Analysis & Consultation- Burns & Growths, Sixth Skin Analysis- Sebaceous Activity Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment](#) Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function [Fitzpatrick Scale, Skin Types & Characteristics](#), as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## :: 12. #401 Fundamentals of Skin Protocol Design - Anti-Aging

ME Week 6A - #401 Fundamentals of Skin medium -depth chemical exfoliation Protocol Design - Wrinkles & Fine lines

17 sections

### #401 Fundamentals of Skin Ultrasonic Current & Protocol Design #346 Sixth Skin Analysis- Sebaceous Activity 211 Function of Skincare & Cosmetic Ingredient

Week 6A

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Fundamentals Skin Ultrasonic Protocol Design - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Sixth Skin Analysis- Sebaceous Activity, Seventh Skin Analysis - Wrinkles & Fine Lines Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skincare & Cosmetic Ingredient, and Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 13. #427 Causes of Aging - TCA 20%

Week 6B - #427 Causes of Aging-TCA 20%

### #427 Causes of Aging – TCA 20% #347 Seventh Skin Analysis - Wrinkles & Fine Lines #343 Third Skin Analysis & Consultation- Burns & Growths #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #213 Color Theory - Undertones & Pigment

Week 6B

After successful completion of this course, the student should be able to: understand the general differences in extrinsic and intrinsic factors; ideal healthy, abnormal injured, and abnormal damage skin conditions in relation to aging. As well as describe the recommended treatments for the different levels on the Rubin and Glogau scale. After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Causes of Aging – TCA 20%- Client Health Function of Skincare & Cosmetic Ingredient* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Third Skin Analysis & Consultation- Burns & Growths, Sixth Skin Analysis- Sebaceous Activity* Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics, and Cosmetic Chemistry* and as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial &

Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 14. #403 Medical Terminology

Week 7A - #403 Medical Terminology

**#403 Medical Terminology #311 Structure & Function of the Human Body Systems and Organs #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions**

Week 7A

After the successful completion of this course the student will be able to recognize Greek and Latin prefixes, roots, and suffixes into English; define the positions of the body in relation to other body parts; and identify the abbreviations used in health care and their meanings. After the successful completion of this course the student will be able to use their knowledge of *identify various psychological disorders that affect the skin care client performing a Medical Terminology - Fundamentals Skin c Protocol Design - Cosmetic Chemistry, Client Health and Charting n in a Master Clinical/ Medical Esthetic* After the successful completion of this course the student will be able to use their knowledge of performing a *Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary* the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 15. #421 Lymphatic Drainage Therapies - Subcutaneous Layer & Immune System

Week 7B - #421 Facial Manual Lymphatic - Subcutaneous Layer & Immune System

**#421 Lymphatic Drainage Therapies – Subcutaneous Layer & Immune System #313B Structure & Function of Human Circulatory/Venous System #349 Product Ingredients Analysis & Skin Conditions #213 Color Theory - Undertones & Pigmentation**

Week 7B

After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing a **Lymphatic Drainage** in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate **manual and machine-assisted techniques**. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client** performing a **Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment** Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Structure & Function of the Human Integumentary and Circulatory/Venous System** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 11. #406 Ethnic Skincare - Jessner

Week 5B - #406 Ethnic Skincare -Chemical Exfoliation - Jessner's

### #407 Psychology / Psychodermatological Disorders 204 Structure & Function of the Human Integumentary Systems #310 Basic Cosmetic Chemistry

Week 8A

After the successful completion of this course the student will be able to identify the scientific analysis of the most common skin disorders and their psychological effect on the skin, body, and mind. Also, identify and discuss **psychophysiological disorders** and characteristics the effects on the skin health. After the successful completion of this course the student will be able to use their knowledge to understand **various psychological disorders that affect the skin care client**. **Fundamentals Skin Ultrasonic Protocol Design - Client Health and Preparation** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Sixth Skin Analysis- Sebaceous Activity, Seventh Skin Analysis - Wrinkles & Fine Lines** Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Psychology, Ethics, & Professional Conduct Structure & Function of the Human Integumentary** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion,

Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

⌵ 17. #417 Plastic Surgery - Pre and Post Operative Treatment - Collagen Nov 20

ME Week 8B - #417 Plastic Surgery -Pre and Post Operative Treatment & Scar Treatment Collagen

20 sections ▾

### **#417 Plastic Surgery – Pre and Post Operative Treatment – Collagen #313A Structure & Function of Human Circulatory/Arterial System #213 Color Theory - Undertones & Pigment**

Week 8B

After successful completion of this course, the student should be able to: understand the general differences in extrinsic and intrinsic factors; ideal healthy, abnormal injured, and abnormal damage skin conditions in relation to aging. As well as describe the recommended treatments for the different levels on the Rubin and Glogau scale After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing a [Lymphatic Drainage](#) in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate [manual and machine-assisted techniques](#). Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of [identify various psychological disorders that affect the skin care client](#) performing a [Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting n](#) in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a [Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe \[Ethics, & Professional Conduct Structure & Function of the Human Integumentary, Circulatory/Arterial, and Circulatory/Venous System\]\(#\) the compositions and structure of the skin and describe its function \[Fitzpatrick Scale, Skin Types & Characteristics\]\(#\), as well as explain their basic functions to prepare all implements \[Infection Control - Client Health\]\(#\) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare \(Microbiology/Bacteriology- Bloodborne Pathogens\) all implements and supplies needed for epidermis treatments \(Fundamentals Protocol Design\) and prepare the client for epidermis treatments \( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care \(Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment\) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look \(\[Girlfriend Guide Beauty types\]\(#\)\). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.](#)

⌵ 18. #401 Fundamentals of Skin - Protocol Design No

ME Week 9A - #401 Fundamentals of Skin Ultrasound Current & Protocol Design

20 sections

### **#401 Fundamentals of Skin Ultrasonic Current & Protocol Design #313B Structure & Function of Human Circulatory/Venous System**

## Week 9A

After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing an **Ultrasonic Current Lymphatic Drainage** in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate **manual and machine-assisted techniques**. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client** performing a **Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment** Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Structure & Function of the Human Integumentary, Circulatory/Arterial, and Circulatory/Venous System** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 19. #412 Cosmetic Injectables- Fibroblast & Muscular System & Hyaluronic

Week 9B - #412 Cosmetic Injectables - Dermal Fillers & Neurotoxins -Post Op Treatment

### #412 Cosmetics Injectables – Fibroblast & Muscular System & Hyaluronic #308 Structure & Function of Human Muscular Systems

#### Week 9B

After the successful completion of this course the student will be able to use their knowledge to understand the **Cosmetics Injectables**, completion of this course, the student will be able to describe the different types of removal (e.g., Sclerotherapy) telangiectasia, spider veins, cherry animals, skin tags, and vascular blemishes.

anatomy and physiology of the lymphatic system performing an **Ultrasound Current Lymphatic Drainage - Fibroblast & Muscular System & Hyaluronic** in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate **manual and machine-assisted techniques**. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client** performing a **Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment** Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Structure & Function of the Human Integumentary,**



**Circulatory/Arterial, Circulatory/Venous System, and Human Muscular Systems** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 20. #401 Fundamentals of Skin- Protocol Design

Week 10A - #401 Fundamentals of Skin- Protocol Design

### **#401 Fundamentals of Skin – Protocol Design #347 Seventh Skin Analysis - Wrinkles & Fine Lines #213 Color Theory - Undertones & Pigmentation**

Week 10A

After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing a **Lymphatic Drainage** in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate **manual and machine-assisted techniques**. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client** performing a **Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting n** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Structure & Function of the Human Integumentary, Circulatory/Arterial, and Circulatory/Venous System** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.**

## 21. #419 Advanced Body Treatments Lymphatic Systems

### Week 10B - #419 Advanced Body Treatments Lymphatic Systems

**#419 Advanced Body Treatments Lymphatic Systems 345 Fifth Skin Analysis & Consultation- Muscle Tone Second Skin Analysis & Consultation-Pigmentation & Inflammation #307 Spa Body Treatments #213 Color Theory - Undertones & Pigment**

Week 10B

*After the successful completion of this course the student will be able to use their knowledge of anatomy and physiology of the lymphatic system performing a **Lymphatic Drainage - Pigmentation & Inflammation** in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate **manual and machine-assisted techniques**. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.*

*After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client performing a Second Skin Analysis - Fundamentals Skin c Protocol Design - Client Health and Charting n** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Structure & Function of the Human Integumentary and Circulatory/Venous System** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.***

## 22. #414 Use of Lasers, LED, IPL Therapy, Medical Board

### Week 11A - #414 Use of Lasers, LED, IPL Therapy - Medical Board

**#414 Use of Lasers, LED, IPL Therapy, Medical Board #209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 11A

*After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment. Also, as explain their advanced functions***

to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle After the successful completion of this course the student will be able to use their knowledge of performing a #305& #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## :: 23. #425 Epidermal Cell Therapies - Photo-light Therapy

Week 11B - #425 Epidermal Cell Therapies - Photo-light Therapy

16 sections

### #425 Epidermal Cell Therapies Protocol Design #347 Seventh Skin Analysis - Wrinkles & Fine Lines #213 Color Theory - Undertones & Pigmentation

Week 11B

After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing a Lymphatic Drainage in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate manual and machine-assisted techniques. Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of identify various psychological disorders that affect the skin care client performing a Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting n in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Ethics, & Professional Conduct Structure & Function of the Human Integumentary, Circulatory/Arterial, and Circulatory/Venous System the compositions and structure of the skin and describe its function Fitzpatrick Scale, Skin Types & Characteristics, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 11. #406 Ethnic Skincare -Jessner

Week 5B - #406 Ethnic Skincare -Chemical Exfoliation - Jessner's

### #409 Ethics & Professional Conduct # 217 Marketing & Retail Skills

Week 12A

After the successful completion of this course the student will be able to use their knowledge of **Ethics & Professional Conduct - Marketing & Retail Skills Esthetics Industry**. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *use the art of negotiating in a medical and spa setting (ethical conduct and legal responsibility relating to esthetic practices including insurance and liability)*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 11. #406 Ethnic Skincare -Jessner

Week 5B - #406 Ethnic Skincare -Chemical Exfoliation - Jessner's

### #410 Cosmetics, Cosmeceuticals, and Medicine – Home Product Protocol and Prescribed Pharmacology #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions

Week 12B

After the successful completion of this course the student will be able to identify differences between cosmetic and medical products, how humectants and other substances are used in cosmetic and mild medicinal agents. As well as the common ingredients used in cosmetic preparations for the body and face skincare product and treatments use. After the successful completion of this course the student will be able to use their knowledge of Identify the common ingredients used in various types of soaps, bath accessories, deodorants, and antiperspirants. Describe suitable uses of these products. Explain the difference in various depilatories. Identify the common ingredients used in cosmetic preparations for the body and face. Define matter and identify the different types of matter. Explain the difference between elements, compounds, and mixtures. After the successful completion of this course the student will be able to use their knowledge of *identify various psychological disorders that affect the skin care client performing a Function of Skincare - Fundamentals Ingredients Analysis & Skin Conditions - Cosmetic Chemistry, Client Health and Charting n in a Master Clinical/ Medical Esthetic* After the successful completion of this course the student will be able to use their knowledge of performing a *Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary* the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-

Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 26. #411 Biochemistry & Ingredient Knowledge

Week 13A - # 411 Biochemistry & Ingredient Knowledge

**#411 Biochemistry & Ingredient Knowledge #311 Structure & Function of the Human Body Systems and Organs #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions**

Week 13A

After the successful completion of this course the student will be able to define *biochemistry and cosmetic ingredient* knows. Explain the importance of basic cosmetic chemistry in the esthetics field. Differentiate between organic and inorganic chemistry. Define matter and identify the different types of matter. Explain the difference between elements, compounds, and mixtures. After the successful completion of this course the student will be able to use their knowledge of *identify various psychological disorders that affect the skin care client performing a Function of Skincare - Fundamentals Ingredients Analysis & Skin Conditions - Cosmetic Chemistry, Client Health and Charting n* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary* the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology- Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 27. #408 Marketing and Retail - Advanced Homecare

Week 13B - #408 Marketing and Retail - Advanced Homecare

**#408 Marketing and Retail – Advanced Homecare # 217 Marketing & Retail Skills**

Week 13B

After the successful completion of this course the student will be able to use their knowledge of **Ethics & Professional Conduct - Marketing & Retail Skills Esthetics Industry**. After the successful completion of this course the student will be able to list the basic principles of selling products and services in a professional work environment. Explain the purpose for marketing and promotions. List the most effective ways to build a clientele. Demonstrate knowledge of retail display setup in a medical setting.

use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *use the art of negotiating in a medical and spa setting (ethical conduct and legal responsibility relating to esthetic practices including insurance and liability)*, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## :: 28. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 14A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health Post Care

21 sections

### **#415 Permanent Hair Removal – Laser, IPL, Electrology Methods #209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 14A

After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting**. The student will be able to identify, describe, and perform temporary methods of hair removal, **IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment**. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. **#209 Structure & Function of Human Hair Follicle** After the successful completion of this course the student will be able to use their knowledge of performing a **#305& #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic** After the successful completion of this course the student will be able to use their knowledge of performing a **#348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows** Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 29. #418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens

Week 14B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens SBR

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 14B

*After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 30. #411 Biochemistry & Ingredient Knowledge

Week 15A - #411 Biochemistry & Ingredient Knowledge Cellular Structure & Function

**#411 Biochemistry & Ingredient Knowledge #311 Structure & Function of the Human Body Systems and Organs #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions**

Week 15A

*After the successful completion of this course the student will be able to define **biochemistry and cosmetic ingredient** knows. Explain the importance of basic cosmetic chemistry in the esthetics field. Differentiate between organic and inorganic chemistry. Define matter and identify the different types of matter. Explain the difference between elements, compounds, and mixtures. After the successful completion of this course the student will be able to use their knowledge of **identify various psychological disorders that affect the skin care client performing a Function of Skincare - Fundamentals Ingredients Analysis & Skin Conditions - Cosmetic Chemistry, Client Health and Charting n** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment** Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe **Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary** the compositions and structure of the skin and describe its function **Fitzpatrick Scale, Skin Types & Characteristics**, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol*

Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 31. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 15B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 15B

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Infection Control - Client Health and Preparation* in a Master Clinical/ Medical Esthetic Spa setting. After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 32. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 16A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health

**#415 Permanent Hair Removal – Laser, IPL, Electrology Methods #209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigmentation**

Week 16A

After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal**, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, **IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment**. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. **#209 Structure & Function of Human Hair Follicle**



After the successful completion of this course the student will be able to use their knowledge of performing a #305 & #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

### 33. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 16B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 16B

After the successful completion of this course the student will be able to use their knowledge of performing a Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

### 34. #411 Biochemistry & Ingredient Knowledge

Week 17A - #411 Biochemistry & Ingredient Knowledge Cellular Structure & Function

**#411 Biochemistry & Ingredient Knowledge #311 Structure & Function of the Human Body Systems and Organs #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions**

Week 17A

After the successful completion of this course the student will be able to define *biochemistry and cosmetic ingredient* knows. Explain the importance of basic cosmetic chemistry in the esthetics field. Differentiate between organic and inorganic chemistry. Define matter and identify the different types of matter. Explain the difference between elements, compounds, and mixtures. After the successful completion of this course the student will be able to use their knowledge of *identify various psychological disorders that affect the skin care client performing a Function of Skincare - Fundamentals Ingredients Analysis & Skin Conditions - Cosmetic Chemistry, Client Health and Charting* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary* the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 35. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 17B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 17B

After the successful completion of this course the student will be able to use their knowledge of performing a *Epidermal Cell Therapy - Infection Control - Client Health and Preparation* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a *Clinical assessment and documentation recording* in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Body and Beauty Types*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse

Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 36. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 18A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health

**#415 Permanent Hair Removal – Laser, IPL, Electrology Methods**  
**#209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 18A

After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle**

After the successful completion of this course the student will be able to use their knowledge of performing a **#305 & #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic** After the successful completion of this course the student will be able to use their knowledge of performing a **#348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows**

Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste

e, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 37. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 18B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 18B

After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic** After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all

implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( *Esthetics Spa/ Master Clinical/ Medical Esthetic Spa* business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 38. #411 Biochemistry & Ingredient Knowledge

### Week 19A - #411 Biochemistry & Ingredient Knowledge

**#411 Biochemistry & Ingredient Knowledge #311 Structure & Function of the Human Body Systems and Organs #310 Basic Cosmetic Chemistry #211 Function of Skincare & Cosmetic Ingredient #349 Product Ingredients Analysis & Skin Conditions**

Week 19A

After the successful completion of this course the student will be able to define *biochemistry and cosmetic ingredient* knows. Explain the importance of basic cosmetic chemistry in the esthetics field. Differentiate between organic and inorganic chemistry. Define matter and identify the different types of matter. Explain the difference between elements, compounds, and mixtures. After the successful completion of this course the student will be able to use their knowledge of *identify various psychological disorders that affect the skin care client performing a Function of Skincare - Fundamentals Ingredients Analysis & Skin Conditions - Cosmetic Chemistry, Client Health and Charting* in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a *Skin Analysis Product Ingredients Analysis & Skin Conditions, Consultation Pigmentation & Inflammation, and Facial Structure Analysis -Client health form Fitzpatrick /Assessment* Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe *Ethics, & Professional Conduct Function of Skincare & Cosmetic Ingredient, and Structure & Function of the Human Integumentary* the compositions and structure of the skin and describe its function *Fitzpatrick Scale, Skin Types & Characteristics*, as well as explain their basic functions to prepare all implements *Infection Control - Client Health* and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( *Esthetics Spa/ Master Clinical/ Medical Esthetic Spa* business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (*Girlfriend Guide Beauty types*). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 39. #418 Infection Control, Microbiology, Bloodborne Pathogens

### Week 19B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 19B

*After the successful completion of this course the student will be able to use their knowledge of performing a Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 40. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 20A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health

**#415 Permanent Hair Removal – Laser, IPL, Electrology Methods #209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 20A

*After the successful completion of this course the student will be able to use their knowledge to explain the Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle After the successful completion of this course the student will be able to use their knowledge of performing a #305 & #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment;*

As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 41. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 20B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 20B

*After the successful completion of this course the student will be able to use their knowledge of performing a Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 42. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 21A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health

**#415 Permanent Hair Removal – Laser, IPL, Electrology Methods #209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigmentation**

Week 21A

*After the successful completion of this course the student will be able to use their knowledge to explain the Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle After the successful completion of this course the student will be able to use their knowledge of performing a #305& #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows*

*Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 43. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 21B - #418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 21B

*After the successful completion of this course the student will be able to use their knowledge of performing a Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements Infection Control - Client Health and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (Girlfriend Guide Beauty types). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

## 44. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 22A - #415 Permanent Hair Removal - Laser, IPL, Electrology Methods - Client Health

**#415 Permanent Hair Removal – Laser, IPL, Electrology Methods #209 Structure & Function of Human Hair Follicle- Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 22A

After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting.** The student will be able to identify, describe, and perform temporary methods of hair removal, **IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment.** Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. **#209 Structure & Function of Human Hair Follicle**  
 After the successful completion of this course the student will be able to use their knowledge of performing a **#305 & #319 Body Hair Removal - Client Health and Preparation** in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a **#348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows**  
 Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 45. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 22B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 22B

After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation** in a Master Clinical/ Medical Esthetic  
 After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.



## 46. #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

Week 23A - #415 Permanent Hair Removal -Laser, IPL, Electrology Methods

#415 Permanent Hair Removal – Laser, IPL, Electrology Methods **#209 Structure & Function of Human Hair Follicle- #348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment #213 Color Theory - Undertones & Pigment**

Week 23A

*After the successful completion of this course the student will be able to use their knowledge to explain the **Use of Lasers (semi- permanent hair removal, morphology of hair and its growth stages in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and perform temporary methods of hair removal, IPL Therapy and Advanced Hair Removal-Brazilian Waxing – Treatment. Also, as explain their advanced functions to prepare hair removal equipment, tools, accessories, and all implements and supplies needed for epidermis treatments and prepare the client for epidermis treatments. #209 Structure & Function of Human Hair Follicle***

*After the successful completion of this course the student will be able to use their knowledge of performing a **#305 & #319 Body Hair Removal - Client Health and Preparation in a Master Clinical/ Medical Esthetic** After the successful completion of this course the student will be able to use their knowledge of performing a **#348 Eighth Skin Analysis - Hair Sudoriferous Gland Activity /Assessment /Tweezing Eyebrows /Shaping Eyebrows***

*Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify, describe, and perform waxing, sugar paste e, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86. epidermis treatments and prepare the client for epidermis treatments Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including **rules, regulations, and codes governing the practice of skin care.***

## 47. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 23B - #418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens

**#418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions**

Week 23B

*After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation in a Master Clinical/ Medical Esthetic***

*After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa*

business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 48. #404 Nutrition & Metabolism

### Week 24A - #404 Nutrition & Metabolism

#### **#404 Nutrition & Metabolism. Lymphatic Drainage Therapies – Subcutaneous Layer & Immune System #313B Structure & Function of Human Circulatory/Venous System #349 Product Ingredients Analysis & Skin Conditions #213 Color Theory - Undertones & Pigmentation**

##### Week 24A

After the successful completion of this course, you will be able to understand the importance of vitamins and minerals in skin care; state the importance of proteins, fats, and carbohydrates; explain the functions of lipids, proteins, vitamins, and minerals and the results of their deficiencies; and Relate information on nutrition to patient skincare. After the successful completion of this course the student will be able to use their knowledge to understand the anatomy and physiology of the lymphatic system performing a [Lymphatic Drainage](#) in a Master Clinical/ Medical Esthetic Spa setting. The student will be able to identify, describe, and demonstrate [manual and machine-assisted techniques](#). Also, as explain their advanced functions to prepare all implements and supplies needed for cellulite and epidermis immunity treatments. After the successful completion of this course the student will be able to assist the lymphatic system in eliminating edema and inflammation from the body, stimulating the flow of body fluids, and cellulite therapies. Includes the study of anatomy and physiology, as well as structure.

After the successful completion of this course the student will be able to use their knowledge of [identify various psychological disorders that affect the skin care client performing a Medical Terminology - Fundamentals Skin c Protocol Design - Client Health and Charting](#) in a Master Clinical/ Medical Esthetic After the successful completion of this course the student will be able to use their knowledge of performing a [Skin Analysis Consultation Pigmentation & Inflammation, and Facial Structure Analysis –Client health form Fitzpatrick /Assessment](#) Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe [Ethics, & Professional Conduct Structure & Function of the Human Integumentary and Circulatory/Venous System](#) the compositions and structure of the skin and describe its function [Fitzpatrick Scale, Skin Types & Characteristics](#), as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

## 49. #418 Infection Control, Microbiology, Bloodborne Pathogens

Week 24B - #418 Infection Control, Microbiology, Bacteriology, & Blood borne Pathogens

### #418 Infection Control, Microbiology, Bacteriology, & Bloodborne Pathogens #205 Bacteriology & Infection Control #212 First Skin Analysis & Consultation-Skin Types & Characteristics #206 Structure & Function of the Human Cellular System #349 Product Ingredients Analysis & Skin Conditions

Week 24B

*After the successful completion of this course the student will be able to use their knowledge of performing a **Epidermal Cell Therapy - Infection Control - Client Health and Preparation** in a Master Clinical/ Medical Esthetic*  
*After the successful completion of this course the student will be able to describe the various methods of sanitation and sterilization and describe the advantages and disadvantages of each method. Demonstrate how to sanitize and/or sterilize various items used in a salon/medical spa. Understand personal protective equipment, EPA, OSHA, FDA, and SDS. After the successful completion of this course the student will be able to use their knowledge of performing a Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Body and Beauty Types, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look (**Girlfriend Guide Beauty types**). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.*

### :: 50. #460 State Board Master Esthetics - Review Guides

Mar 20

Master Esthetics Examination Theory & Practical  
Week 25A

18 sections ▾

### #460 State Board Master Esthetics Review Guides - Master Esthetics Examination Theory & Practical

Week 25A

*After the successful completion of this course the student will be able to use their knowledge of performing a **Patient Work Area & Client Preparation & Set Up of Universal Supplies/ Cleansing of the Face with Product/ Manual Lymphatic Drainage/ Particle Microdermabrasion on the Forehead/ LED Treatment/ - Work Area & Client Preparation & Set Up of Universal Supplies/ Ultrasonic Treatment of Forehead and Upper Lip/ Beta Hydroxy Acid (BHA) Treatment/ Microcurrent Treatment to Upper Orbicularis Oculi / Body Treatment – Dry Exfoliation and Mud Mask /Blood Exposure Procedure. Clinical assessment and documentation recording in a Master Esthetics Spa/Clinic Therapy Center setting for Consultation Client Health and Preparation in a Master Esthetic Clinical Spa setting. The student will be able to identify and describe Fitzpatrick Scale, as well as explain their basic functions to prepare all implements **Infection Control - Client Health** and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including***

rules, regulations, and codes governing the practice of advanced skincare, as well as demonstrate the compare differences between personality types when working in the Master Esthetics environment; As well as describe and identify the diverse Body types and desired Beauty look ([Girlfriend Guide Beauty types](#)). Please refer to IECT Master Esthetics Course required Hours and Instruction overview Chart on pages 82-86.

50. #460 State Board Master Esthetics - Review Guides

Master Esthetics Skillsbook Protocol Index  
Week 25B

18 sections

## #460 State Board Master Esthetics Review Guides Master Esthetics Skillsbook Protocol Index

Week 25B

After the successful completion of this course the student will be able to use their knowledge to explain the **Use of** e, as well as explain their basic functions to prepare all implements [Infection Control - Client Health](#) and supplies needed for advanced treatments. The student will be able to identify and describe, as well as explain their advanced functions to prepare (Microbiology/Bacteriology-Bloodborne Pathogens) all implements and supplies needed for epidermis treatments (Fundamentals Protocol Design) and prepare the client for epidermis treatments ( Esthetics Spa/ Master Clinical/ Medical Esthetic Spa business practices including rules, regulations, and codes governing the practice of skin care (Practical Facial & Body Advanced Treatments, Microdermabrasion, Chemical Exfoliation, & Lymphatic Drainage Treatment) and prepare the client for advanced treatments in Master Esthetics Spa business practices including rules, regulations, and codes governing the practice of advanced skincare, as well as

After the successful completion of this course the student will be able to perform [Skillsbook Protocol Index Protocol Infection Control/ Advanced Skin Care Consultation & Analysis - Woods Lamp / Draping & Greeting/ Hand Treatment /Facial Analysis Assessment/Face Shapes/ Face Measurement/ Eye Shape & Fitzpatrick Color Assessment/ Makeup Assessment/ Pre Cleanses/ Magnifying 1st Look/Color Theory/ Tweezing Eyebrows /Shaping Eyebrows / Sebaceous Activity Assessment/ Skin Types Assessment/ Hydration Level Assessment/ Retail Products/ Magnifying Lamp with Consultation/ Skin Composition Assessment - Melanin Assessment/ Skin Characteristics Assessment/ Cleansing Movement Technique - Effleurage & Friction/ Facial Cleanse/Wood's Lamp - Conditions /Second Skin Analysis & Consultation/ Eyebrow Grooming/ Pigmentation & Inflammation Assessment / Fitzpatrick Scale Complexion Colors/ Fitzpatrick Scale Assessment/ Third/ Fourth Analysis Assessment Growth and Burn Assessment Mechanical Exfoliation – Crystal Microdermabrasion Mechanical Exfoliation – Diamond tip Microdermabrasion \(Hand/ Nose\)/ Manual Exfoliation – with Chemical Exfoliation AHA, BHA, Enzymes / Mechanical Exfoliation -Rotary Brush Machine/ Mechanical Exfoliation – Ultrasonic/ Mechanical Exfoliation - DermaPlaning/ Hot Towel/ Indirect High Frequency – Neon & Spray Machine/ Serum Application/ Mechanical Lymphatic Drainage - Photolight Therapy – \(Yellow\)Mechanical Lymphatic Drainage - Vacuum Suction/ Manual Lymphatic Drainage- open nodes / Chemical Exfoliation AHA, BHA, Enzymes / Glycolic Acid /20% Beta Hydroxy Acid/Jessner's /TCA 20%/ Photolight Therapy - Red \(LED/ High Frequency –Neon/ Sixth Analysis Assessment/ Manual Massage Techniques/ Manual Face & Body Massage/ Manual Lymphatic Drainage /Seventh Skin Analysis Assessment/ Glogau Assessment - Fines Lines & Wrinkles / Mechanical– Ultrasonic Hot Hammer/ Steamer/ Galvanic- Desincrustation/ Grades of Acne/Extraction /High Frequency Direct –Argon /Bio Lift Treatment / Galvanic - Iontophoresis & Ampoule/ Melanin Assessment /Rubin Scale/ Antioxidants / Microcurrent/ Mask Product & Application/ Mechanical – Ultrasonic Cold Hammer / Hair Removal – Hair Follicle Assessment/ Hair Removal Assessment / Hair Growth Cycle /Hard & Soft Waxing / Sudoriferous Gland Activity/Assessment/Tweezing Eyebrows /Shaping Eyebrows /Product Ingredients Analysis Assessment – Follow up Treatment Plan/ Eyebrow and Lash Tint & Perming Application Color Theory/ Hard and Soft Body Waxing Underarm & Arms/ Body Treatment/ Hand Massage & Nail/Cuticle Health Assessment/ Advanced Makeup/ Sun Protection/ Product Recommendation](#)

# Frequently Asked Questions About Program

## 1. What is an Esthetician?

Estheticians are practitioners of the branch of cosmetology that specialize in skin care. An esthetician needs a broad knowledge base to treat various skin types. He / She must also understand product usage, the range of equipment found in the treatment rooms such as galvanic current, high frequency, microdermabrasion, LED (light) Therapy, contraindications to products and treatment usage, and what treatments to recommend. It encompasses knowledge of skillful massage techniques to help improve skin functions as well as providing a relaxing experience for the client.

## 2. How do I become an Esthetician?

To become an Esthetician you must complete a minimum of 600 clock hours of training. The training includes a basic knowledge of the skin, disorders and diseases, infection control, product ingredients, and anatomy.

## 3. Is your school licensed?

Our school is licensed to operate by the Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology. We have been trading since 2012 as The Institute of Epidermal Cell Therapy. Our Esthetics School License Number is 1267000053.

[View License](#)



## 4. What kinds of jobs are available to Estheticians?

According to the U.S. Bureau of Labor statistics, Estheticians and skin care specialists are one of the fastest growing industries in the nation. The types of jobs range from working at a Spa, providing assistance to Dermatologist's and other medical doctors, Medi Spas, Spa Owner, Representative for a Professional Product line, Educator, and State Board Representatives.

The reputation of our institute speaks for itself. Due to our community connection as well as our industry network our students are highly sought after. Beyond our comprehensive in-class training we prepare our students for the job market. By staying abreast of the career avenues and multitude of opportunities in our industry we are able to offer our students resources that will assist in their search for employment. We are committed to helping our students help themselves in finding employment immediately upon graduation.

Self-employment is a common vocational objective for estheticians and master estheticians.

[Bureau of Labor Statistics](#)

## 5. Why should I train at IECT?

The Institute of Epidermal Cell Therapy provides a professional education environment and practical, hands-on experience through our licensed Esthetics Spa. Our business is accredited by the Better Business Bureau and has received an A+ rating with them. For more information see our [BBB review](#). We keep our class sizes and tuition low. We also provide great flexibility to students through our blended learning model which combines traditional classroom and online learning methods.

## 6. What is the cost to obtain a license with DPOR?

VA State Board Examination Fee: \$86 (Esthetics and Master Esthetics)

Theory Examination: \$86 (Esthetics and Master Esthetics)

DPOR License Application fee: \$75

## 7. How long is your program?

Yes, The Esthetics and Master Esthetics Programs are completed within 25 weeks.

## 8. What is your class schedule?

Varies depending on the class schedule.

## 9. How much does it cost?

Tuition for Esthetics and Master Esthetics is \$9500 each. \$9000 is the promotional cost of the Esthetics and Master Esthetics Programs.

**10. Do you offer financing?**

We have in-house financing only for our students. Tuition must be paid in full by week twenty (20).

**11. What are your payment options?**

We accept payments in the following installments:

Monthly	\$1500.00
Bi-monthly	\$750.00
Weekly	\$375.00

**12. Do you accept grants or federal loans?**

The Institute of Epidermal Cell Therapy does not have a federal I.D. number; therefore, we cannot accept Pell Grants or Federal Student Loans.

# Frequently Asked Questions About Us

## 1. What do IECT and SER stand for?

Name of School: (IECT) Institute of Epidermal Cell Therapy

Name of Corporation: (SER) School of Esthetics and Research Privately own for-profit company

## 2. What is the IECT physical & mailing address?

Physical address: 445 N, Battlefield Suite O, Chesapeake, Virginia 23320

## 3. IECT Marketing and Adverting statement of trust?

IECT is does not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation (USC 3696). IECT does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decision regarding the award of student financial assistance.

## 4. What are all Federal, State, or Municipal Licensing or Authorities held by the IECT?

Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology

<https://www.dpor.virginia.gov/LicenseLookup/>

### Corporation Name:

SCHOOL OF ESTHETICS AND RESEARCH INC

### DBA Name:

INSTITUTE OF EPIDERMAL CELL THERAPY

License Number: 1267000053

License Description: Esthetics School License

## 5. Does IECT accept previous education and training towards approved Esthetics programs?

Yes, The Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology

A licensed esthetics school with an approved esthetics program may conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection B of this section and [18 VAC 41-70-200 A](#). A licensed esthetics school with an approved master esthetics program may conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit towards the requirements specified in subsection C of this section and [18 VAC 41-70-200 B](#). **Historical Notes** Derived from [Volume 23, Issue 25](#), eff. September 20, 2007.

Yes, Department of Veteran Affairs (VA) requires:

IECT ensure to maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. (38USC 363675(b)(2)). GI Bill® Support documents - [https://iect.edu20.org/home\\_custom](https://iect.edu20.org/home_custom)

## 6. What is the IECT school website address?

[www.instituteofepidermalcelltherapy.com](http://www.instituteofepidermalcelltherapy.com)

## 7. How long is your program?

The Esthetics and Master Esthetics Programs are completed within 25 weeks.

## 8. Who is the majority owner (51 % ownership or higher)?

Charles Gee, Jr. 100% Ownership  
[Charlesgee@estheticstherapy.com](mailto:Charlesgee@estheticstherapy.com)

**9. How long does IECT have to retain records and accounts following the termination of the student's enrollment period?** The Department of Professional and Occupational Regulation Board for Barbers and Cosmetology: All student tests (and test results), evaluations and grades will be maintained by IECT on-site for a period of 5 years.

[https://iect.edu20.org/home\\_custom](https://iect.edu20.org/home_custom)

Department of Veteran Affairs: The IECT retains records and accounts for at least three years following the termination of the student's enrollment period. The IECT will make available to authorized government representatives, records and accounts pertaining to veterans or eligible persons who received educational assistance, as well as other students' records necessary for the Department of Veteran Affairs (VA) and its authorized representative to ascertain institutional compliance.

## **10. Who is IECT Certifying Official for Department of Veteran Affairs (VA)?**

Saphonia Gee/ President & CEO  
[Saphoniagee@estheticstherapy.com](mailto:Saphoniagee@estheticstherapy.com).

## **11. Does the Department of Veterans Affairs require IECT to ensure no more than 85% of the students enrolled in a course of study have all part of their tuition, fees, or other charges paid to or for them? payment options?**

Yes, IECT ensure that no more than 85% of the students enrolled in a course of study are having all or part of their tuition, fees, or other charges paid to or for them by the educational institution or by the Department of Veterans Affairs, unless The IECT has obtained a waiver from the VA (38 USC 3680A).

## **12. Does IECT submit reporting enrollment data??**

Yes, The Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology require Roster Reporting Requirement

Under Board regulations 18 VAC 41-20-250.A and 18 VAC 41-70-250.A, barber, cosmetology, nail, wax, and esthetics schools are required to provide rosters of current students and students who attended in the last six months in the manner, format, and

frequency prescribed by the Board. The Board has not previously enforced this requirement. To assist the Department with these audits, the Board for Barbers and Cosmetology will now enforce this requirement and has issued guidance regarding the regulatory requirement for schools to submit their student rosters to the board, as follows.

1. Rosters must be submitted quarterly, with rosters due on January 15, April 15, July 15, and October 15 every year. The roster will be current within 15 days of the submission. For example, the January 15 roster will be current through December 31.
2. Rosters will include all students enrolled in the school as well as any students who completed, withdrew, or were terminated in the past six months. Students who are enrolled but have not begun classes must be included in the report.
3. Rosters will be provided on a Board supplied spreadsheet, which will include the students full name, date of birth, program type, date enrolled, the total number of hours to-date, and the date completed, terminated, or withdrew (if applicable).
4. Schools with no students enrolled, but the intention of operating must submit a report to that effect. Schools with no students enrolled that no longer wish to operate should terminate their license in accordance with Board regulations.
5. Rosters must be submitted via a secure link provided by the Board. The submission process uploads the roster into a secure site that can only be accessed by board staff and is FERPA compliant (if applicable to your school).
6. In each calendar year, schools will not be penalized on their first instance of reporting after the deadline, provided the report is provided within 15 days of the deadline. Subsequent late filings or failing to report within 15 days of the deadline will result in a referral for disciplinary action.

The secure link for submitting rosters is below. Schools will begin submitting the roster on January 15, 2023. The Board will allow schools to submit their first submission of student rosters by January 31, 2023, due to the Board's delay in providing the secure link. Late filings for the January 2023 submission received after January 31, 2023, will result in a referral for disciplinary action.

All other student roster submissions must be received by the dates provided above. The dates are also listed in the attached guidance document.

**Link:** <https://viriniagov.app.box.com/f/02b767dd37524e8b9153dc5309fe6056>.

The Board approved a spreadsheet for submitting



student information and the frequently asked questions (FAQS) is attached.

Yes, Department of Veteran Affairs (VA) requires enrollment reporting:

The IECT will report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive (38 USC 3684). IECT will keep adequate records that show the progress and grades of the eligible person or Veteran and to show satisfactory standards relating to progress and conduct are enforced. (38 USC 3675A(b)(1))

### **13. How does IECT explain esthetics performances as it relates to the Department of Professional and Occupational Regulation Board for Barbers and Cosmetology (Virginia) requirement total 600- hours of the program completion**

The Department of Professional and Occupational Regulation Board for Barbers and Cosmetology (Virginia) Requirement

Under Board regulations 18 VAC 41-70-210 The esthetics and master esthetics performances laid out

The esthetics and master esthetics performances laid out in 18 VAC 41-70-210 are actual services to be performed. These performances are not “hours” in the sense that one performance does not necessarily equal one hour. They are individual services. Performances are a separate requirement from the hours but will be completed as part of the 600-hour curriculum. Most schools divide the 600 hours curriculum into theory hours and practical hours, and have their students complete the performances during their practical hours.

Refer to DPOR correspondence letter School of Esthetics and Research Inc dba Institute of Epidermal Cell on June 26, 2017, from Stephen Kirschner

### **14. May IECT allow students to sign up for both esthetics and the master esthetics curriculum**

Yes, IECT allows esthetics signup for master esthetics after the completion of week 10. The student must have 75 grade average or better.

Under Board regulations 18 VAC 41-70-210 The esthetics and master esthetics performances laid out

Regarding students taking both the basic and master esthetics program, the Board can offer the following information. The Board’s regulations do not provide for a combined 1200-hour esthetics and master esthetics program. Your school has been approved to teach a 600-hour esthetics program and a 600- hour master esthetics program. Students should complete the esthetics program prior to starting the master esthetics program and should receive program completion documents after completing each program. That being said, the Board does not prohibit schools from signing up students for both programs at the same time, as long as it is clear to the students that they are signing up for two separate programs, and they are not misled about the nature of the programs.

Refer to DPOR correspondence letter School of Esthetics and Research Inc dba Institute of Epidermal Cell on June 26, 2017, from Stephen Kirschner

### **15. How does IECT explain their process of awarding credit students?**

The Department of Professional and Occupational Regulation Board for Barbers and Cosmetology (Virginia) Requirement

Under Board regulations 18 VAC 41-70-210 Board Regulation 18 VAC 41-70-190 lays out the curriculum requirements for esthetics and master esthetics programs. Section D allows schools to conduct an assessment of a student's competence and, based on the assessment, award up to 300 hours of credit towards the program. This is allowed for both esthetics and master esthetics.

Section D also explains that the assessment is to be based on a review of the student's transcripts and a board approved competency examination. The number of hours awarded cannot exceed the actual hours of instruction verified on the transcript or the number of hours specified in the curriculum. These provisions have the following effects:

1. Students can only be awarded credit for prior training in a school (must be based on transcripts). IECT’s esthetics student interest in enrolling into master esthetics while in esthetics program may request an official transcript to submit with their master esthetics application. per

2. Schools must have a Board approved assessment exam prior to awarding any credit. IECT is a board approved for esthetics and master esthetics competency exam classroom program.
3. Schools cannot award more hours towards a topic than were obtain in the prior training.
4. Schools cannot award more hours towards a topic than allowed under in the curriculum.

The regulation does not specify where these hours may come from, beyond that they would need to be from a school. This allows for schools with esthetics and master esthetics program to award credit towards the master esthetics program based on their own esthetics program.

However, these hours would be severely limited. The school cannot award more hours towards a specific topic than earned towards that in the prior training and a school cannot award more hours beyond what is approved towards a specific topic. This means that only the hours a student obtained towards a specific topic in the esthetics program can count towards that same topic in the master program. Because there are few topics that overlap between these programs, substantially less than 300 hours could be awarded towards a master program based on esthetics training. Refer to DPOR correspondence letter School of Esthetics and Research Inc dba Institute of Epidermal Cell on June 26, 2017, from Stephen Kirschner

Personalized documentation for a covered individual that describes the following information:

**16. What is IECT The estimated total cost of the course, including tuition, fees, books, supplies, and any other additional costs.**  
\$11,850

**17. What is the estimate of the cost for living accommodation?**  
Not applicable; IECT does not offer living accommodation.

**18. What is the amount of the costs under clauses (i) and (ii) that are covered by the educational assistance provided to the individual under chapter 30, 31, 32, 33, or 35 of this title, or chapter 1606 or 1607 of title 10, as the case may be?**  
IECT does not offer living accommodation

**19. What is the type and amount of Federal financial aid not administered by the Secretary and financial aid offered by the institution that the individual may qualify to receive?** Not applicable

**20. What is the estimate of the amount of student loan debt the individual would have upon graduation?** \$9000

**21. What is the Information regarding graduation rates.?** 80%  
Program completion & 100% State Examination

**22. What is the Job-placement rates for graduates of the course,** 85%,  
We encourage our graduates to be self-employed. We give the graduate the opportunity to set up an incorporation company names, city license, and EIN regarding graduation rates?

**23. What is the Information regarding the acceptance by the institution of transfer of credits, including military credits.**  
IECT will accept transfer credit or course work from approved institution and will maintain a written record of all previous education and training of the veteran or eligible person. IECT staff will review the applicants' prior training and education and evaluate and compare it to IECT course requirements. Credit for prior training and education that meets IECT course requirements will be granted and as appropriate, the training period will be shortened proportionately, and the eligible person and VA so notified.

**24. What is the Any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation, and**

Institute of Epidermal Cell Therapy Online Weekly Schedule. Institute of Epidermal Cell Therapy online classes have duration of within 20-25weeks. IECT weekly lessons 21-25 are additional state board performance and examination prep. We provide five additional weeks for the State Board Review. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points.

**25. Other information to facilitate comparison by the individual of aid packages offered by different educational institutions.**

Not Applicable

The IECT will select an employee to function as the contact person for VA (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official whenever a new employee is selected to perform this role.

**26. Class Schedule – Esthetics and Master Esthetics Online Blended Method Flex Schedules**

(Hybrid student only) (not option for GI Bill® benefits) The student must complete two separate enrollment application processes. After completing the first 10 weeks in the IECT Esthetics Program, students may apply for enrollment in the Master Esthetics Program. Please refer to Esthetics Online Blended schedule for the first ten week of the Esthetics Program. At week eleven student begin the below class schedule. This is a 25-week program.

*Esthetics week 1-10 = 35 hrs.=350 Onsite schedule  
Monday & Wednesday 10am-5pm, Tuesday  
9:00am-5:00pm*

*Esthetics week 11-20 =25hrs.= 250 Onsite schedule  
Monday & Wednesday 10am-5pm, Tuesday*

*Master Esthetics week 1-10 =10 hrs.= 100 hrs.  
Onsite schedule Sunday 9am-4pm*

*Master Esthetics week 11-25 = 500 35hrs Onsite  
schedule Sunday & Monday 9am-5pm, Thursday  
8:00am-3:30pm*



### *Catalog Content, Changes, and Course Cancellations*

This Student Catalog and Handbook and its contents are subject to change without notice. Institute of Epidermal Cell Therapy retains the right to change requirements, regulations, and fees at any time. Please see the Admissions Department for any catalog addenda that might contain updates or changes. IECT makes every effort to offer all scheduled courses. In the event of a cancelled course, every effort will be made to ensure students are notified. All cancelled courses will be rescheduled to ensure program requirements are met.

in their entirety. Provisions contained herein supersede all of those previously published and do not constitute an irrevocable contract between the student and the school. The photographs used in this publication are representative of one or more of our campuses and/ or the industry and represent the kinds and types of equipment typically found in the industry.

### *Copyright Infringement*

Institute of Epidermal Cell Therapy, in compliance with the United States Department of Education, prohibits the unauthorized distribution of copyrighted materials by users of the institution's network. This includes the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. Students who are found to be in violation of this policy will be subject to disciplinary action and may also be subject to civil and criminal penalties. If you are unclear about this

policy or what constitutes copyrighted materials, please contact the administrative offices for further guidance.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to

reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### *Use of Technology Deterrents*

All student web traffic is filtered through the use of 3rd party tools by which the IECT Information Technology department (IT) is able to specify which websites users are able to view as well as what type of content they are allowed to download. IT reviews web traffic on the student network to ensure that no loopholes have been found and exploited.

IECT’s computers do not offer any anti-piracy software, nor do they offer alternatives to legal downloading. Downloading of music and any type of media streaming is prohibited on any IECT computer.

### *Plagiarism*

Plagiarism is the uncredited use (both intentional and unintentional) of somebody else’s words or ideas. All of the following

are considered plagiarism:

- Turning in someone else’s work as your own
- Quoting someone and leaving out the

quotation marks

- Copying someone else's ideas and using them as your own.
- Failing to give credit for the use of someone's work Academic honesty is especially important to IECT, therefore anyone suspected of plagiarizing in any form, may be subject to dismissal.

## **Thank You!**

On behalf of every faculty and staff member at the Steiner Institute of Esthetics, we welcome you to our unique community of learning, congratulate you on taking the first steps toward changing your life, and look forward to you becoming successful in your chosen profession. Thank you for allowing us to make a difference in your life. We are honored that you chose the Institute of Epidermal Cell Therapy for your education.