Your Future In
Medical Esthetics
Is Here

Student Catalog

Elase Academy of Medical Esthetics
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Issued October 2010

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The Future of Esthetics Education
The field of esthetics is one of the fastest growing industries worldwide. The desire for anti-aging and advanced skin care services has increased at an incredible rate over the past decade and promises to continue well into the future. This demand has created a strong need for highly trained professionals focused on clinical esthetics. Medical spas and esthetics practices have become commonplace, and the fusion of beauty and medicine has provided for a number of safe and effective solutions to many common esthetics needs. The use of laser, light, and energy based therapy devices creates a specific and often significant enhancement to the client's physical appearance and self-image.

As innovators in the industry, Elase Academy has created a curriculum that has defined "The Future of Esthetics Education" by focusing on the in-depth studies of clinical esthetics. Our small classes allow individual attention for each student. The main objective of the highly trained and experienced staff and faculty at Elase Academy is to assist each student in realizing their full potential in the clinical esthetics industry, allow them to achieve their educational goals, and direct them on their way to a new career.

Elase Academy Mission Statement
Elase Academy is Utah's premiere medical esthetics education facility, focused on the emerging fields of laser and anti-aging services. Our goal is to transform curious students into confident and profitable professionals by providing superior training in all modalities of esthetics, customer service and business management.
We provide our students:

- a, modern, clean, state-of-the-art facility;
- superior instructors and direct medical supervision; and
- on-site access to the latest laser technology and medical-grade products and services.

We expect the highest levels of professionalism in our students' appearance, demeanor and performance.

The SPA @ Elase Academy Mission Statement
The Spa at Elase Academy is Utah's premiere student spa. Our services are performed by well-trained student professionals who love what they do. Our goal is to earn the trust and loyalty of each customer and turn each customer into a life-long client by:

- being cheerful, gracious and professional;
- keeping our facility beautiful, clean and comfortable; and by
- using the latest technologies and the most effective products.

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Elase Academy Governing Principles

The Elase Academy of Medical Esthetics supports this mission statement by adhering to the following Governing Principles:

- Maintain facilities that are clean, modern, and well equipped
- Employ experienced, licensed and dynamic instructors
- Ensure students have access to state-of-the-art equipment, products and methodologies
- Regularly review and update curriculum to ensure that Elase Academy provides the most up-to-date and progressive education for students
- Provide students with extensive opportunities to practice laser technologies and assist in anti-aging treatments, on real clients, both on-campus and off-campus.
- Provide students the opportunity to shadow master estheticians and medical professionals currently working in the field of medical esthetics.
- Maintain a student-operated, on-campus medical day-spa, "THE SPA", that provides the public with access to high-end spa services in beautiful modern facilities
- Offer on-going access to post-graduate training
- Commit to extensive marketing campaigns to support client traffic through "THE SPA"
- Maintain an open environment that allows students access to all faculty members
- Maintain relationships with industry experts, allowing students opportunities for extra-curricular training
- Ensure that students are well prepared for state esthetics exams, by offering well-organized, detailed instruction and on-going mock testing
- Provide extensive support services for students such as; financial assistance, career counseling, resume and interview skills courses and career placement programs

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Elase Academy Facilities

Elase Academy was established in 2009 and is a licensed institution by the State of Utah's Department of Professional Licensing (DOPL) (801) 530-6628 located at 160 East 300 South, Salt Lake City, UT. Elase Academy is now a Candidate for accreditation by the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS) (703)600-7600 located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302. Elase believes that students should graduate as true working professionals, and as such have invested in beautiful, high-end facilities. Students operate the fully functioning, European style, medical-day spa, "THE SPA". Please visit our website www.elaseacademy.com for a full virtual tour of the facility. Below is an outline of the Elase Academy facilities.

THE SPA at Elase Academy

- Reception area
- Client consultation room
- 4 Facial rooms
- 1 Wet body treatment room
- 2 Laser rooms
- 1 Medical room
- 7 Pedicure stations
- 4 Manicure stations
- 3 Wax stations
- Student Dispensary

The Training Center at Elase Academy

- Student break room
- Instructor computer and resource center
- 3 Didactic education rooms
- Practical room
- Student quiet study room
- Staff offices
- Student dispensary

Elase Academy Equipment

As part of our guiding -principles, Elase Academy is committed to training students with cutting edge technology. We own all of our own training equipment such as cutting edge, brand new lasers, microdermabrasion machines, hydrotherapy equipment, etc. All of the technology necessary to train our students is housed on-site at Elase Academy.

Owners, Administrative Staff & Faculty

- President and Owner– Carrie Brinton
- CFO and Owner – Matt Brinton
- Owner – Becky Loveless
- Owner – Eric Loveless
- Supervising Physician – Dr. Jeffrey Ayers
- Director of Operations – Christina McGarvey
- Spa Director – Debbie Joy
- Executive Assistant – Katie Olson
- Executive Assistant – Kimberlie Winebrenner
- Lead Instructor – Jennett McKellar
- Instructor – Maryanne Pickett
- Instructor – Brandy McDermaid
- Instructor – Cherine Simonsen
- Instructor – Chris Mecham
- Instructor – Tonya Mackay
- Instructor – Katrina Hammond
- Instructor – Britni Leach
- Front Desk Manager – Megan Anderson
- Front Desk Manager – Rachel Johnstone
- Receptionists – Kendra Nelson, Amy Fonnesbeck, Mishelle Thomas

Admission Requirements & Process

Requirements

Elase Academy admits all students who are high school graduates, holders of high school graduation equivalency certificates (GED), or persons who are above the age of compulsory school attendance in the state of Utah (16) who have the Ability to Benefit from the training being offered.

Ability to Benefit

Ability to Benefit is determined by passing an independently-administered examination approved by the U.S. Department of Education. Students must pass the test with a verbal score of 200 points and a quantitative math score of 210, which is equal to a 10th grade education. The ATB test costs approximately $15, takes 2 hours, and is administered at UVSC in Orem or SLCC at the Jordan Campus.

Admissions Process
To Enroll at Elase Academy:

1. Complete the application form on our website. The application can be downloaded or filled out online at www.elaseacademy.com, by requesting via e-mail at theacademy@elase.com, or by visiting Elase Academy.
2. Review the Student Catalog which can be downloaded from www.elaseacademy.com, by requesting via e-mail at theacademy@elase.com, or by visiting Elase Academy.
3. Submit your completed application form with your $50.00 application fee via check, credit card or paypal on our website. This fee is in addition to the cost of tuition and is non-refundable.
4. Contact our Admissions Office at 801-302-1650 for tuition and financial arrangements.
5. Schedule an appointment to enroll with our Admissions Office. At that time you will complete the Enrollment Contract.
6. Bring the following required documentation to enroll:
   - High School transcripts (or)GED certificate (or)ATB certificate (and)
   - State issued photo identification (or) Drivers License (or) Birth Certificate (and)
   - Certified Transcripts for transfer hours (or) Basic Esthetics License (or) Cosmetology License (if applicable)
7. Once accepted, a deposit may be required to hold your place.
8. Full tuition payment is due prior to the first day of class. Any money not paid is subject to interest. Credit Card, Check or Cash is accepted.

Elase Academy does not recruit students who are already enrolled in a similar program at another institution.

Enrollment Contract
After reading this Student Catalog, students must read and sign the Enrollment Contract. The Enrollment Contract must be signed and submitted to Elase Academy prior to being fully accepted.

Transfer Students
Elase Academy welcomes transfer students. Students must provide a certified transcript of hours completed at the former school. Elase Academy will determine the hours that will be applied toward graduation.

Licensed Cosmetology & Basic Esthetics Students
Licensed Cosmetologists and Basic Estheticians are eligible to enroll in the 750 Hour Master Esthetics Course. Student must have a valid, active license in the State of Utah.

Non-Discrimination & Sexual Harassment Policy
Elase Academy, in its admission, instruction, and graduation policies, practices no discrimination on the basis of sex, race, religion, age, ethnic origin, color or ancestry. Elase Academy has a ZERO tolerance policy towards sexual harassment in within its staff, workplace and classrooms.

Course Start Dates
All course start dates are subject to change. Please check our website www.elaseacademy.com for the most updated list of course start dates.

- For both the 1200/750 Hour Courses: Full time, flex-time day and part time evening classes will begin around the first Monday of every other month in January, March, May, July, September and November.

Holiday Schedule
Elase Academy observes the following holiday schedule.

- New Years Day
- New Years Eve Night
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day + 3 Calendar Days

Attendance Options
All flex or full time day students must attend Monday – Friday 9-3:00pm for the first 30 days of Orientation instruction. All evening students must attend Monday – Friday 5:30 – 9:30pm for the first 60 days of Orientation.

Because we know many students are parents and working professionals, we have developed flexible attendance options:

Full Time Students

- 37.5 hours/week
- 1200 Hr Program: Approximately 32 weeks/ 7.5 months
- 750 Hr Program: Approximately 20 weeks/ 5 months
- Monday – Thursday theory days: 9:00 – 5:00 (1/2 hour lunch break)
- Alternating spa days on Friday and Saturday: 9:00 – 5:00

Flex-Time Students

- 27.5 hours/week
- 1200 Hr Program: Approximately 44 weeks/ 10.5 months
- 750 Hr Program: Approximately 27.5 weeks/ 6.5 months
- Monday – Thursday theory days: 9:00 – 3:00 (1/2 hour lunch break)
- Alternating spa days Friday 9-3pm and Saturdays 9-5pm

Evening Students

- 20 hours/week
- 1200 Hr Program: Approximately 60 weeks/ 14 months
- 750 Hr Program: Approximately 37.5 weeks/ 9 months
- Monday – Thursday theory days: 5:30pm – 9:30pm
- Alternating one Friday or Saturday (every other week) 9:00 – 5:00

Spa and Theory Hours

Theory is very important at Elase Academy and the set schedule is mandatory. Spa Floor hours are based on off-site events, special guest lecturers, client party scheduling, etc. All non-theory hours will be spent training and providing client services in THE SPA.

Full Time & Flex Time Students Theory Hours (For 1200/750 Hour Programs)

Orientation: Monday – Friday 9:00am – 3:00pm
Intermediate: Monday – Thursday: 12:15 –2:45
Advanced: Monday - Thursday: 9:00 – 11:45

Evening Students Theory Hours (For 1200/750 Hour Programs)

Orientation: Monday - Friday 5:30 – 9:30
Intermediate: Monday & Tuesday 5:30 – 9:30
Advanced: Wednesday & Thursday 5:30 – 9:30

Financial Assistance

Elase Academy is a Candidate for Accreditation by NACCAS. We currently provide Scholarships, Student Loans, and in-house financing, with several excellent loan options available to prospective students. Please contact our admissions office for assistance in this process.

Tuition and Fees

1200 Hour Master Esthetics Program

Application Fee	$50 (non-refundable)
Tuition	$14,350
Student Kit	$650 (Includes kits, manuals and books)
Total	**$15,050**

* Uniforms are purchased by the student at approximately $50/pair

Transfer Students (Hours to be Determined)

Application Fee	$50 (non-refundable)
Tuition	To be determined by hours needed
Student Kit	$650 (Includes kits, manuals and books)
Total	**$TBD**

* Uniforms are purchased by the student at approximately $50/pair

750 Hour Master Esthetics Program (For Licensed Cosmologists/Basic Estheticians)

Application Fee	$50 (non-refundable)
Tuition	$8,350
Student Kit	$650 (Includes kits, manuals and books)
Total	**$9,050**

* Uniforms are purchased by the student at approximately $50/pair

Matching Deposit Discount

This discount is available to all enrolling Elase Academy Students. If the Student pays a deposit to reserve a spot in a specific starting class, Elase Academy will match the deposit up to $1,000 for the 1200 hour program and up to $500 for the 750 hour program. The deposit is non-refundable and applies only to the committed contract starting date.

Student Scholarships

The following Student Scholarships are available through Elase Academy and worth $500 - $4000 towards tuition. Scholarship applications are evaluated by the Elase Academy Board of Directors, and are awarded based on performance. To apply for Elase Academy scholarships, download the Scholarship Application on our website and submit via: fax to 801-208-5740, e-mail to theacademy@elase.com or in person at Elase Academy.

* High School Graduate Academic Achievement
* Higher Education Academic Achievement
* Community involvement
* Personal Development

Refund Policy

1. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person or via e-mail, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
2. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of $50 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

Percentage of Enrollment Based on 600/750/1200 hours	Amount of Tuition Retained by School
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14/9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50%+	100%

3. Enrollment percentages are based on the course start date through the last day of physical attendance. Excused or unexcused absences will not be deducted from attendance time.
4. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled subsequent to the student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If school is closed unexpectedly due to any extenuating circumstances, all students will be notified by phone or e-mail.
5. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the Academy (EX: extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
6. Students who are expelled or terminated may be eligible for re-entry after 30 days
7. Any discount or scholarship applied to tuition will be forfeited if student terminates, failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.
8. The school shall dispose of all school records in accordance with state laws.
9. Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made. In the event account is not paid as agreed, student agrees to pay a collection agency and attorney's fees.
10. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan program: second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
11. Students may appeal to any refund decisions. Formal appeals must be submitted in writing within 10 days of original refund notification. Appeal decisions will be made within 30 days. All decisions are final.

Course Descriptions and Outlines

Both the 1200 and 750 Hour Master Esthetics Courses at Elase Academy will prepare you to be licensed as a Master Esthetician in the State of Utah. The following jobs are available with this license: Assisting at Doctor, Dermatology or Plastic Surgeon Offices, Day Spas, Medical Spas, Resort Spas, Cruise Ship Spas, Home-based Spas, Skin Care Product Companies such as Glymed, Laser Companies such as Cynosure or Lumines, Beauty School Instructors or Administrators, Hospitals, Vein Clinics, Makeup Artists and more.

The 1200 Hour Course is broken into 3 core sections; Orientation, Intermediate and Advanced.

The 750 Hour Course is broken into 2 core sections; Orientation and Advanced.

Orientation & Intermediate (approx 0-600 hours); introduces students to the basic theory concepts of esthetics as well as the operational procedures for Elase Academy. Intermediate covers all basic theory and practical applications of esthetics and business applications.

Advanced (approx 600 – 1200 hours); immerses students in advanced esthetics treatments such as chemical peels, as well as covers all training related to medical esthetics and cosmetic laser applications.

1200 Hour Orientation & Intermediate Core
Daily Lesson Plan Outline
Theory & Practical

The objective of the Orientation core is to introduce new students to the following concepts:

- Overview the Elase Academy experience
- Operating Procedures & Policies for Elase Academy
- Operating Procedures & Policies for THE SPA at Elase Academy
- Key tasks and responsibilities of students
- Basic personal branding and customer service sales skills
- Basic esthetics theory
- Basic esthetics procedures

Orientation Daily Lesson Plan Outline

Book Key:

MF - Milady's Fundamentals Training for Estheticians
MA – Milady's Advanced Training for Estheticians
EA/LP - Elase Academy Lesson Plan
Glymed - Glymed, Purely Professional Skin Care Manual
Practical - Elase Academy Protocol Sheet
EA Career Prep – Elase Academy Career Prep Manual

Lesson	Hrs	Chapter/Description
New Student Orientation	4	EA/LP
Mastering THE SPA	4	EA/LP
History of Esthetics	2	MF-1
Physiology Of The Skin	12	MF-9
Basic Products	8	EA/LP
Intro To Facials	8	MF-14
Infection Control	12	MF-4
Facial Massage	8	MF-15
Skin Analysis	2	MF-11
Skin Typing	2	MF-11
Glymed Products	8	Glymed Pgs 42-67
Methods Of Massage	8	MF-15, EA/LP
Elase Signature Facial	8	EA/LP, Practical
Basics Of Chemistry	4	MF-6
Basic/Spa Pedicures	8	Practical
Basic/Spa Manicures	8	Practical
Glitter Toes/Gel Nails	8	Practical
Personal Branding	2	EA Career Prep
Professional Image	2	EA Career Prep
Goal Setting	2	EA Career Prep
Communication Skills	2	EA Career Prep
Service & Sales	2	EA Career Prep
Waxing	16	Practical, MF-17
General Anatomy And Physiology	12	MF-5

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Lesson	Hrs	Chapter/Description
Nutrition	4	MF-8
The Treatment Room	2	MF-13
Facial Machines	2	MF-16
Disorders And Diseases Of The Skin	8	MF-10
Advanced Skin Conditions	12	MA-10
Targeted Facials	4	EA/LP, Practical
Lash & Brow Tint	4	Practical
Body Scrubs	4	EA/LP, Practical
Body Wraps	4	EA/LP, Practical
Chemistry	8	MF-12
Glo Minerals Product line	2	Glo Trainer
Advanced Topics & Treatments	4	MF-18
The World Of Make-up	8	MF-19
Spa Treatments	4	MA-21
Alternative Therapies & Aromatherapy	4	MA-22, Practical
Ayurveda	3	MA-23
Hot Stone Facial	2	EA/LP, Practical
Hot Stone Body Treatment	4	EA/LP, Practical
Skin Care Consultation	4	EA/LP, Practical
Basics Of Electricity	4	MF-7

All practical lessons use the following structure:

- Instructor demonstration
- Student to Student practice
- Student practice on "models" (students are allowed to bring in models for all practical treatments)
- Spa Certification on treatment
- Perform treatments in THE SPA

Assignments for Orientation & Intermediate:

- Milady's Standard Fundamentals Student Workbook pages will be completed for all applicable chapters.

Spa Certification Requirements:

Students must understand Objectives of procedure
Students must understand Contraindications of procedure
Students must be able to list all products and set-up for procedure
Students must be able to perform all steps of a procedure without assistance from an instructor. Students may use the protocol sheet as a reminder of the order of the steps.
Students must be able to complete all clean-up steps listed for a procedure.

Requirements for Completion of Orientation & Intermediate Cores:

Student must have Spa Certified on Orientation & Intermediate protocols
Student must have passed all unit exams with at least 80%
Student must have completed all workbook assignments
Tests must be taken and workbooks are due the day assigned by instructors.

1200 Hour Advanced Core
Daily Lesson Plan Outline
Theory & Practical

The objective of the Advanced core is to introduce new students to the following concepts:

Review all advanced theory and practical components of esthetics
Cover all theory and practical topics related to advanced esthetics
Cover all theory and practical topics related to cosmetic lasers
Complete a comprehensive review for the state licensing exams

The Advanced core covers the remainder of the Milady's Fundamentals text book, and introduces several chapters from the Milady's Advanced text book. The Elase Academy Advanced Laser Certification curriculum, as well as the Elase Academy BOTOX and Dermal Fillers Certification curriculum will be used in this core as well.

Book Key:

MF - Milady's Fundamentals Training for Estheticians
MA – Milady's Advanced Training for Estheticians
EA/LP - Elase Academy Lesson Plan
Glymed - Glymed, Purely Professional Skin Care Manual
Practical - Elase Academy Protocol Sheet
ALC - Elase Academy Advanced Laser Certification
BDFC - Elase Academy BOTOX and Dermal Filler Certification

EA Career Prep – Elase Academy Career Prep Manual

Advanced Daily Lesson Plan Outline:

Lesson	Hrs	Chapter/Description
Advanced Histology of Skin	4	MA-3
Hormones	4	MA-4
Anatomy and Physiology	4	MA-5
Anatomy Of Cardio & Lymph	4	MA-6
MLD Face	8	EA/LP
Infection Control	4	MA-2
Advanced Products	12	MA- 12,14,15
Exfoliation	8	EA/LP
Dermasound UltraSonic Facial	4	EA/LP
Microdermabrasion	4	Practical, Glymed
Lactic Peels	8	EA/LP, Practical
Glycolic Peels	8	Practical, Glymed
Salicylic Peels	8	Practical, Glymed
Five Berry TCA 5%	8	Practical, Glymed
TCA 15%	8	Practical, Glymed
Vitalize & Rejuvenize Peels	8	Practical, Skin Medica
Dermaplane Exfoliation	8	Practical, Glymed
Physiology Of Skin and Hair	2	EA/LP
The Aging Process	2	ALC
Skin Typing	1	ALC
Skin Conditions	4	ALC
History of Lasers & Light	1	ALC, MA-8
Laser & Light Physics	16	ALC, MA-8
Technologies & Applications	4	ALC
Safety & Maintenance	2	ALC
Hair Removal	8	ALC
Skin Resurfacing	8	ALC
Pigmented Lesions	4	ALC

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Vascular & Veins	4	ALC
Skin Tightening	4	ALC
Tattoo Removal	4	ALC
Plastic Surgery & Body Contouring	12	ALC, MA-27
Botox & Dermal Filler Treatment Procedures	2	ALC, MA-26
Botox & Dermal Filler Treatment Procedures	4	BDFC
Practical Exam Review	8	BDFC
Getting Licensed	2	EA Career Prep
Resume & Cover Letter Writing Skills	2	EA Career Prep
Interviewing	2	EA Career Prep
Creating a Business	2	EA Career Prep
Creating a Spa Menu	2	EA Career Prep
Leadership	2	EA Career Prep
Comprehensive State Exam Review	40	EA/LP

Spa Certification Requirements:

Students must understand objectives of procedure
Students must understand contraindications of procedure
Students must understand pre & post care of each treatment
Students must be able to list all products and set-up for procedure
Students must be able to perform all steps of a procedure without assistance from an instructor. Students may use the protocol sheet as a reminder of the order of the steps.
Students must be able to complete all clean-up steps listed for a procedure.

Requirements for Completion of Advanced Core:

Students must have Spa Certified on Advanced protocols
Student must have passed all unit exams with at least 80%
Students must have completed all workbook and exterior assignments
Student must have logged at least 1200 hours of attendance
Tests must be taken and workbooks are due the day assigned by instructors.

750 Hour Orientation Core
Daily Lesson Plan Outline
Theory & Practical

The objective of the Orientation core is to introduce new students to the following concepts:

- Overview the Elase Academy experience
- Operating Procedures & Policies for Elase Academy
- Operating Procedures & Policies for THE SPA at Elase Academy
- Key tasks and responsibilities of students
- Basic personal branding and customer service sales skills
- Basic esthetics theory
- Basic esthetics procedures

Orientation Daily Lesson Plan Outline

Book Key:
MF - Milady's Fundamentals Training for Estheticians
MA – Milady's Advanced Training for Estheticians
EA/LP - Elase Academy Lesson Plan
Glymed - Glymed, Purely Professional Skin Care Manual
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EA Career Prep – Elase Academy Career Prep Manual

Lesson	Hrs	Chapter/Description
New Student Orientation	4	EA/LP
Mastering THE SPA	4	EA/LP
History of Esthetics	2	MF-1
Physiology Of The Skin	12	MF-9
Basic Products	8	EA/LP
Intro To Facials	8	MF-14
Infection Control	12	MF-4
Facial Massage	8	MF-15
Skin Analysis	2	MF-11
Skin Typing	2	MF-11
Glymed Products	8	Glymed Pgs 42-67
Methods Of Massage	8	MF-15, EA/LP

Elase Signature Facial	8	EA/LP, Practical
Basics Of Chemistry	4	MF-6
Basic/Spa Pedicures	8	Practical
Basic/Spa Manicures	8	Practical
Glitter Toes/Gel Nails	8	Practical
Personal Branding	2	EA Career Prep
Professional Image	2	EA Career Prep
Goal Setting	2	EA Career Prep
Communication Skills	2	EA Career Prep
Service & Sales	2	EA Career Prep
The Treatment Room	2	MF-13
Facial Machines	2	MF-16
Disorders And Diseases Of The Skin	8	MF-10
Targeted Facials	4	EA/LP, Practical
Glo Minerals Product line	2	Glo Trainer
The World Of Make-up	8	MF-19
Skin Care Consultation	4	EA/LP, Practical
Basics Of Electricity	4	MF-7

All practical lessons use the following structure:

- Instructor demonstration
- Student to Student practice
- Student practice on "models" (students are allowed to bring in models for all practical treatments)
- Spa Certification on treatment
- Perform treatments in THE SPA

Assignments for Orientation:

- Milady's Standard Fundamentals Student Workbook pages will be completed for all applicable chapters.

Spa Certification Requirements:

Students must understand Objectives of procedure
Students must understand Contraindications of procedure
Students must be able to list all products and set-up for procedure

Students must be able to perform all steps of a procedure without assistance from an instructor. Students may use the protocol sheet as a reminder of the order of the steps.
Students must be able to complete all clean-up steps listed for a procedure.

Requirements for Completion of Orientation Core:

Student must have Spa Certified on Orientation protocols
Student must have passed all unit exams with at least 80%
Student must have completed all workbook assignments
Tests must be taken and workbooks are due the day assigned by instructors.

750 Hour Advanced Core
Daily Lesson Plan Outline
Theory & Practical

The objective of the Advanced core is to introduce new students to the following concepts:

Review all advanced theory and practical components of esthetics
Cover all theory and practical topics related to advanced esthetics
Cover all theory and practical topics related to cosmetic lasers
Complete a comprehensive review for the state licensing exams

The Advanced core covers the remainder of the Milady's Fundamentals text book, and introduces several chapters from the Milady's Advanced text book. The Elase Academy Advanced Laser Certification curriculum, as well as the Elase Academy BOTOX and Dermal Fillers Certification curriculum will be used in this core as well.

Book Key:

MF - Milady's Fundamentals Training for Estheticians
MA – Milady's Advanced Training for Estheticians
EA/LP - Elase Academy Lesson Plan
Glymed - Glymed, Purely Professional Skin Care Manual
Practical - Elase Academy Protocol Sheet
ALC - Elase Academy Advanced Laser Certification
BDFC - Elase Academy BOTOX and Dermal Filler Certification
EA Career Prep – Elase Academy Career Prep Manual

Advanced Daily Lesson Plan Outline:

Lesson	Hrs	Chapter/Description
Advanced Histology of Skin	4	MA-3
Hormones	4	MA-4
Anatomy and Physiology	4	MA-5
Anatomy Of Cardio & Lymph	4	MA-6
MLD Face	8	EA/LP
Infection Control	4	MA-2
Advanced Products	12	MA- 12,14,15
Exfoliation	8	EA/LP
Dermasound UltraSonic Facial	4	EA/LP
Microdermabrasion	4	Practical, Glymed
Lactic Peels	8	EA/LP, Practical
Glycolic Peels	8	Practical, Glymed
Salicylic Peels	8	Practical, Glymed
Five Berry TCA 5%	8	Practical, Glymed
TCA 15%	8	Practical, Glymed
Vitalize & Rejuvenize Peels	8	Practical, Skin Medica
Dermaplane Exfoliation	8	Practical, Glymed
Physiology Of Skin and Hair	2	EA/LP
The Aging Process	2	ALC
Skin Typing	1	ALC
Skin Conditions	4	ALC
History of Lasers & Light	1	ALC, MA-8
Laser & Light Physics	16	ALC, MA-8
Technologies & Applications	4	ALC
Safety & Maintenance	2	ALC
Hair Removal	8	ALC
Skin Resurfacing	8	ALC
Pigmented Lesions	4	ALC
Vascular & Veins	4	ALC

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Skin Tightening	4	ALC
Tattoo Removal	4	ALC
Plastic Surgery & Body Contouring	12	ALC, MA-27
Botox & Dermal Filler Treatment Procedures	2	ALC, MA-26
Botox & Dermal Filler Treatment Procedures	4	BDFC
Practical Exam Review	8	BDFC
Getting Licensed	2	EA Career Prep
Resume & Cover Letter Writing Skills	2	EA Career Prep
Interviewing	2	EA Career Prep
Creating a Business	2	EA Career Prep
Creating a Spa Menu	2	EA Career Prep
Leadership	2	EA Career Prep
Comprehensive State Exam Review	40	EA/LP

Spa Certification Requirements:

Students must understand objectives of procedure
Students must understand contraindications of procedure
Students must understand pre & post care of each treatment
Students must be able to list all products and set-up for procedure
Students must be able to perform all steps of a procedure without assistance from an instructor. Students may use the protocol sheet as a reminder of the order of the steps.
Students must be able to complete all clean-up steps listed for a procedure.

Requirements for Completion of Advanced Core:

Students must have Spa Certified on Advanced protocols
Student must have passed all unit exams with at least 80%
Students must have completed all workbook and exterior assignments
Student must have logged at least 750 hours of attendance
Tests must be taken and workbooks are due the day assigned by instructors.

Academic Policies and Rules

THE SPA Schedule

Monday – Thursday 9:00am – 9:00pm
Friday – Saturday 9:00am – 5:00pm

Spa Scheduling Requirements

All students have the option to rotate their Friday/Saturday schedule, within the following guidelines:

- Day Students are required to work in THE SPA every other Saturday.
- Night Students are required to work in THE SPA every other Friday OR Saturday from 9-5pm
- Students that are not available for Spa Appointments at least 5 minutes before the scheduled time (unless in a previous appointment) will be sent home with no further hours.
- Students will receive their schedule from the SPA Director at least 30 days in advance.
- All schedule change requests must be submitted 72 hours in advance by filling out a "Time off Request Form" located in the Student Break room.
- All requested changes must be approved in writing by both the instructor and THE SPA Supervisor.
- One free permanent schedule change (ie: going from Full Time to Flex, or Flex to Evening) is allowed. Additional permanent changes will be charged a $100 fee that must be paid previous to being approved.
- Elase Academy staff may dictate student schedules at any time and all students must attend any scheduled lectures, workshops or events regardless of previously submitted schedules.
- Students that do not adhere to the scheduling requirements will lose the privilege of flexible scheduling immediately following the first occurrence.
- Students may be denied requested schedule due to scheduling needs in THE SPA. Senior students will be given preference on requested time off.

Rules of THE SPA at Elase Academy
In order to maintain a professional standard on the clinic floor, the following standards will be observed:

- Any student who is disrespectful or abusive to a client will be – subject to disciplinary action.
- Students are required to complete all services for which they are scheduled.
- Client consent forms must be completed and signed for all services.
- Students are responsible to review client charts prior to treatment.
- Students are responsible to ensure treatment room is clean and stocked prior to treatment.
- Students are responsible to acquire needed supplies from the Dispensary prior to treatment.
- Students must maintain a quiet voice while working in THE SPA
- Students may not congregate at the reception desk while waiting for their next client.
- Students may not visit with other students in any area visible to a client
- Students may not move supplies or rearrange cupboards or drawers without direct instruction from THE SPA Supervisor.
- Clients must be checked out by a Front Desk Staff Member.
- Students who are waiting for clients should do so in the Break Room or Dispense.
- Students must clean and restock rooms to "Tour Ready" condition immediately after they have left their guest.

Dress Code
While attending Elase Academy, students are expected to portray professionalism and the following Code of Conduct standards must be followed at all times. Students that violate Code of Conduct standards will be asked to make necessary changes. Any missed time due to dress code or conduct infractions will be counted as a tardy or an unexcused absence.

General Standards:

- No open toed or high-heeled shoes allowed
- Visible body piercing, including multiple ear piercings must be removed
- Visible tattoos must be covered
- Hair must be clean, well groomed, and colored and styled conservatively

- No excessive, distracting jewelry allowed (bracelets, large rings, large necklaces, dangling earrings etc.)

- No bandanas, beanies, hats allowed
- Make-up should be conservative and professional

Dress Code for Students:

- Academy approved scrub bottoms must be worn at all times
- Academy t-shirt may be worn during theory
- Academy t-shirt or full uniforms may be worn to off-site events
- Academy issued scrub tops/bottoms must be worn when in THE SPA
- Solid white, black or gray t-shirts and long-sleeve shirts may be worn underneath scrub tops.
- White, black or gray socks and shoes
- No hoodies, printed shirts, ruffled shirts, or "thermal" material shirts may be worn under scrub tops

Code of Professional Conduct

Students are expected to maintain the highest level of professionalism while in the Training Center and THE SPA. Student agrees to abide by all current Elase Academy policies and to abide by all future policy changes that are deemed necessary by the administration of Elase Academy.

- Gossip, on any matter, is not tolerated
- Inappropriate, vulgar, or crude language is not tolerated
- Discussion, whether private or public, of crude, vulgar or otherwise inappropriate topics is not tolerated
- Crude, vulgar or otherwise inappropriate material on cell phones, computers or printed matter is not tolerated.
- Maintain a positive attitude and respectful communication with both clients, fellow students and Academy faculty
- Cell phones are not allowed in class during theory
- Cell phones are not permitted in THE SPA
- Personal calls should be taken while on break, in the break room or outside, never during theory or spa schedules
- Visitors are only permitted during lunch breaks. All visitors must check in at the front desk. Visitors are only permitted in the Student Break Room and restrooms
- Lockers will be issued, and all personal items should be left in lockers rather than brought into the classroom.

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 safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client:

1. Protect the client's clothing/modesty by appropriately draping them.
2. Ask the client to remove any jewelry, hair accessory, glasses etc.
3. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals; thoroughly rinse eyes with cold water.
4. Wear gloves when dealing with chemicals.
5. Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

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

1. All students and staff should proceed to the nearest emergency exit. Personal belongings and school supplies and equipment should be left inside the building.
2. All students and staff should gather at the dumpster located in the parking lot at Southwest corner of the facility.
3. All instructors are to take an account of all students in their class.
4. Administrators are to take an account of all instructors and front desk personnel.
5. 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;

1. The "Safety Officer" on staff should pull the fire alarm to notify all staff and students of the existing emergency.
2. Proceed with evacuation procedures as outlined above.

Attendance Policy

- "Excused Absences" are arranged and approved with at least 72 hours notice. Students must fill out and submit a "Time off Request Form" to the SPA Director. All other absences are considered "Unexcused", with very few mitigating circumstances allowed.
- Students are allowed 2 unexcused absences total during any course. Any additional unexcused absences will be charged a $50 fee that must be paid before graduating.

- Students are required to give at least 30 minutes notice, via phone call or email to thespa@elase.com for any unexcused absences. Failure to do so will result in disciplinary action.
- Topics missed during a student absence are the student's responsibility to make-up on their own time.
- Makeup hours are only allowed at Elase Academy approved events.

Extra-Instructional Charges Policy
Each Course has been scheduled for completion within an allotted time frame. A grace period of approximately five percent (5%) has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate of $14 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

Theory & Spa Tardies Policy
Tardies are defined as clocking in more than 5 minutes past scheduled start time. Only one tardy per month is allowed during scheduled theory or spa floor time. All tardies beyond the allowed one per month will be charged a $10 fee in order to clear the tardy. Students with more than 3 tardies per month will be subject to probation and suspension.

Recording Clocked Hours
All students are required to log in and out of the designated software according to the time on their contract. Missed log-ins will be corrected during evaluations.

Off Campus Events/Training
Occasionally students will be required to attend off-campus events, trainings, seminars etc. Elase Academy, its proprietors, officers, agents or any of its operators are not responsible for lost items, personal injury or damages that arise from such activities. All policies of Elase Academy are applicable to off-site events.

Progress Report Policy
All Elase Academy students whether in the 1200 or 750 hour programs are evaluated and progress is reviewed with Instructors after Orientation, Intermediate (if applicable) and Advanced:

- Day Classes: During the last week of every 2 months of attendance.
- Night Classes: During the last week of the 2 month mark, the last week of the 8 month mark and the last week of the 14th month mark of attendance.

Satisfactory Progress Policy

The Satisfactory Academic Progress Policy is only applied to students enrolled at Elase Academy that are participating in Title IV programs. It is printed in the catalog to ensure that these students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the federal regulations established by the United states Department of Education.

1. Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

- 1200 Hour Master Esthetics: 400 and 800 actual clocked hours
- 750 Hour Master Esthetics: 250 and 500 actual clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

2. Attendance Progress Evaluations:

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, schedule hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

3. Maximum Time Frame:

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
1200 Hour Master Esthetics – Full Time	48 Weeks	1800
1200 Hour Master Esthetics – Flex Time	66 Weeks	1800
1200 Hour Master Esthetics – Part Time	90 Weeks	1800
750 Hour Master Esthetics – Full Time	30 Weeks	1100
750 Hour Master Esthetics – Flex Time	40 Weeks	1100
750 Hour Master Esthetics – Part Time	56 Weeks	1100

The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 67% of the scheduled hours.

4. Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must makeup failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
70 – 74	BELOW STANDARDS – UNSATISFACTORY

5. Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

6. Probation:

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory progress while during the first probationary period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

7. Re-establishment of Satisfactory Progress:

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

8. Interruptions, Course Incompletes, Withdrawals:
If enrollment is temporarily interrupted for a leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

9. Appeal Procedure:
If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

10. Noncredit and Remedial Courses:
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Leave of Absence
A leave of absence can be submitted to the institute in writing for approval. Leave of absences are a minimum of 7 class days in a row and cannot exceed 60 calendar days. A student may request to extend the "60 calendar days" leave of absence if needed, and the request will be considered on a case any case basis. There will be an additional $100 charge for a leave of absence that has been approved by the institute. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Previous to taking leave or upon the students return, a contract addendum will be written with an updated estimated graduation date.

Re-Entry Students
Students that re-enter either esthetics program within 60 days of a qualified leave of absence will be placed back into the program in the same progress point and academic status as when they left. All grades, disciplinary status and fees will remain consistent with the student's original contract. Students that re-enter after more than 30 days of absence are subject to academic evaluation and may be required to pay updated tuition costs and complete a new enrollment contract.

Advising & Professional Assistance Policy
Elase Academy Students are encouraged to talk to counselors in-house whenever problems arise in personal or school life. When Students need counseling that is not available in-house, a contact list of local professionals is given to the student to call for assistance. If professional assistance is necessary, Elase Academy will maintain record of this referral.

Student Records Policy
Elase Academy school and student records are maintained and safeguarded against loss or damage. Elase Academy guarantee's each Student (or parent/guardian if minor) access to their own Student records. 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. Before publishing or selling any "directory information" we allow the Student or guardian to deny authority to publish one or more of these items. We provide access to Student and other school records as required for any accreditation process initiated by Elase Academy or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

Completion and Passing Rates
Elase Academy currently has a completion and certification rate of 100%. Elase Academy has passing rates of 98% on state licensing examinations.

Placement and Compensation Rates
Elase Academy Graduates currently have placement rates of 75% or more in cosmetology or esthetics related industries. A successful graduate of Elase Academy working in the esthetics industry may reasonably expect compensation of $12 - $20 per hour. Experienced and talented estheticians employed in the laser and esthetics industry can make over $60,000 per year.

Drug Policy
Elase Academy is a drug free school. Alcohol, illegal drugs or tobacco of any form are not allowed on the Elase Academy campus. Any student caught using illegal substances in the River Park business complex, or who attends class under the influence of drugs or alcohol will be immediately terminated. In accordance with our commitment to a healthy environment, smoking is not allowed anywhere within the River Park business complex. Students observed smoking within the River Park business complex may be terminated immediately. Students who report to The Academy smelling of tobacco will be asked to leave and their absence will be counted as a tardy or an unexcused absence.

Disciplinary Action

Counseling:

A student may be counseled for any infraction of Elase Academy rules and regulations or failure to meet academic standards. If a student does not resolve the issue based on counseling, a student may be placed on probation.

Probation:

1st probation – 1 day suspension (unexcused absence) and 30 day period to remedy cause of probation
2nd probation – 2 day suspension, $25 fine, 30 day period to remedy
3rd probation – 3 day suspension, $50 fine, 30 day period to remedy
4th probation – 4 day suspension, $75 fine, 30 day period to remedy
5th probation – termination with possible eligibility to re-enroll after 30 days with $500 re-entrance fee

Suspension:

Enrollment may be immediately suspended for up to two weeks for any infraction of the Standards of Conduct, Rules and Regulations, noncompliance with education requirements, or General Policies at the discretion of the school administration.

Termination Policy

The school reserves the right to dismiss any student whose attendance, behavior, performance or professionalism interferes with the learning environment of the school as a first and final disciplinary step. In the event the student fails to inform the school of consecutive absences in excess of 5 days, the student's enrollment may be terminated and an administration fee of $150 will be charged. A letter of termination will be sent on the 3rd day to the address on the enrollment contract.

Grievance Policy

Students must file any and all grievances in writing and provide them to the institute's Director. The Director will provide a written response and any resolution based on the established policies of the school within 3 days. All decisions will be final.

Grading Policy

At Elase Academy Students will be graded on Theory, Practical and Clinical work according to the following scale:

80 - 100%	Passing
79% - 0%	Failing

Graduation Requirements

- All fees or penalties assessed by the Academy must be paid in full
- All "Overtime" hours must be completed and paid for.
- Students must pass Academy exams with an 80% overall average
- All tuition must be paid in full, or up-to-date if using in-house financing
- A Certificate of Completion and Verification of Hours Completed will be awarded at Graduation and the Exit Interview.
- At the Exit Interview, Students must submit to the Admissions Director:
    1. Proof of completed hours of attendance
    2. Completed Practical Tracking form
    3. Completed Theory Tracking form
    4. Progress Report showing an 80% average on exams and assignments

State Licensing Requirements

Licensed Master Estheticians in the State of UTAH are required to complete 1200 hours and pass the State Board licensing exams with at least 75%.

Licensure Regulations & Reciprocity

Utah State Rules and Regulations are available online at:
http://www.dopl.utah.gov/licensing/cosmetology_barbering.html
Reciprocity requirements for additional states are listed at each individual states website.

Continuing Education

Elase Academy Students and Graduates have many continuing education opportunities. Classes such as Eyelash Extensions, Theatrical Makeup and Permanent Cosmetics are available.

Career Placement

Elase Academy does not guarantee career placement. Job Opportunities for both the 1200 and 750 Hour Masters Programs are available at Doctor, Dermatology or Plastic Surgery Offices, Day Spas, Medical Spas, Resort Spas, Cruise Ship Spas, Home-based Spas, Skin Care Product Companies such as Glymed, Laser Companies such as Cynosure or Lumines, Beauty Schools, Hospitals, Vein Clinics, Makeup Artists, and more. Elase Academy hosts Networking Events in which local employers are invited to the Academy to see the facilities, understand our curriculum and meet graduating students. Elase Academy also sends Education Kits to local employers, which expound on the skills of our graduates. Elase Academy curriculum includes classes on: Interviewing Skills, Resume Writing Skills, Business Development, People Skills, Communicating for Success, Selling Products & Services and Professional Image.

Copy Written Materials
All material provided to students of Elase Academy is copy written material. As such, students must understand that they cannot photocopy any materials, nor distribute materials to any persons not enrolled or employed at Elase Academy.

Student Kit $650
Student kits are subject to modification and are for all programs

- Milady's Standard Fundamentals Training for Estheticians Text
- Milady's Standard Fundamentals Training for Estheticians Workbook
- Milady's Advanced Training for Estheticians Textbook
- Elase Academy Laser & Injections Training for Estheticians Binder
- Elase Academy Career Prep Manual
- Glymed student starter kit & carrying case
- Glo Minerals makeup starter kit
- 2 Elase Academy T-shirts
- Student Business Cards

Bring the First Day of Class

- Highlighters, pencils, pens and plenty of paper for taking notes
- A 3", white, 3-ring binder with a front cover insert sleeve
- 100 clear, 3 hole sheet protectors
- A combination or keyed padlock for your locker
- A black, red or blue fine tip permanent marker
- 1 box of 3x5 index cards
- 1 Clipboard