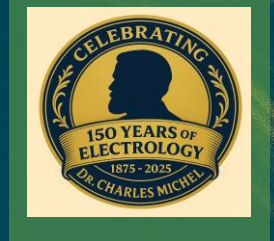




Monterey Bay
Institute of Electrology



School Catalog

Your pathway to professional
excellence in permanent hair removal

The Study of Permanent Hair Removal

Course Length: 600 Hours

Effective Dates: January 1, 2025 – December 31, 2025

Applications available at: www.ElectrologyCollege.com

444 Pearl Street, Suite B-1, Monterey, CA 93940

Phone: 831.643-2100

Email: Info@ElectrologyCollege.com

Website: www.ElectrologyCollege.com

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Monterey Bay Institute of Electrology

School Catalog – Table of Contents

Section Title	Page
Table of Contents	3
Welcome Letter & School Overview	4
Private Institution, Campus Location, Housing and Transportation options	5
Institute History, Mission Statement, Philosophy, and Objectives	6
A Brief History of Electrology	7
School Facilities, Considering a Career Change?	8
California Licensure Requirements and MBIE Admission Requirements	9
Students' Right to Cancel	10
Academic Class Hours & Holiday Schedule, 600-Hour Electrolysis Overview	11
Side-by-Side Comparison of Programs	12
Theory/Clinical Curriculum	12-13
Practical Training – Program 1 – Traditional Classroom Program-In-person Training	14
Course 2 – Hybrid- Home Study + On-Campus Clinical Training	15
Textbooks & Educational Materials, Clinical Expectations	16
Tuition, Fees, & Payment Terms and Fees for Extra Hours of Instruction	17
Dress Code -Student Uniforms and Magnification, Clinical Appearance	18
Faculty & Leadership	19
Academic Grading Policy, Minimum Attendance Standards, Exams & Evaluations, Attendance, State Board Requirements for Licensing, Application Process for Licensing	20
Graduation Requirements and Catalog Policy	21
Attendance and Time Tracking - Tardiness	22
Student Conduct, Dismissal Policy, Probation, and Reinstatement	23
Leave of Absence and Attendance Policies, Students' Rights and Grievances, Make-up Policy	24
School Administrative Policies	25
Visa, Notice Concerning Transferability of Credits & Credentials, Reciprocity	26
Students' Right to Cancel, Withdrawal from the Program, Withdrawal After Start of Instruction	27
Procedure to Cancel Refund Policy	28
Calculation table for Refunded, Requirement to Repay Loan, Refund Table, and Financing	29
Consumer Loan Agreements, Student Recovery Fund disclosures (STRF)	30
Custodian of Records, Recordkeeping, and Retention of Student Records	31
Student Privacy, Complaints About the Institute	32
*350-Hour Hybrid Program for Unlicensed and Unregulated States	33-34

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WELCOME TO THE MONTEREY BAY INSTITUTE OF ELECTROLOGY

A premier institute dedicated to the science and art of permanent hair removal through professional electrology education.

Dear Student,

Welcome to the Monterey Bay Institute of Electrology (MBIE)! We are delighted to have you join our community of aspiring electrologists and commend you for taking this exciting step toward a respected and rewarding career in permanent hair removal.

Founded in 2004, MBIE is dedicated to excellence in electrology education, combining a science-based curriculum with personalized instruction and practical training. Whether you enroll in our Traditional or Hybrid–Home Study Program, you'll benefit from a flexible, thorough structure designed to prepare you for state licensure and success in the real world.

Our California-licensed instructors have decades of experience, offering expert mentorship while upholding the highest standards of safety, ethics, and professionalism. As a student, you will gain the confidence and competence necessary to excel in today's electrology field.

We ask that you uphold the same professional standards we promote, maintaining proper hygiene, wearing clean uniforms, and acting with integrity and care. These practices demonstrate your commitment to the field and help create a safe and respectful learning environment.

We are excited to support you on this journey. Please make the most of our campus resources and the guidance of your instructors. If you have any questions or need assistance, please don't hesitate to reach out—we're here to help.

Thank you for choosing MBIE. We look forward to seeing you grow in both skill and confidence as you begin this transformative journey.

Warm regards,

Randa L. Thurman, L.E., CPE
Founder & Director,
Monterey Bay Institute of Electrology

Robert F. Von Essen, L.E., CPE
Co-Founder & Assistant Director

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Private Institution

Monterey Bay Institute of Electrology (MBIE) is a private institution approved to operate by the California **Bureau for Private Postsecondary Education (BPPE)**. This approval means compliance with the minimum operating standards established under the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (CCR)

MBIE is not accredited by an accrediting agency recognized by the United States Department of Education, and students are not eligible for Federal or State Student Aid programs. Additionally, MBIE does not participate in any form of financial aid.

Campus Location

Location: 444 Pearl Street, Suite B-1 | Monterey, CA 93940 | (831) 643-2100 |
www.electrologycollege.com

All practical sessions are held on-site at our modern, fully equipped training facility in the heart of the beautiful Monterey Peninsula, just two blocks from the historic Fisherman's Wharf and two miles from Monterey Regional Airport. Surrounded by world-class destinations like Carmel-by-the-Sea and Pebble Beach, the school provides an inspiring environment for hands-on learning. The campus is easily accessible by walking, bike trails, public transportation, and offers ample parking. The institute complies with all federal, state, and local ordinances and regulations, including fire safety and health standards.

Housing & Transportation Resources

MBIE does not provide on-campus housing or dormitories and is not responsible for assisting students in finding housing. However, students can request access to a housing resource file that contains information on local options. Housing options are available within a two-mile radius of the campus, with estimated monthly rents ranging from \$750 to \$1,600 for guesthouses or one-bedroom apartments. Short-term lodging, including hotels, motels, and single rooms, typically costs between \$65 and \$150 per night. The school's location offers easy access to local dining, coffee shops, and various accommodations, making it more straightforward for students to live, study, and train in a comfortable environment.

Important Notice to Prospective Students

Before you sign an enrollment agreement, you must receive this catalog and a School Performance Fact Sheet, which you are encouraged to review before signing any agreement with the school.

These documents contain important policies and performance data for this institution. Before signing an enrollment agreement, this institution must have you sign and date the information included in the School Performance Fact Sheet regarding completion rates, placement rates, license examination passage rates, and salaries or wages.

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Institute History

Founded in 2004, the Monterey Bay Institute of Electrology (MBIE) was established to uphold the highest standards in permanent hair removal education and professional practice. Founded by Randa L. Thurman, L.E., CPE, MBIE, stemmed from a strong commitment to maintaining the integrity of electrology and training competent, ethical practitioners in a rapidly changing industry. As one of California's few approved electrology schools, MBIE quickly earned a reputation for quality training, personalized instruction, and a steadfast dedication to safety and science-based techniques. The Institute's curriculum was designed to bridge the gap between theoretical knowledge and practical skills, offering traditional classroom instruction alongside a flexible Hybrid Home Study format that caters to the diverse needs of today's students. Over the years, MBIE has trained successful electrologists from California and beyond. Our alumni have built thriving practices, contributed to professional associations, and upheld the standards that define our field. The school remains rooted in the belief that permanent hair removal is both a science and an art—one that requires precision, professionalism, and a genuine passion for excellence. Today, MBIE continues to grow under the leadership of its founder, providing a supportive and forward-thinking environment where students gain the technical training, clinical experience, and mentorship needed to succeed in the licensed electrology profession.

Mission Statement

At the Monterey Bay Institute of Electrology (MBIE), we aim to educate and empower the next generation of licensed electrology professionals through a flexible, career-oriented training model. We offer a hybrid approach that combines independent home study with in-person hands-on clinical instruction, enabling students to develop both theoretical knowledge and practical skills.

Student Testimonials

- *I highly recommend MBIE. The instructors are exceptional, and the small class sizes enable more in-depth discussions and one-on-one time with instructors. — Kelly Y., San Mateo, CA – Graduate Testimonial*
- *The Director prepared us well for the state exams and a new career in Electrology. I am delighted I went to MBIE. — Karena K., New Jersey— Alumni Reflect*

Philosophy and Program Objectives

“Knowledge with practical application—uniting the art and science of permanent hair removal.”

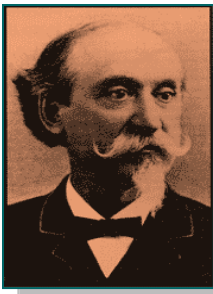
At the Monterey Bay Institute of Electrology (MBIE), we focus on fostering excellence through a student-centered, career-oriented approach. Our philosophy is rooted in the belief that every student deserves an inclusive, supportive, and academically challenging environment where they can grow both personally and professionally.

We uphold the highest standards of ethical practice, technical precision, and client safety. Through customized instruction and supervised hands-on training, we enable students to become confident electrology professionals who deliver permanent hair removal with skill and integrity.

The MBIE Electrology Program adheres to the educational and clinical training standards set by the California Board of Barbering and Cosmetology (§950.5). Our comprehensive curriculum combines theoretical instruction with practical experience to prepare students for state licensing and ongoing professional development.

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A Brief History of Electrology: Science, Innovation, and Permanence

FDA Recognition and the Legacy of Electrolysis

Celebrating 150 Years of the Electrology Profession (1875–2025)

Electrolysis is the only method approved by the U.S. Food and Drug Administration (FDA) for permanent hair removal. This distinction makes electrolysis different from other methods, such as laser hair removal, which is only FDA-cleared for hair reduction.

Electrolysis, introduced in 1875 by Dr. Charles Michel, an ophthalmologist in St. Louis, was developed to treat ingrown eyelashes using direct electrical current. Over the last 150 years, the method has evolved into a highly specialized profession recognized for its **safety, effectiveness, and lasting results**.

Electrolysis remains the gold standard for permanent hair removal. It works effectively on all skin tones and hair colors, including light, gray, and red hair, which are often resistant to light-based treatments. It is an approved process.

Electrolysis Treatment Approach

This procedure targets the germinative cells at the base of the hair follicle, which are responsible for hair regrowth, by applying a controlled electrical current to destroy them and prevent future hair growth.

As a licensed healthcare practice, electrology involves customized treatment protocols tailored to each client's unique physiological traits. Electrologists assess factors such as hair type, follicle depth, skin sensitivity, and the area to be treated to develop safe and effective plans tailored to each individual. Each session is performed using FDA-recognized methods to ensure the highest standards of safety, accuracy, and permanence in hair removal.

Since hair grows in cycles, multiple sessions are typically required to achieve complete and permanent hair removal. MBIE trains students in all three modalities of electrolysis:

- **Galvanic Electrolysis (Direct Current):** This method utilizes a low-level direct electrical current to induce a chemical reaction in the follicle. The current causes salt and water in the surrounding tissue to form sodium hydroxide (lye), which chemically eliminates the germinative cells.
- **Thermolysis (High-Frequency/Shortwave):** Thermolysis uses high-frequency alternating current to produce heat at the probe tip. The heat coagulates follicular tissues, effectively destroying the growth center. This technique is quick and often utilized for shallow or fine hair.
- **Blend Method:** The Blend combines galvanic and thermolysis currents in a single treatment. The chemical action of the galvanic current is enhanced by the heat from thermolysis, providing greater precision and effectiveness for coarse, deep, or distorted follicles.

All three modalities are safe and effective for all skin types and hair colors, including light blond, red, gray, and white hair, which are often resistant to laser treatments. MBIE offers hands-on training in each method to ensure students graduate with versatile skills and clinical confidence.

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Considering a Career Change?

Explore the Possibilities in Electrology

Electrology offers a meaningful, client-focused profession that combines science, skill, and service. It provides a valuable opportunity to create a lasting impact in clients' lives while enjoying professional independence, flexibility, and opportunities for long-term career growth.

Benefits

- **Make a Difference:** Help clients feel confident and empowered through permanent hair removal.
- **Flexible Career Paths:** Choose to work full-time, part-time, or start your own practice—whatever suits your lifestyle.
- **Professional and Financial Growth:** Enter a growing field with strong demand, long-term stability, and self-employment opportunities.
- **Engage in a Supportive Community:** Connect with peers through professional associations, continuing education, and industry events.

Facilities & Training Center

The Monterey Bay Institute of Electrology (MBIE) provides students with a professional and thoughtfully designed training center spanning 1,400 square feet. Located just two blocks from historic Fisherman's Wharf and minutes from Monterey Regional Airport, our facility provides a welcoming, coastal setting that is ideal for focused learning and hands-on clinical training.

School Facilities

The Monterey Bay Institute of Electrology is situated in a professional building that reflects the clinical nature of the electrology profession. All facilities are ADA compliant and maintained in accordance with state and local health codes.

The facility includes

- A modern classroom equipped with audiovisual, video, and text teaching tools
- Multiple furnished private treatment rooms where students gain practical experience using professional-grade electrology equipment.
- A dedicated area for student lunch and breaks.
- A sterilization laboratory for hands-on sanitation training
- Administrative offices and a student resource area
- Computers and the internet

MBIE owns and maintains all instructional electrology equipment, ensuring students are trained with dependable, well-maintained tools that meet current industry standards. A dedicated sterilization laboratory offers comprehensive training in infection control and sanitation procedures, guaranteeing full compliance with state health regulations. Students are responsible for caring for and performing basic maintenance on all equipment and supplies they use during their time at the institute. Students who damage or mishandle equipment, resulting in breakage or loss, will be responsible for replacing the items at their own expense—examples include electrolysis epilators and accessories, lamp stools, sterilizer tweezers, etc.

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CA State Board of Barbering and Cosmetology

California State Minimum Requirements for Licensure (§9409) (a)(6)

MBIE complies with California's training laws and requirements, ensuring students meet the criteria for licensure. To qualify for the State Board Examination, candidates must complete a 600-hour course of training in electrolysis from an approved school, among other prerequisites.

The State of California requires completion of 600 clock hours of technical instruction and practical training covering all practices constituting the art of electrology in a State-Approved Program that includes all practices related to the art of electrology before candidates can take the State Board Examination. This exam is a written test that candidates must pass to obtain licensure.

The Board shall admit any candidate who has submitted a proper application to the Board, paid the required fee, and meets the following qualifications:

1. 17 years of age
2. Copy of a high school diploma, completion of the 12th grade or an accredited senior high school course of study in a public school of this state or its equivalent. (GED certificate or college degree.
3. Completed a 600-hour course of training in electrolysis from a school approved by the board.
4. In lieu of a Social Security Number (SSN), you must have a Social Security Number or an Individual Taxpayer Identification Number (ITIN) to take the Electrology exam.
5. Pass the California State Board (BBC) written examination with a 75% or above score.
6. The candidate must not have committed a misdemeanor or felony, constituting grounds for denying licensure under Section 480 of the California Barbering and Cosmetology Act, Business and Professions Code.

MBIE Admission Requirements

To be considered for admission into either program format at the Monterey Bay Institute of Electrology (MBIE), all applicants must submit the following documentation:

1. **Application Form and Registration Fee** - A completed official application form and a non-refundable \$225.00 registration fee made payable to MBIE.
2. **English Proficiency**
3. **17 years of age**

Students must demonstrate proficiency in reading and writing equivalent to that of an American high school graduate, as evidenced by possessing an American high school or college diploma, G.E.D., or by passing the California High School Proficiency Exam.

All course lessons and communications are conducted in English; English as a second language (ESL) is not available for this program. The Institute does not provide a tutor for its electrology program.

4. **Government-Issued Identification** - A copy of a valid government-issued driver's license or photo identification.
5. **Health Certificate**

A certificate from a licensed physician confirming that the applicant is in good health, free from infectious diseases, and physically capable of participating in clinical activities. The certificate must also verify that the applicant has received vaccinations for hepatitis and tetanus and has undergone a tuberculosis screening.

6. **Vision Requirement**

Due to the high level of precision required in electrology, all students must provide **proof of good visual acuity** and submit a **vision examination report dated within the past 12 months** as part of their enrollment documentation. Maintaining corrected vision throughout the program is essential for safety, accuracy, and effective treatment performance.

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Students are solely responsible for obtaining and maintaining any necessary vision corrections (e.g., glasses, contacts, optical magnification). If a student's visual acuity is found to be inadequate and uncorrected, they may be asked to suspend clinical work until the issue is addressed.

Official Health and Vision Forms are provided with the Enrollment Agreement and must be submitted before the start of clinical training.

Self-Assessment Questionnaire

1. All applicants must complete a Self-Assessment Questionnaire to evaluate their readiness for the Electrology Program. This is particularly important for students enrolling in the Hybrid Home Study format. The questionnaire assesses:
2. Independent learning capability
3. Time management and organizational skills
4. Self-motivation
5. Basic computer literacy and the ability to complete online coursework

Right to Cancel Agreement

A student has the right to cancel the agreement and receive a refund before receiving the first lesson, and materials are received. MBIE will send all course textbooks, the first lesson(s), and course materials to the student via United States 2-day priority mail or electronically within seven (7) business days after the Institute accepts the student for admission.

The Institute will transmit all lessons and course materials to the student if the student (a) has paid for the entire educational program and (b) requests in writing for all remaining course materials to be provided to them after receiving the first lesson.

Important: Once the full course content has been transmitted, students are no longer eligible for a refund. However, they retain the right to cancel the Enrollment Agreement and receive a full refund before receiving the first lesson and course materials.

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Academic Class Hours 2025 - 2026

Day	Hours
Monday – Friday	10:00 AM to 6:00 PM
Lunch Break	1:00 PM to 2:00 PM
Daily Breaks	Two 15-minute breaks per day
Saturday & Sunday	Closed
Institute Open	40 hours per week

Note: Changes to the above schedule require prior authorization.

Holiday Schedule 2025 - 2026

Holiday	School Closed	Classes Convenes
New Year	January 01, 2025	January 06, 2025
Easter	April 18–20, 2025	April 21, 2025
Memorial Day	May 26, 2025	May 27, 2025
Independence Day	July 04, 2025	July 07, 2025
Labor Day	September 01, 2025	September 02, 2025
Halloween	October 31, 2025	November 03, 2025
Veterans Day	November 11, 2025	November 12, 2025
Thanksgiving Break	November 26–28, 2025	December 01, 2025
Winter Break	December 22, 2025 – January 05, 2026	January 06, 2026

Any additional holidays or school closures will be announced in advance. Changes to the schedule require prior approval.

Note: The Annual AEA Conference Notice: The Institute will be closed from October 20 to October 28, 2025, for faculty attendance at the American Electrology Association (AEA) National Conference in New Orleans.

600-Hour Electrolysis Course

This program meets the requirements of the **California Board of Barbering and Cosmetology (16 CCR § 950.5) with a total of 600 clock hours of combined technical instruction and practical training in electrology (Barbering and Cosmetology Act, Section 7316).**

The Institute accepts applications throughout the year for both programs and reviews them in the order they are received. To start the enrollment process, applicants must submit a completed application form along with a non-refundable application fee of \$225.00.

Electrology Training Models

To meet the various needs and learning styles of students, MBIE offers two separate training options. MBIE's Traditional Classroom and Hybrid training models are designed to provide consistency and fairness. Both meet the same academic and clinical standards, follow the same curriculum, and result in the same Certificate of Completion. The only difference is how the theory part is delivered.

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Side-by-Side Comparison

Summary of Hours: 340 Theory + 260 Practical Training

Feature	1. Traditional Model	2. Hybrid Model
Program Type	On-campus, instructor-led	Home study with in-person clinical training
Theory Instruction	Delivered fully on-site in a classroom setting	Completed independently using MBIE-approved materials
Practical Instruction	Conducted on-site at MBIE under instructor supervision	Conducted on-site at MBIE under instructor supervision
Total Program Hours	600 clock hours (340 theory + 260 practical)	600 clock hours (340 theory + 260 practical)
Curriculum Content	Identical to Hybrid	Identical to Traditional
Certificate of Completion	Issued upon completion	Issued upon completion
Tuition & Fees	Same as Hybrid	Same as Traditional
Best For	Students who prefer structured classroom learning	Students who need flexible scheduling or prefer independent study

Traditional Classroom Model

The complete 600-hour course is conducted entirely on-site at MBIE. Students receive full-time, instructor-led training in both theory and practical components.

Hybrid Home Study Model

Students complete the 340-hour theory portion independently at home using materials provided by MBIE. All theory coursework must be finished and passed before starting the 260-hour practical training on campus under the guidance of an instructor.

Course Structure

This program comprises 14 core chapters, each accompanied by a quiz to reinforce key concepts and prepare students for written and clinical evaluations. Topics are sequenced to support progressive learning throughout the theory portion of the program.

After completing the course, students must also complete the Health and Safety Training Course, as mandated by the California Board of Barbering and Cosmetology. This required module addresses topics such as hazardous substances, sanitation, and workers' rights.

Theory/ Clinical Curriculum – Instruction



The curriculum shall consist of 600 hours of technical instruction and practical training, covering all topics related to the practice of Electrology under Section 7316 of the Barbering and Cosmetology Act.

Technical instruction is defined as instruction by demonstration, lecture, classroom participation, or examination. Practical operations refer to the actual performance by the student of a complete service to another person. Practical training refers to the time required to perform a practical operation. Technical instruction and practical training shall include the following.

The required subjects of instruction in electrolysis, thermolysis, and blend/dual modality and electricity shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

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Electricity and Equipment

This subject introduces the basic principles of electricity, including how electrical current works and how it powers electrolysis devices. Students will learn safe operation, proper maintenance, and important safety precautions when using electrolysis equipment.

Electrolysis

This subject covers the theory and practice of permanent hair removal using single- and multiple-needle techniques. Students will learn how to apply galvanic current, manage skin reactions, and use anaphoresis and cataphoresis. Training also includes evaluating client history to determine suitability for electrolysis treatment.

Thermolysis

This subject focuses on permanent hair removal using high-frequency current. Students will learn both manual and automatic thermolysis techniques, proper insertion methods, how to assess and manage skin reactions, and how to evaluate client health history to ensure safe and effective treatment.

Blend / Dual Modality

This subject covers the use of combined galvanic and high-frequency currents for epilation. Students will learn proper insertion techniques, how to manage skin reactions, the use of anaphoresis and cataphoresis, and how to evaluate a client's health history to ensure the Blend method is appropriate.

Health and Safety

This subject focuses on maintaining a safe and hygienic treatment environment. Topics include the prevention and management of communicable diseases (such as HIV/AIDS, hepatitis, herpes, and staph infections), proper ergonomics, electrical safety practices, and understanding how to use and interpret Safety Data Sheets (SDS).

In addition to the California Barbering and Cosmetology Health and Safety Regulations, the Institute has incorporated Infection Prevention Standards for the Practice of Electrology into its program, developed by the American Electrology Association in collaboration with the **Centers for Disease Control and Prevention (CDC)**.

Health and Safety Training Course: (Training Course Booklet and Student Exam Booklet can be accessed at www.barbercosmo.ca.gov/schools/student_booklet.pdf.) Students are provided with electronic copies of the following:

1. California State Board of Barbering and Cosmetology Act Laws and Regulations
2. Health and Safety Training Course and Student Exam Book

Sterilization: The subject shall include, but is not limited to, the study of proper procedures and techniques for protecting the health and safety of consumers and technicians. Additionally, the sanitizing of equipment used in establishments is a priority. Sterilization and sanitation will be emphasized throughout the training period and must be completed on all tools and equipment before use. Sterilization times and dates will be monitored and recorded.

Anatomy and Physiology

This subject covers the structure and function of the human body, including the major systems: nervous, endocrine, cardiovascular, skeletal, muscular, and integumentary (skin). It also encompasses dermatology, the study of the skin and its conditions, as well as an examination of skin and hair. Students will learn how these systems relate to electrology and client care.

Business Practices and Psychology

This subject covers essential skills for running a successful electrology practice. Topics include professional communication, ethics, workplace decorum, client consultation, pre- and post-treatment care, sales strategies, and the psychology of hygiene and client behavior. Students will also learn practical business skills, including record-keeping and basic tax principles, applicable to independent contractors, employees, and employers.

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Practical Training Overview

MBIE provides all required materials and equipment for the hands-on practical portion of the program. To receive credit for clinical hours, students must demonstrate proficiency in all required skill areas through instructor evaluations and practical examinations. Core competencies include:

- Proper probe insertion
- Accurate epilation techniques for safe and effective treatment
- Professional client care

Students are required to complete **260 hours of in-person clinical training** at MBIE's main facility. This training is conducted under the **direct supervision of licensed electrology instructors** and includes performing full electrology treatments on themselves, peers, or available clients.

All 260 hours must be completed on-site to ensure safety and compliance with regulatory standards.

Skill Development

Students develop their knowledge and clinical skills through a combination of instructional methods:

- Live or guided lectures and demonstrations
- Visual aids and instructor-led discussions
- Structured textbook study with comprehension checks
- Classroom assignments, quizzes, case studies, and group activities

Assessment & Readiness

Student progress is evaluated through written and oral assessments that measure both theory comprehension and practical competency. Mastery of key skills is required to qualify for licensure evaluations.

Grading & Performance Standards

Students must maintain a minimum grade of **80% (B)** in both theoretical and practical components. Instructors provide weekly theory quizzes and daily practical evaluations to support consistent growth and skill proficiency.

Program 1: Traditional Classroom Program

Format

All theoretical and practical instruction is delivered in person at MBIE in a full-time classroom setting. The program consists of **600 total hours**, all of which are completed onsite.

Program Duration

Completed in approximately **15 weeks** at 40 hours per week.

Note: Duration may vary based on holidays and individual attendance.

Start Dates

New classes begin on the **first Tuesday of each month**, based on space availability.

Class Schedule

Classes are held **Monday through Friday, 10:00 AM – 6:00 PM**.

The Institute is closed on weekends and scheduled holidays.

Classroom Preparedness & Participation

Students must bring all required materials—textbooks, workbooks, and theory packets—to each practical class. Instructors perform **daily evaluations** to track progress, ensure safety, and support professional growth.

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Program 2: Hybrid Home Study Program

Format

This program offers a flexible structure in which the **theory portion (340 hours)** is completed remotely through independent study, while the **practical training (260 hours)** is conducted **in person** at MBIE under the supervision of a licensed electrology instructor.

Although theory is completed off-site, all Hybrid students are fully bound by the policies and procedures outlined in the MBIE school catalog. Students must complete all theory assignments and chapter assessments before beginning their in-person clinical training.

Academic Accountability

Students are expected to work independently, maintain regular contact with their instructor, and make consistent progress throughout the theory portion.

- A maximum of **two chapters per week** (equaling **40 credit hours**) may be completed toward the 340-hour requirement.
- Each chapter quiz requires a **minimum passing score of 80%**.
- Instructors monitor academic progress and provide support or intervention as needed. Additional help is available during school hours for students requiring assistance.

Program Duration

- **Theory (340 hours):** Typically completed in **8 weeks**, depending on the student's weekly commitment.
- **Practical (260 hours):** Completed over approximately **6.5 weeks** of in-person training.

Note: Actual timeframes may vary based on student progress and attendance.

Start Date

Students may begin once their application is approved, and the **\$225.00 application fee** is received. Course materials are shipped within 7 business days via U.S. Priority Mail.

Materials & Method

Independent study utilizes a combination of printed and digital resources. Students must complete:

1. **Textbook & Workbook** – Read Chapters 1–14 of *The Principles and Practice of Electrolysis* by A.R. Hinkel and complete all related workbook exercises.
2. **Assessments** – Pass all chapter quizzes, midterm, and final theory exams as outlined in the class syllabus.
3. **Coursework Submission** – Submit all required assignments and exams on schedule. Graded materials are returned within three (3) business days.

Classroom Preparedness & Participation

Once the practical portion begins, students must bring all required materials—including textbooks, workbooks, and theory documents—to each class. Instructors conduct **daily evaluations** to monitor skill development, ensure safety standards are maintained, and support professional growth.

Completion Requirements

To graduate from the Hybrid Program, students must:

- Complete all assigned theory coursework and chapter exams
- Meet the minimum 80% grade requirement
- Successfully complete 260 in-person clinical hours and final practical evaluations

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Textbooks and Educational Materials

All students enrolled in **Program 1 (Traditional Classroom)** or **Program 2 (Hybrid Home Study)**. These resources were selected for their relevance to electrology theory, clinical technique, and State Board preparation. *Textbooks are available for reference in the Institute's student library.*

1. Milady's Hair Removal Techniques – Helen R. Bickmore

Overview of various hair removal methods, including foundational theory and professional practice.

2. The Principles and Practice of Permanent Hair Removal – A.R. Hinkel

A comprehensive, science-based guide to electrology techniques and treatment principles.

3. The Blend Method – Mike Bono

In-depth instruction on the blend modality, including theory, technique, and treatment strategy.

4. Hinkel Workbook – Randa Thurman, CPE

Workbook companion to Hinkel's textbook, featuring illustrations, terminology, and comprehension exercises.

5. MBIE Class Syllabus & Study Chapters – Randa Thurman, CPE

Proprietary MBIE materials are aligned with course objectives, supporting both classroom and home study.

6. Secrets of Your Skin & Hair – Mike Bono

An insightful look at the biology of skin and hair, tailored to electrology professionals.

7. AEA Infection Prevention Standards – American Electrology Association

National standards for hygiene, sterilization, and clinical safety in electrology practice.

Clinical Expectations

Students must maintain the highest standards of **professionalism, hygiene, and client safety** during all clinical activities. The following expectations apply to all hands-on training at the Institute:

Professional Conduct

- Treat clients, classmates, instructors, and staff with courtesy and respect.
- Maintain a focused, professional attitude at all times.
- Refrain from making unprofessional or negative remarks about others, the school, or its equipment.

Hygiene & Sanitation

- Wash hands thoroughly before and after each client session.
- Practice consistent personal hygiene and responsible clinical behavior.
- Keep treatment areas clean, organized, and properly sanitized.
- Disinfect all equipment and surfaces before, during, and after each session according to protocol.

Safety & Accountability

- Follow all safety guidelines and infection control procedures.
- Any unsafe, negligent, or inappropriate conduct may result in **immediate dismissal from the program without the option for reinstatement.**

Clinical Appearance Standards

Students must maintain a clean, professional appearance throughout all clinical activities. Proper grooming and attire:

- Promote client trust and comfort
- Reduce infection risk
- Reinforce the student's role as a healthcare provider

Failure to comply with grooming or dress code policies may result in disciplinary action, including removal from clinical sessions or program dismissal.

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Programs 1 and 2 - Tuition and Fees

Traditional Classroom and Hybrid Home Study

Description	Amount	Details
Application /Enrollment Fee	\$225.00	Nonrefundable; due at time of application
Tuition Fee	<u>\$10,525.00</u>	Fee for the 600-hour Electrology Program
Student Kit	\$625.00	Includes books, study guides, tests, supplies, and clinic equipment
Student Tuition Recovery Fund (STRF)	\$0.00	No STRF fee assessed as of April 1, 2024

Total Charges the Student is Obligated to Pay Upon Enrollment.....\$5,575.00

Payment is due on the first day of enrollment for the Full-time Campus-Based Electrology program or with a signed Enrollment Agreement for the Hybrid Distance Learning (HDL) program. For Hybrid students, payment is required before course materials can be mailed.

Total Charges for the Current Attendance Period\$11,150.00

This includes Tuition, Student Kit, and Student Tuition Recovery Fund (STRF) Fee.

Estimated Total Charges for the Entire Education Program:\$11,540.00

This estimate encompasses additional costs not provided by MBIE, such as uniforms, shoes, and optical magnifying glasses. These items are estimated at approximately \$390.00, depending on the student's preferences.

Initial Payment is \$5,575.00

- 1) Full-Time Program: Students are required to submit a payment of \$5,575.00 along with a signed Enrollment Agreement.
- 2) Hybrid Home Study Program: Students must submit \$5,575.00, along with the signed Enrollment Agreement, before any course materials are released or sent.

Remaining Balance

- **Amount Due: \$5,575.00,**
- **Due Date:** Balance must be paid in full **on or before the first day of practical training**

Additional fees may apply under the following conditions: a **\$35 late fee** if a tuition payment is over five days late; a **\$35 returned-check fee** for each NSF occurrence; and a **3.5% surcharge** for transactions made with a credit or debit card. These charges are intended to encourage timely payments and promote the use of alternate payment methods.”

Policy Notes:

- *We encourage timely payments and the use of alternative payment methods to avoid these additional charges.*
- All payments must be made to **Monterey Bay Institute of Electrology (MBIE)**.
- Tuition and fees are subject to change according to institutional policy.
- Students are advised to retain copies of their **Enrollment Agreement**, payment receipts, and any related documentation for their records.

Student Tuition Recovery Fund (STRF) Fee: As of April 1, 2024, the STRF assessment rate has been reduced to **\$0.00** per \$1,000 of institutional charges.

Extra Hours of Instruction

This policy applies to students enrolled in the Traditional Classroom and Hybrid Home Study programs. Students are expected to complete their training within the maximum time outlined in their Enrollment Agreement. If a student exceeds the scheduled completion date, an additional fee of \$17.50 per hour will be charged for each hour required to complete the program.

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Dress Code

Uniforms and Magnification

Students are required to purchase their own uniforms and optical magnification for the program. These items are not provided by MBIE. **Note: Uniform costs may vary based on style and individual student preferences.**

Scrubs are designated uniforms and must be clean and professional in appearance.

Optical Magnification

Recommend Supplier

OTTO-FREI

126 2nd Street, Oakland, CA 94607

Phone: (800) 772-3456

Website: www.ottofrei.com

Essential Equipment: Optical Magnification

For precision and proper visual ergonomics, students are required to use magnifying glasses. Optical lenses are also used during all procedures. Electrology work is performed at a close visual range of 14 to 16 inches, and adequate magnification ensures both safety and accuracy for the client and practitioner.

Student Uniform Requirements

Scrubs are the designated uniforms and must be worn clean and professionally during all practical training sessions.

- Scrubs must be solid-colored (top and bottom) in black, dark brown, gray, or navy blue.
- Optional: Solid-colored sweaters or jackets that coordinate with the scrub color.
- A white lab coat is required for all treatment procedures.
- Closed-toe, flat-soled shoes must be worn with socks or stockings.

Unacceptable Attire:

To ensure safety and maintain a professional appearance, the following clothing is not permitted during practical training:

- Denim
- Spandex or overly tight-fitting clothing
- Shorts or low-cut tops
- Clothing with loose or unsafe sleeves

Students who do not comply with the uniform policy will be dismissed from class and may return only when appropriately dressed.

Guidelines for Hygiene and Clinical Appearance

- Take a shower or bath every day and wear clean, freshly laundered uniforms to all clinical sessions.
- Hair must be clean and securely tied back, away from the face.
- Makeup should be minimal and appropriate for a clinical setting.
- Jewelry is limited to small stud earrings and plain wedding bands only.
- Sleeves must extend to the wrists; short sleeves are not permitted.
- Artificial nails, including acrylics and gels, are not allowed. Clear nail polish is permitted.
- All visible tattoos and body piercings must be fully covered.
- Avoid strong fragrances such as perfumes, colognes, or scented lotions, as clients may be sensitive to smells.
- Smoking is prohibited on campus and in surrounding areas.

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Instructors & Educational Leadership

“Train with the Leaders in Permanent Hair Removal”

All instructional staff at the Monterey Bay Institute of Electrology (MBIE) hold active licenses issued by the California Board of Barbering and Cosmetology and maintain Certified Professional Electrologist (CPE) credentials through the American Electrology Association. Collectively, our faculty members bring over 50 years of professional experience and demonstrate a commitment to academic excellence, clinical proficiency, and ethical practice. Each instructor is proficient in instructional strategies that support both in-person and Hybrid Home-Study delivery formats.

Instructors are required to remain current with the California Board of Barbering and Cosmetology (BBC) Rules and regulations, health and safety updates, and equipment safety standards. All faculty and relevant staff must attend training and orientation sessions to ensure proficiency in communication methods used to support the hybrid students. These communication methods include email, Zoom, text messaging, phone calls, USPS mail, and overnight courier services (e.g., FedEx, UPS).

Faculty are expected to respond to student inquiries with professionalism, patience, and clarity, aiming to address all questions by the close of each business day.

Randa Thurman, LE, CPE

Director & Lead Instructor

Licensed since 1991, Ms. Thurman trained under the late Jane Riddle and is a certified instructor in the Jane Riddle Technique. She founded MBIE in 2004 and has over 30 years of clinical and educational experience. Ms. Thurman has operated four successful electrology practices and currently serves on the boards of both the Electrolysis Association of California and the American Electrology Association.

Robert F. Von Essen, LE, CPE

Administrator & Instructor

Licensed since 1995, Mr. Von Essen is also a certified instructor in the Jane Riddle Technique and co-founder of MBIE. A former keynote speaker at the American Electrology Association Convention, he has contributed to regulatory reviews with the California Board of Barbering and Cosmetology. His dual expertise in electrology and business makes him an invaluable resource for students.

Jane Viera-Riddle, LE

Visiting Instructor

A pioneer in the field since 1968, Ms. Riddle founded the Jane Riddle Institute of Electrology in both California and Japan. She has served in leadership roles in state and national electrology organizations, making significant contributions to curriculum development and professional regulations. Her legacy continues to influence MBIE’s educational standards and instructional methods.

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Academic Grading Policy

Student progress is assessed through written theory exams, practical skill evaluations, and clinical performance. Students must achieve a minimum cumulative average of 80% (B grade) to retain good academic standing. Evaluations are conducted regularly and follow a standard percentage-to-letter grading scale:

Letter Grade Percentage

A	90-100%	Excellent	Pass
B	80-89%	Good (minimum required)	Pass
C	70-79%	Needs Improvement	Pass
D	60-69%	Unsatisfactory	Retest
F	Below 60%	Failing	

Minimum Attendance Standards

600-Hour Programs: Students must complete 340 theory hours and 260 practical hours. Excessive absences, tardiness, or failure to make up missed hours may result in dismissal or delay of graduation. All missed hours must be rescheduled with the instructor's approval.

Exams and Evaluations

Written exams are given at the midpoint and end of the theory section. Students are also assessed during hands-on clinical training for accuracy, safety, and professional behavior. Passing both the final written and practical exams is necessary for graduation.

Attendance Requirements

Students completing their practical at the institute must attend all scheduled hours and fulfill the total training hours required for their enrolled program.

CA. State Board Exam Requirements for Licensing

To qualify for licensure in California, students must complete 600 hours of approved electrology training which includes theory (lectures, discussions, and written assessments), as well as practical hands-on Instructions in electrolysis procedures.

As of January 1, 2022, a written examination is the only requirement; the practical exam has been eliminated.

Application Process

As students near the end of the 600-hour program, the Assistant Director, Robert Von Essen, will provide the Proof of Training (POT) form. Students must then apply online at barbercosmo@dca.ca.gov, submitting both the Examination Application and the POT document at the same time. Important: Do not submit the POT separately from the application. Once the Board approves your application, you will receive instructions on how to schedule your written exam at one of California's fifteen PSI testing centers. For the most current exam site information, visit www.psiexams.com.

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Eligibility for Graduation

To graduate from the Monterey Bay Institute of Electrology (MBIE), students must fulfill all academic, clinical, and financial requirements outlined in their Enrollment Agreement and program curriculum. This includes completing the 600-hour Electrology Program, which complies with the California Barbering & Cosmetology Act (§950.5).

Graduation Requirements

After completing all required coursework, clinical training, and institutional obligations, students will receive a Diploma or Certificate of Completion from the Monterey Bay Institute of Electrology (MBIE).

To qualify for graduation, students must complete a total of 600 instructional hours, which includes 340 hours of theory and 260 hours of practical training for both Traditional and Hybrid Programs.

- Maintain a minimum overall grade average of 80% (B average).
- Pass all midterm and final written examinations. Complete final clinical evaluations.
- Demonstrate practical competence.
- Fulfill all assigned coursework and assessments.
- Meet all attendance requirements as outlined by the school. policies
- Settle all **tuition, fees, and outstanding balances** in full

Catalog Policy

The catalog provides essential information about our programs to guide and assist you in taking the necessary steps toward obtaining your electrology license. The catalog adheres to state and federal requirements published by the Monterey Bay Institute of Electrology. It includes policy statements and is for informational use only; it is subject to revision at the Institute's discretion. This document is not a contract and is not intended to be one.

Availability

The Institute provides its current catalog to the public and prospective students. Individuals wishing to obtain a copy may request that it be mailed to them via the United States Postal Service or sent electronically. The catalog is available for download from the Institute's website, www.electrologycollege.com.

Updated Annually

However, any changes in educational programs, services, procedures, or policies that must be included in the catalog by statute or regulation are made before the annual catalog is issued. These changes will be shown in supplements or inserts that accompany the catalog.

Although every effort has been made to ensure the accuracy of the information in this catalog, students and others who use it should note that laws, rules, and policies are subject to change, which may modify the details in this publication.

Without prior notice, the Institute reserves the right to alter its curriculum, schedules, tuition, fees, and student rules, regulations, and requirements.

Review Catalog

As a prospective student, you are encouraged to review this catalog and the School Performance Fact Sheet, which you must provide before signing an enrollment agreement. Overall, the catalog serves as a comprehensive guide for students considering enrollment at the institute, offering essential information about programs, policies, and services.

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Questions: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Mailing Address:

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Ste. 225

West Sacramento, CA 95834

Or P.O. Box 980818 - West Sacramento, CA 95798-0818

Telephone and Fax: (888) 370-7589 toll-free or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Website: www.bppe.ca.gov.

Time Clock, Attendance, and Absence Policies

MBIE operates on a **clock-hour calendar system**, where one instructional hour equals **50 minutes of instruction followed by a 10-minute break**.

- Students must **clock in and out** each day using their own timecard.
- It is strictly prohibited for one student to clock in or out for another.
- Each student is responsible for ensuring their timecard is **accurate and complete**.
- Failure to properly track or report hours may result in **loss of credit hours** and possible **disciplinary action**, including removal from the program.

Timecards are used to accumulate the **600 credit hours** required for program completion. Time records are reviewed weekly by the Assistant Director or assigned instructor and filed in each student's official record.

Attendance Monitoring

Consistent attendance is essential for **timely graduation** and **eligibility to take the California State Board Electrology Examination**.

- The Assistant Director or designated instructor will monitor and record each student's weekly attendance.
- All attendance hours are kept in the student's permanent file for verification and compliance purposes.

Tardiness and Absence Policy

Tardy	Action
Arriving more than 25 minutes late or leaving early without prior approval	Marked as Tardy
Repeated tardiness	May result in a written warning or probation

Absence Policy	Action
Failure to notify the school of an absence	Marked as Unexcused
3+ unexcused absences in a calendar month	Written warning issued
Continued unexcused absences	May result in probation or dismissal

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Student Conduct and Dismissal Policy

To support a professional, respectful, and effective learning environment, MBIE students are required to follow the school's Code of Conduct:

Code of Conduct

Students must:

- Treat instructors, staff, clients, and classmates with respect and courtesy.
- Adhere to all health, safety, and sanitation protocols.
- Maintain academic integrity by avoiding cheating, plagiarism, or falsification of records.
- Submit all assignments on time and attend scheduled classes punctually.
- Wear the approved uniform and keep good personal hygiene at all times.
- Use school property and equipment responsibly and report any damage or misuse immediately.
- Follow all classroom and clinic policies, including the dress code and participation expectations.
- Use cell phones or electronic devices only with the instructor's permission during instructional periods.
- Refrain from any behavior that is disruptive, harmful, or threatening to others.

Grounds for Immediate Dismissal

The following violations may lead to immediate dismissal from the program:

- Theft, vandalism, or destruction of school property
- Possession or use of drugs, alcohol, or weapons on campus
- Harassment, discrimination, bullying, or threatening behavior
- Unsafe or negligent conduct during clinical procedures
- Repeated violations of attendance or academic policies
- Falsifying documents or impersonating another student

Probation and Dismissal Policy

The Institute reserves the right to place students on **probation**, suspend, or **dismiss** them for:

- Excessive absences
- Academic failure (below a 2.0 GPA)
- Inappropriate or disruptive behavior
- Disrespect towards staff, students, or clients

A **14-day probation period** may be granted to allow the student to correct their conduct or performance. If no improvement is observed, the student may be **dismissed without the option of returning**.

Suspended or dismissed students may request **reinstatement** after a **30-day waiting period**, pending approval by the Director.

Reinstatement may require additional assignments or make-up work to meet program standards.

All refund policies apply if dismissal is due to academic or behavioral issues.

Dismissal and Reinstatement Policy

Violations of the Student Code of Conduct or any MBIE policy may result in disciplinary action, including permanent dismissal. Reinstatement after dismissal is at the discretion of the Director or Assistant Director and must follow the Institute's official refund and re-enrollment policies.

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Reinstatement After Dismissal

1. Reinstatement is subject to **Director approval**.
2. A **\$50 re-entry fee** may apply.
3. Any unpaid tuition or fees owed at the time of dismissal will be handled by the Institute's refund policy.

Leave of Absence and Attendance Policies

A Leave of Absence (LOA) may be granted for medical, military, or other serious circumstances if the student submits proper documentation and obtains prior written approval from the Director. Each request is reviewed individually.

- Submit a written request outlining the reason for the leave.
- LOAs are approved at the discretion of the Director.
- Students must return within 14 calendar days of the approved return date.
- Failure to return on time will result in automatic withdrawal from the program.

Grace Period for Absences

Students are allowed up to **two weeks of excused absences** (a maximum of 64 scheduled class hours) for illness or family emergencies, provided they submit valid documentation (e.g., a doctor's note, hospital discharge papers).

Note: Time off for vacations, personal commitments, or other non-emergency reasons is strongly discouraged. Unapproved extended absences may result in dismissal from the program and affect graduation timelines, including eligibility for the State Board exam.

Make-Up Policy for Missed Classes

All missed assignments and instructional hours must be completed, regardless of the reason for absence.

- Make-up hours do not excuse absences; students are still required to complete the full 600-hour (or 350-hour) program.
- Students are responsible for scheduling and completing their make-up hours.
- MBIE may offer make-up opportunities based on availability, but additional instructional time is not guaranteed.

Students are expected to complete their training within the maximum time outlined in their Enrollment Agreement. If a student exceeds the scheduled completion date, an additional fee of \$17.50 per hour will be charged for each hour required to complete the program.

Students' Rights & Grievances

Complaints/Grievances

A student with a complaint or grievance may seek a satisfactory resolution through the institute's formal process. MBIE acknowledges and responds to students' concerns regarding any aspect of their educational experience, including facilities, programs, instructors, employees, or services provided.

Students are encouraged to address their concerns directly with the individual involved to resolve the issue informally. If the matter remains unresolved, the student may request a meeting with Assistant Director Robert F. Von Essen or contact the Institute's Director. Additionally, the student may pursue the matter further if it remains unresolved.

At any time, students may direct any unresolved matters to the Bureau for Private Postsecondary Education by mail, phone, or by completing an online complaint form, which is available on the Bureau's website.

www.bppe.ca.gov.

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Bureau for Private Postsecondary Education
Physical Address:
1747 North Market Blvd., Suite 225
Sacramento, CA 95834 (888)370-7589 toll-free

School Administrative Policies

The Monterey Bay Institute of Electrology (MBIE) is committed to providing equal educational opportunities to all qualified individuals with disabilities who can perform the essential tasks required of an electrologist.

Americans with Disabilities Act (ADA) Compliance

Family Educational Rights and Privacy Act (FERPA)

MBIE complies with FERPA regulations.

Students' educational records are confidential and will not be released without written consent, except as authorized by law.

Non-Discrimination Policy

The Monterey Bay Institute of Electrology does not discriminate in its educational programs or activities based on race, color, national or ethnic origin, ancestry, age, religion, religious creed, sex, gender, individuals with disabilities or handicaps, or any other status or condition protected by federal laws prohibiting discrimination.

FDA: Electrolysis is the only method approved by the U.S. Food and Drug Administration (FDA) for *permanent* hair removal. With a long-standing record of safety, effectiveness, and lasting results, it has remained the gold standard in hair removal for over a century.

The technique involves inserting a fine, sterile probe into the natural opening of the hair follicle and applying a controlled electrical current to eliminate the follicle's ability to regrow hair. The FDA recognizes three safe and effective modalities for permanent hair removal.

FDA Device Classification

Electrolysis is officially classified as follows:

21 CFR § 878.5350 – Needle-Type Epilator

"A device intended to destroy the dermal papilla of a hair by applying electric current at the tip of a fine needle that has been inserted close to the hair shaft, under the skin, and into the dermal papilla."

Device Classification: Class I – General Controls

This classification affirms the safety and efficacy of electrolysis as a permanent hair removal method.

Job Occupational Classifications(s)

Our Electrology Program aligns with the United States Department of Labor's Standard Occupational Classification (SOC Code #39-5094) as of May 2021. This classification categorizes electrologists under the "skincare specialist" and "personal care service" occupations. Provide skincare treatments to the face and body to enhance an individual's appearance. Includes an electrologist and laser hair reduction specialists.

Employment Disclaimer and Placement Assistance

MBIE does not guarantee employment, a specific wage rate, or an income level to any student or graduate. Limited job placement assistance is available and provided only as a referral service. Local licensed electrologists, salon owners, and spa professionals occasionally contact the school with employment leads. These referrals are shared with interested students or graduates based on geographic location and availability. MBIE graduates often choose to pursue self-employment by opening independent electrology practices. While the field of electrology continues to grow and evolve, enrollment at MBIE does not constitute an offer of employment.

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Visa & International Student Policy

MBIE does not provide student “visa” services and does not accept international students, whether from abroad or residing in the U.S., who require visa sponsorship, documentation, or related visa services to enroll.

This institution has not been approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP). It is not authorized to issue I-20 visas. It cannot accept applications from international students holding an F-1 or M-1 visa. This institution does not offer visa services and will not vouch for a student's status.

Notice Concerning Transferability Credits and Credentials Earned at our Institute

"The transferability of credits you earn at Monterey Bay Institute of Electrology is at the complete discretion of the institution to which you may seek to transfer. Likewise, acceptance of the *certificate* you earned in the Electrology Program is also at the absolute discretion of the institution to which you may desire to transfer. If the credits or *certificates* you earn at this institution are not accepted by the institution you seek to transfer, you may be required to repeat some or all your coursework at the institution. For this reason, you should make sure that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Monterey Bay Institute of Electrology to determine if your credits or *certificate* will transfer.

Experiential Learning Credit

The Monterey Bay Institute does not provide credit for students for experiential learning. The Board of Barbering and Cosmetology strictly regulates the granting of credit and must earned through instruction at approved institutions.

Credits for Previous Training

The Board of Barbering and Cosmetology strictly regulates the acceptance of transfer credit from other electrology schools. There are no matriculation or transfer agreements with other schools.

Students with previous training from an approved school of Electrology in California will be provided with credit for their training, determined by the Board of Barbering and Cosmetology. The student has the responsibility of providing copies of all transcripts related to training.

It is recommended that students who have completed a significant part of their training at another institution and wish to transfer to a different school do so with abundant caution due to potential differences in curriculum requirements.

Students with previous training outside of California must furnish documentation of training received and clocked hours earned to the California Board of Barbering and Cosmetology.

The Board will evaluate such training and notify the student in writing of the required hours and practical training to qualify for the state licensing examination.

All such applicants must complete the enrollment process at the Monterey Bay Institute of Electrology and are subject to an additional charge for each extra hour of training required by the state to complete the course.

Reciprocity

The CA Board of Barbering and Cosmetology grants reciprocity without examination to out-of-state applicants if the following is submitted: application, fees, and proof of current license that has been active for three of the last five years during which the applicant must not have been subject to disciplinary action or criminal conviction.

Monterey Bay Institute of Electrology (MBIE) has not entered into an articulation or transfer agreement with any other college or university.

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Students' Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at either the first-class session or the seventh (7th) day after enrollment, whichever comes later.

After the cancellation period ends, you also have the right to withdraw from school at any time; you are entitled to receive a pro-rata refund if you have completed 60 percent of the program by the last day of attendance.

Withdrawal From the Program

You may withdraw from the school at any time after the cancellation period and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days within the program.

The refund will be less a registration or administration fee not to exceed \$250.00 and less any deduction for equipment not returned in good condition within 45 days of withdrawal. The student's textbooks, tools, supplies, and equipment issued and accepted are non-refundable if used or removed from their original packaging.

The tuition paid is not refundable if the student has completed more than 60% of the program (including absences). In addition, a student shall be deemed withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institute of the student's withdrawal or the date of the withdrawal, whichever is later.
- The Institution may terminate the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations policies; absences in excess; inability to meet the financial obligation of the school; failure to attend classes for two (2) school weeks and did not inform the school that you are not withdrawing. In this case, the withdrawal date shall be deemed the last date of recorded attendance.
- To determine the refund amount, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

Refunds will be issued within 45 days of the withdrawal determination. Students who have completed more than 60% of the program are not eligible for a refund. **Important:** Students are responsible for returning all borrowed equipment in good condition. Students must clear all financial obligations to receive official certificates.

Withdrawal After Start of Instruction

If a student withdraws after the cancellation period but before completing 60% of the program, a prorated refund will be calculated based on the number of hours completed. After 60% of the program has been completed, no refund is due. Students must submit written withdrawal requests.

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Procedure to Cancel

Cancellation can happen when the student gives written notice to Randa Thurman, CPE Director, or Robert F. Von Essen, CPE, Assistant Director, at the following address: Monterey Bay Institute of Electrology 444 Pearl Street | Suite B-1 | Monterey, CA 93940. Students can send this notice by mail, email, or in person. If mailed, the notice is valid as of the postmark date.

This notice does not need a specific form and should state that the student no longer wants to be bound by the Enrollment Agreement. If the Agreement is canceled, the school will refund any money paid, minus a registration fee of up to \$250.00. There will also be a deduction for equipment not returned in good condition within 45 days of receiving the cancellation notice.

However, textbooks, tools, supplies, and equipment issued and accepted are nonrefundable once used or removed from their original packaging. To receive a full refund, books and lessons must be returned in the same condition as when received. Please do not mark or write on these materials.

The amount owed is calculated as the daily rate for the program (total institutional cost minus non-refundable fees divided by the total number of days in the program) multiplied by the number of days scheduled before withdrawal.

If a student has completed more than 60% of the attendance period for which tuition was charged, the tuition is considered earned, and no refund will be issued.

If any part of the tuition was paid using a loan or third-party funds, the refund will be sent to the lender, third party, or, if applicable, to the state or federal agency that guaranteed or reinsured the loan.

Any refund amount exceeding the unpaid loan balance will first be used to repay any student financial aid received, proportionally to the amount of aid received. Any remaining funds will be paid to the student. Students who have received federal financial aid are entitled to a refund of any money not disbursed from the federal aid program.

The student may also be required to repay any portion of a loan obtained for the program, subject to the terms of the loan agreement. If the student received federal student financial aid funds, they are entitled to a refund of any money not paid from those funds.

Refund Policy

The Monterey Bay Institute of Electrology (MBIE) complies with California state regulations for student refunds as outlined by the Bureau for Private Postsecondary Education (BPPE). This policy applies to all enrolled students who withdraw or cancel their enrollment agreement before program completion.

The following formula determines the refund amount:

$\text{Tuition Paid} \times (\text{Hours Remaining} \div \text{Total Program Hours}) = \text{Refund Due}$

Example: If a student pays \$10,525 in tuition and withdraws after completing 150 of 600 hours:

$\$10,525 \times (450 \div 600) = \$7,893.75$ refund due.

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Calculation Table

Percentage Completed	Hours Completed	Hourly Rate (\$17.50)	Balance
10%	60	\$1,050.00	\$9,450.00
25%	150	\$2,625.00	\$7,875.00
50%	300	\$5,250.00	\$5,250.00
60%	360	\$6,300.00	\$4,200.00

The same principle applies to the other percentages listed in the table:

Based on the information provided:

1. **Tuition Paid:** \$10,500.00
2. **Hours Completed:** 100
3. **Hourly Rate:** \$17.50

Therefore, the refund check issued to the student would be \$8,750.00.

Additionally, any unused items in the student kit would be credited according to their costs. The catalog policy of the Monterey Bay Institute of Electrology outlines valuable information about the programs offered, including policies, services, and disclosures. Here is a breakdown of the key points:

Requirement to Repay the Loan

1. If a student has received federal student financial aid funds, they are entitled to a refund of any money not covered by federal student financial aid programs.
2. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.
3. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on a loan, both of the following may occur:
 1. The federal or state government, or a loan guarantee agency, may take action against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan.
 2. The student may not be eligible for any other federal student financial aid at another institution or additional government financial assistance until the loan is repaid in full.

Refund Timeline

MBIE will process all approved refunds within 45 days of the student's official withdrawal date or cancellation notification.

Financing

The Institute does not extend credit or lend money to individuals for institutional and non-institutional charges. It will not require more than one term or 4 four months of advance payment or tuition at one time. The institution may require full payment upon completion of 50 percent of the program. the student understands that if a separate party is financing their education, the student and the student alone are directly responsible for all payments and monies owed to the school listed in this agreement. The Institute does not participate in state or federal financial aid programs. As such, all applicants must demonstrate that they have sufficient financial resources to cover the full cost of their education.

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MBIE does not have a pending petition in bankruptcy and is not operating as a debtor in possession has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.) The United States Department of Education does not accredit MBIE; students enrolled in an unaccredited institution are not eligible for federal financial aid programs

Consumer Loan Agreements

Students may voluntarily choose a Third-Party Private Lending Institution to receive a loan to cover the costs of the electrology program. The lending institution must provide complete financial disclosures in compliance with the Truth in Lending Act (Title 15, U.S. Code).

76215. State of CA. Student Tuition Recovery Fund Disclosures

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the State-imposed assessment for the STRF, or it must be paid on your behalf if you are a California Private Postsecondary Education Act of 2009 student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The institution, location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2) You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- 3) You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
- 7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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to qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless another act of law has extended the period.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

Custodian of Records

Robert F. Von Essen, L.E., CPE
Assistant Director
Phone: (831) 643-2100

Administrative Office

444 Pearl Street, Suite B-1
Monterey, CA 93940

Recordkeeping Policy Retention of Student Records

The Monterey Bay Institute of Electrology maintains a secure system for storing student records. All student files are kept in a locked, fireproof filing cabinet, with a dedicated two-section file for each student.

The Institute shall keep complete and accurate records for each enrolled student. These records include, but are not limited to, student records arranged alphabetically by the student's last name.

- Enrollment Documentation
- Disciplinary records (including complaints and attendance issues)
- Performance evaluations
- Timesheets
- Refund records
- Tuition and enrollment fee documentation
- Records of payments for tools, equipment, and textbooks
- Documentation of all other applicable program-related fees

Student records are maintained in accordance with institutional policy and relevant state regulations to ensure transparency, accountability, and compliance with applicable laws and regulations.

Student records are kept in inactive reserve for five (5) years after a student completes or withdraws from the program. However, student transcripts are maintained indefinitely for academic verification and licensing purposes. Each student's file includes their transcript of grades and relevant educational records.

Students have the right to inspect and review their educational records. To do so, a written request must be submitted identifying the specific records to be reviewed. Transcripts will only be released to the student upon receipt of a signed, written request containing the student's live (handwritten) signature.

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Student Privacy

The Institute is dedicated to safeguarding students' financial and academic records. Therefore, it will not disclose such information to anyone without the proper authorization, a student's written request, or a legal requirement. Students are encouraged to keep copies of their Enrollment Agreement, payment receipts, and any other documents related to their financial transactions with the school.

Complaints

A student or any public member may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form found on the bureau's website: "www.bppe.ca.gov."

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***350-Hour Hybrid Electrology Program (Unlicensed and Unregulated States) 225 theory hours + 125 practical hours**

MBIE offers a **350-hour hybrid electrology program** designed for individuals who wish to practice in states that **do not require licensure** or have **no formal regulatory oversight** for the electrology profession.

Please note that this program does not meet California licensure requirements and is not approved by the California Board of Barbering and Cosmetology. All California students are required to enroll in the 600-hour class.

This program includes at-home theory study combined with on-site practical training. Upon completing all required academic and clinical components, students earn a Certificate of Completion from MBIE. This certificate can be used for employment or professional recognition in states without regulatory oversight.

Application & Enrollment:

Applications are accepted year-round. Once approved, students can begin the program and complete all assignments independently. Both the theory and practical components must be finished within the timeframe specified in the Enrollment Agreement.

350-Hour Hybrid Electrolysis Program Unlicensed States or CPE Preparation	Theory Hours	Practical Hours
History of Electrology	5	-0-
Anatomy, Physiology, and Microbiology	20	
The Skin and Its Appendages	20	
Health and Safety, Sanitation, and Sterilization	15	15
Basic Principles of Electricity, Equipment, and Use	10	10
Modalities of Electrology (Electrolysis D.C. / Thermolysis A.C./Blend, Combined Currents)	50	50
Electrology Techniques and Variables	50	45
Clinical Practice: Consultation, Evaluation, Complications, Pre-Post Treatment, Contraindications, Positioning and Draping, Lighting and Optics, and Epilation Techniques	45	5
Introduction, Law and Code, Booking, Business Management, History, and Ethics	10	-0-
TOTAL HOURS EARNED	225	125

225-Hour Theory Component (Independent Study)

- Provided through printed materials and review assessments.
- Students must achieve a minimum score of 80% (equivalent to a B grade) in each chapter to advance.
- After completing the course, students can schedule their in-person practical training.

125 – Hour Practical Component – (On-Site Training)

Practical training occurs in person at the MBIE campus under the supervision of licensed instructors. Students will perform complete electrolysis services on themselves, classmates, and model clients if available. A comprehensive, hands-on practical exam is administered during the final week of training.

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Certificate Requirements

To receive a Certificate of Completion, students must:

- Complete all 350 required hours (225 theory + 125 practical).
- Maintain an average score of at least 80% in all theory coursework, procedures, and exams.
- Pass both the midterm and final exams, including sanitation and sterilization evaluations.
- Finish a final practical exam demonstrating competency in insertion and epilation.
- Create and submit a professional business card.
- Pay all tuition fees and any outstanding balances in full.

Program Outcome

Graduates of this program will be prepared to practice electrology safely and effectively in states that do not require licensure. The curriculum aligns with California's educational standards for electrology training.

Upon successful completion, graduates will be qualified to practice electrology safely and effectively in states where licensure is not necessary. The program fully adheres to California's approved electrology curriculum.

*Tuition Fees: Unlicensed and Regulated States

For students in unlicensed states and Certified Professional Electrologists (CPEs)

The tuition for the 350-hour Hybrid Distance Learning Program is set according to the current fee schedule of MBIE. **Note: Students must pay 50% of tuition before receiving course materials.**

Item	Cost	Details
Application / Enrollment Fee	\$225.00	Non-refundable admin fee for enrollment and file setup
Tuition (350-Hour Program)	\$6,450.00	Includes theory, practical hours, evaluations, and support
Student Kit	\$475.00	Books, probes, sanitation tools — non-refundable once issued
STRF (Student Tuition Recovery)	\$0.00	State-mandated fund (currently \$0.00)
Total Program Cost	\$7,150.00	Base program + kit + enrollment

Payments

Payment Step	Amount Due	Notes
Initial Payment (50%)	\$3,575.00	Due upon enrollment
Remaining Balance	\$3,575.00	Due before in-person training begins.

Additional Fees

Fee Type	Amount	Description
Late Payment Fee	\$35.00	Charged if payment is more than 5 days late
Returned Check Fee (NSF)	\$35.00	Charged for insufficient funds
Surcharge	3.5%	Applied to each credit or debit card transaction

Tuition Payment Notice:

All payments must be made payable to the Monterey Bay Institute of Electrology (MBIE).

Note: Tuition and fees are subject to change. MBIE is not responsible for external loan obligations.

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ROOTED IN SCIENCE.
POWERED BY PASSION.

150

YEARS OF ELECTROLYSIS

1875 YEARS OF 2025
ELECTROLYSIS

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