

National Laser Institute

School Catalog 2013

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<http://www.nationallaserinstitute.com/>

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National Laser Institute

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Volume IV

Effective Date: August 2013

Historical Account

National Laser Institute (NLI) is a leading provider of medical aesthetic training programs in the United States. Our courses provide students with the skills, knowledge and technical ability preparing them to work in the medical aesthetics industry. National Laser Institute was founded in 2004 and became the first training program in Arizona approved by the Arizona Radiation Regulatory Commission as a training institution for cosmetic laser procedures. In 2005, The Arizona Board for Private Post Secondary Education licensed National Laser Institute as a vocational training program in the state of Arizona. In 2011 we opened our new training facility in Dallas, Texas.

NLI offers courses to not only students who are looking for a new career as a laser technician, but also to physicians, nurses and other health professionals desiring continuing education. The American Academy of Family Physicians has reviewed National Laser Institute's Continuing Medical Education (CME) courses and approved them for up to 66 prescribed credits. The Arizona Nurses' Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation, approves National Laser Institute courses for continuing education credits. The Nevada State Board of Nursing has approved National Laser Institute as a provider of Continuing Education for nurses.

National Laser Institute has educated students from all over the United States, Canada and around the world.

Description of Available Space

National Laser Institute operates in a 5,000 square foot facility in Dallas, equipped with 6 clinical rooms, a large classroom, and administrative offices.

The training will be performed using the following equipment:

- Light Sheer 800 Diode Laser, manufactured by Lumenis in 2004
- Star Lux Intense Pulsed Light and Laser System manufactured by Palomar in 2004

Names of Trustees, Directors, Officers, and Owners

Board Members

Louis Silberman, Member

Matthew Gould, Member

Owners with more than 20% stake:

Louis Silberman

Matthew Gould

List of Key Staff and Faculty

National Laser Institute, Dallas, TX

Executive Team

Louis Silberman, President
Matthew Gould, Co-founder and General Counsel
David Silberman, MPH, Vice President

School Director

Louis Silberman

National Laser Institute Representatives

Crissy Noble, Admissions Director

Carolyn Heyland
Danae Fentie
Marty Foxall
Terra France
Mary Goff

Shawn Ramey
Rick Roe Jane Ryan
Amanda Smith
Julie VerHoef

Key Staff

Administration

Sandra Nash
Kristin Cicciarelli

Faculty

Louis Silberman, School Director

Louis Silberman is the founder of National Laser Institute and a pioneer in the industry of medical aesthetics. Since he opened National Laser Institute in Scottsdale, AZ in 2004 he has been an influential leader, speaker, educator and writer in the industry. His area of speciality focuses on the business, development and marketing of medical aesthetic practices.

Sandra Nash, CLT, CLI, LE, LSO

With a BS degree in English and Sociology from Baylor University, Sandra Nash has over 20 years of experience in financial and administrative management and 12 years of experience in the industry beginning as a Licensed Massage Therapist with advanced training in Oncology Massage and a Licensed Aesthetician. She is also a Laser Safety Officer and a Certified Laser Technician and Instructor, teaching and treating with all modalities of aesthetic lasers including laser hair removal, intense pulse light, skin resurfacing, and tattoo removal.

Kellie Jones, LME, CLT, LSO

Kellie has been in the esthetics and laser business for 12 years. She began working with Physicians Choice of Arizona, worked in two plastic surgeons offices, launched a laser department in an OB/GYN office, and now specializes in lasers and skin care at NLI.

Ami Montague, LVN, LE, LSO, LHRP

Ami Montague has been in the skin care industry since completing nursing school in 1998. A licensed nurse (LVN) & aesthetician (LE), she spent nearly 5 years in San Diego, CA working for a top spa & plastic surgeon performing

peels, microdermabrasion, facials, & assisting with surgeries. In early 2002, she returned to Idaho and began her career in laser therapy, specializing in hair removal, rosacea, leg vein therapy, & anti-aging treatments. Ami spent the next 8 years in the medical spa industry where she was not only the lead laser technician, but also excelled in spa management. She teaches Comprehensive Laser Plus.

Tara Sissel, CLT, LE

Tara specializes in Laser Hair Removal, IPL and Acne Treatments. Tara has worked with Dermatologists and Plastic Surgeons and has over 10 years industry experience. She teaches Comprehensive Laser Plus.

Tasha Sizemore

Tasha is a licensed medical aesthetician & certified senior laser technician that has been in the industry for 9 years. In that time, she has had the privilege of directing & managing a world renowned Med Spa in Nashville, TN, along with a variety of others across the United States. Her time spent, has yielded in-depth knowledge in performing various forms of laser procedures, including hair removal and building exceptional client repore. She teaches Comprehensive Laser Plus.

Jan Treinen RN BSBA

Jan is a Registered Nurse and Certified Laser Technician, holding a Bachelors degree in Business Administration. She brings her many years of experience in the health care field and personal success as a spa owner to help educate students and share her passion for this industry. She is a national trainer for one of the largest laser companies in the country specializing in light and laser physics, skin resurfacing and rejuvenation, hair reduction and photofacials. She is also certified in all aspects of aesthetic medicine, including microdermabrasion, chemical peels and injectables. She teaches Comprehensive Laser Plus.

Shana Yates, CLT, LC, LSO

With over 22 years of industry experience Shana is an expert in a variety laser modalities including laser hair removal. She has over 2000 hours of advanced diploma certificate courses in paramedical aesthetic training, is a licensed cosmetologist with a vocational teaching credential and in August of 2011 will graduate with a credential in holistic healing as HHC CERTIFIED AND MEMBER OF AADP. She teaches Comprehensive Laser Plus.

Tuition Cost, Fees, Scholarship Terms, Educational Loans and Grants

Comprehensive Laser Plus: Laser and Intense Pulsed Light Technician Training

(112 Hours)

Tuition \$8,850.00

Laser Hair Removal Training (64 Hours)

Tuition \$4,250.00

Laser Didactic: Apprentice in Training (40 Hours)

Tuition \$1,000.00

Additional Laser Hair Removal Subject (LHR Add 8 Hours per day)

\$795

Tuition includes the cost of written materials and handouts. No additional fees will be assessed of students. Students are responsible for their own room and board. Students are required to wear appropriate attire in clinic and may need to purchase scrubs. Optional reading may be purchased by students but is not required.

All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts.

National Laser Institute offers scholarships in amounts ranging from \$200 to \$1,350. All students are eligible to apply. The scholarships are to promote diversity and are awarded according to the scholarship policy listed below.

Scholarship Policy

National Laser Institute awards some scholarships every year to enrich the economic diversity of our school community. The deadline for applying for a scholarship is 3 weeks prior to the first day of class for the session. Applications and additional scholarship information can be requested from the NLI office. Completed applications must be turned in to the office of the President by mail or may be emailed to info@nationallaserinstitute.com.

Scholarships are given to promote economic diversity among the student population. National Laser Institute is committed to offering scholarships to low-income students, with earnings less than 80% of the mean income in their area. Scholarships are reviewed based on economic need. National Laser Institute believes that this policy will enhance the learning community.

Educational Loans and Grants

Educational Loans are provided to qualified applicants. Sallie Mae is the primary lender and National Laser Institute also lends through TFC Credit Corporation. Many other loan and grant programs serve students and National Laser Institute provides information to applicants about some of these programs. The applicant is responsible for contacting sources of funding and applying for them to see if they are eligible.

2013 Academic Calendar

Course Schedule

- January 21 – February 3
- February 18 – March 3
- March 11 – March 24
- April 22 – May 5
- May 20 – June 2
- July 22 – August 4
- August 19 – September 1
- September 23 – November 3
- November 4 – November 17
- December 2 – December 15

Holidays Observed

- New Years Day, January 1st
- Fourth of July, July 4th
- Thanksgiving Holiday, November 25th – November 28th
- Christmas Holiday, December 20th – 26th

School Hours of Operation

National Laser Institute is open Monday – Sunday, from 9:00am – 6:00pm. Breaks are taken in the mid-morning at 11 am for 15 minutes, a lunch break is at 1 pm for an hour and another 15 minute break is given in the mid-afternoon at 4 pm.

Enrollment Policy

General Information for Admission

Applicants must be at least 18 years of age and submit a complete application for admission. A deposit of \$250 (refundable) is required.

National Laser Institute does not require applicants to take an entrance exam.

In accordance to *Title 40, Texas Administrative Code, Section 807.130*, National Laser Institute will not start students after the third day of classes during any given term.

Admission Requirements

National Laser Institute shall only admit students who satisfactorily demonstrate they are able to complete the NLI training. In order to be admitted each applicant must show proof of one of the following:

1. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED); and
2. Successful completion or the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;

Evidence shall be maintained in each student's file to show the admissions requirements have been met. A full refund of all monies paid and a full release from all obligations shall be due, as determined by the Commission, to any student for whom the school cannot establish that the admission requirements were met.

Receipt of Enrollment Policy

Prior to enrollment, National Laser Institute will supply each prospective student a catalog, enrollment agreement and the enrollment policy with the following:

1. a school catalog and program outline
2. a schedule of tuition, fees, and other charges;
3. the cancellation and refund policy;
4. the progress and grievance policies and attendance policies;
5. the rules of operation and conduct;
6. if available, the average starting salary per pay period and annually for the prospective student's stated occupation, and information regarding the number of job openings in the

program objective field in a specified area within the last 12 months, including the name of the information source;

7. the regulations pertaining to incomplete grades;
8. written and verbal information regarding loans and grants and their differences
9. the requirements for any state or national licensing, certifications, or registrations;
10. the exam passage rates for programs that prepare students for state licensing, certification, or registration exams;
11. the job placement and employment data for the stated occupation as required in this chapter; and
12. notice of all policies related to program interruption prior to completion and written information informing the student that if the student withdraws, it is the student's responsibility to inform National Laser Institute.

National Laser Institute does not award credit hours and therefore students are not affected by the potential limitations of transferability.

Should a school have an articulation agreement with an accredited college or university, or other postsecondary school, such information shall be provided to the student, including any known agreement limitations. Such schools shall also provide a list of known Texas postsecondary schools that accept any or all of the credit hours so earned.

National Laser Institute requires each students to acknowledge receipt of each piece of information or documentation as set forth in this section by initialing each page and providing a complete signature at the end of the receipt of the enrollment policy form.

A copy of the receipt of the enrollment policies form will be provided to the student and a copy maintained as a part of the student's files.

A copy of the enrollment agreement form will be provided to the student and a copy maintained as a part of the student's file.

Granting Credits for Previous Education or Training

National Laser Institute does not grant credits for previous education, training, or experience that an applicant may have acquired.

Institutional Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days.

Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance, if the student is terminated by the school;
- The date of receipt of written notice from the student; or
- Ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

If a student enters the program and withdraws or is otherwise terminated, the school may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

An enrollee is not accepted by the school;

If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service.

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Program Outline

The Comprehensive Laser Plus: Laser and Intense Pulsed Light Technician

Program Description

The Comprehensive Laser Plus: Laser and Intense Pulsed Light Technician Training program provides the student the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the medical spa and cosmetic laser industry. They will be trained to work at physicians offices and medical spas as a Laser Hair Removal Apprentice, Laser Technicians, Laser Safety Officers, Intense Pulsed Light Technicians,

Cosmetic Laser Technician, Aesthetic Laser Technician, Medical Aesthetician and related job titles. After their 100 supervised treatments are performed they will be eligible for more advanced positions such as Laser Hair Removal Technician.

This program delivers high quality education within a convenient time frame. The student is challenged in an environment with state-of-the-art training by providing an array of modern equipment and curriculum, which reflects current industry standards.

NLI feels a deep responsibility to the students, parents, and business community, which we serve and strives for excellence.

Subject Listing and Course Description

The Comprehensive Laser Plus: Laser and Intense Pulsed Light Technician Training curriculum covers topics in subjects that provide a strong foundation for an entry level technician. The didactic portion of the course includes education on anatomy and physiology of hair and skin, laser bio-physics and tissue interaction, laser safety including regulations, hazare CPR These subjects are listed below:

Course SubjectNo.	Title	Lecture Hours	Lab Hours	Total Clock Hours
NLI 1	Anatomy Hair and Skin	8		8
NLI 2	Laser Physics - Tissue Interaction	8		8
NLI 3	Laser Safety	8		8
NLI 4	Medical Considerations	8		8
NLI 5a	Technical Considerations: Laser Energy	4		
NLI 5b	Medical Considerations: Clients and Colleagues	4		
LHR Clinical	Clinical Laser and IPL		16	16
LHR Add	Clinical LHR Training		8	8
Cosmetic Clinical	Cosmetic Clinical Treatments		48	48
Total Hours		40	72	112

Fee Breakdown

Tuition: \$8,850

Additional Clinical LHR Training over the 112 hours: \$795 per 8 hours

Tuition includes course reader and all materials necessary to complete the course. Use of equipment and supplies is all included. Students must buy their own scrubs to wear in the clinic.

Laser Hair Removal Training

Program Description

The Laser Hair Removal Training program provides the student the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the medical spa and cosmetic laser industry. They will be trained to work at physicians offices and medical spas as a Laser Hair Removal Apprentice, Laser Technicians, Laser Safety Officers, Intense Pulsed Light Technicians, Cosmetic Laser Technician, Aesthetic Laser Technician, Medical Aesthetician and related job titles. After their 100 supervised treatments are performed they will be eligible for more advanced positions such as Laser Hair Removal Technician.

This program delivers high quality education within a convenient time frame. The student is challenged in an environment with state-of-the-art training by providing an array of modern equipment and curriculum, which reflects current industry standards.

NLI feels a deep responsibility to the students, parents, and business community, which we serve and strives for excellence.

Subject Listing and Course Description

The Laser Hair Removal Training curriculum covers topics in subjects that provide a strong foundation for an entry level technician or apprentice-in-training. The didactic portion of the course includes education on anatomy and physiology of hair and skin, laser bio-physics and tissue interaction, laser safety including regulations, hazards and CPR. The clinical training provides the student with valuable hands-on-training in a luxury medical spa setting. The subjects are listed below:

COURSE SUBJECT No.	TITLE	LECTURE HOURS	LAB HOURS	TOTAL CLOCK HOURS
NLI 1	ANATOMY HAIR AND SKIN	8		8
NLI 2	LASER PHYSICS - TISSUE INTERACTION	8		8
NLI 3	LASER SAFETY	8		8
NLI 4	MEDICAL CONSIDERATIONS	8		8
NLI 5A	TECHNICAL CONSIDERATIONS: LASER ENERGY	4		4
NLI 5B	MEDICAL CONSIDERATIONS: CLIENTS AND COLLEAGUES	4		4
LHR Clinical	Clinical Laser and IPL		16	16
LHR Add	Clinical LHR Training		8	8
TOTAL HOURS		40	24	64

Fee Breakdown

Tuition \$\$4,250

Additional Clinical LHR Training over the 112 hours: \$795 per 8 hours

Tuition includes course reader and all materials necessary to complete the course. Use of equipment and supplies is all included. Students must buy their own scrubs to wear in the clinic.

Laser Didactic: Apprentice in Training

Program Description

The Laser Didactic: Apprentice in Training program provides the student the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the medical spa and cosmetic laser industry. They will be trained to work at physicians offices and medical spas as a Laser Hair Removal Apprentice in Training and Laser Safety Officer. They will be prepared to begin their 100 supervised laser hair removal treatments that will make them eligible for more advanced positions such as Laser Hair Removal Technician.

This program delivers high quality education within a convenient time frame. The student is challenged in an environment with knowledgeable instructors who teach the current industry standards.

NLI feels a deep responsibility to the students, and business community, which we serve and strives for excellence.

Subject Listing and Course Description

The Laser Didactic: Apprentice in Training curriculum covers topics in subjects that provide a strong foundation for an entry level technician. The five day course includes education on anatomy and physiology of hair and skin, laser bio-physics and tissue interaction, laser safety including regulations, hazards and CPR. These subjects are listed below:

Course SubjectNo.	Title	Lecture Hours	Lab Hours	Total Clock Hours
NLI 1	Anatomy Hair and Skin	8		8
NLI 2	Laser Physics - Tissue Interaction	8		8
NLI 3	Laser Safety	8		8
NLI 4	Medical Considerations	8		8
NLI 5a	Technical Considerations: Laser Energy	4		4
NLI 5b	Medical Considerations: Clients and Colleagues	4		4
Total Hours		40	0	40

Fee Breakdown

Tuition \$1,000

Additional Clinical LHR Training over the 112 hours: \$795 per 8 hours

Tuition includes course reader and all materials necessary to complete the course.

e. Total Contact Hours Required for Satisfactory Completion

In order for a student to qualify for a Laser Training Apprentice in Training certificate a student must complete the 40 hours of didactic training (Laser Training and Safety) aspect of the course.

f. Length of Program: Two (2) Weeks

g. No Special Requirements for Completing Course (must pass).

h. Certificate of Completion

Upon completing the course the student will receive a certificate documenting that he or she has received the required training to become a Laser Hair Removal Apprentice in Training.

Subject Descriptions

Objectives of Program:

- To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the 40 hour didactic requirement of the Texas Department of State Health Services.
- To prepare the student with the knowledge and safety background to work in a clinical setting as a Laser Hair Removal Apprentice in Training in Texas or as a laser technician in another state.
- To complete the training necessary to become a Laser Safety Officer.
- To provide an introduction to advanced treatment modalities including Laser Spider Veins, Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser wrinkle reduction, Tattoo Removal, Microcurrent, lamprobe and Dermal Infusion and Vibration non crystal advanced Microderm Technologies. (*Laser Hair Removal Training and Comprehensive Plus cover these topics in more detail*)
- To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

Topics

The training includes 40 hours of training in the following topics as required by Texas Rule 289.302 "Registration and Radiation Safety Requirements for Use of Laser Hair Removal Devices"

- LHR device safety;
- laser bio-physics;
- skin typing;
- skin reactions and tissue interaction;
- treatment protocols;
- burns;
- eye protection;
- emergencies; and
- post-treatment protocols;
- CPR (cardio-pulmonary resuscitation);

- assessment of client's pre-existing conditions;
- assessment of client's history (previous hair removal procedures by another modality);
- assessment of client's current medications;
- proper signage and posting;
- use of a LHR device; and
- anesthesia used in conjunction with LHR procedures.

Clinical Training (*Laser Hair Removal and Comprehensive Plus courses only*)

- Clinical observations of treatments
- Observation and use of laser equipment
- A minimum of ten supervised treatments in hair removal

Clinical Training (*Comprehensive Plus courses only*)

- A minimum of ten supervised Photofacial treatments
- Specialized treatments: Laser Spider Veins, Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser wrinkle reduction, Tattoo Removal and other medical aesthetic technologies
- Introduction to advanced modalities

Skills to be learned in Program:

National Laser Institute provides the student with the skills, information and training along with thorough and reliable theoretical and practical instruction to successfully complete the program and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

A student completing the National Laser Institute will learn a variety of both theoretical and practical skill that is required by best practices and the Texas State Department of Health. These skills include:

- Biological effects of laser/Intense Pulsed Light
- Criteria for setting Maximum Permissible Exposure (MPE) levels
- Medical Considerations
- General Laser/Intense Pulsed Light safety
- Review Patient Chart and Information and assess patient
- Prepare Patient for treatment
- Perform Hair Reduction and other light based Treatment
- Inform Patient about aftercare
- Communication Techniques

Course Descriptions

Lecture/Lab/Total

NLI 1. Anatomy of Hair and Skin
(8 clock hours)

8/0/8

At the end of the Hair section of the course the student shall be able to: define permanent hair reduction, restate the basic anatomy of hair and identify hair types, and explain the structure

of the hair bulb and where it resides in the skin. They will understand the basic anatomy and layers of the skin be able to describe the biology of the epidermis and its inner workings. They will learn to describe the biology of Subcutaneous tissue, and explain what Melanocytes are and how they protect the skin. Finally they will learn how light interacts with hair and skin.

Prerequisites: none

NLI 2. Technical Considerations – Laser Physics and Tissue Interaction 8/0/8

(8 clock hours)

In this course the student learns how laser's work, what laser light is and how it interacts with skin and other tissue. At the end of Laser Bio-physics of Laser section of the course the student shall be able to: identify the difference between spontaneous and stimulated emission, restate the composition of lasers and the processes of their individual components, describe energy and pulsing concepts per treatment and identify the impact of control dependant on spot size and the density of power. The concept of photothermolysis is presented to the student.

Prerequisites: none

NLI 3 Laser Safety

8/0/8

(8 clock hours)

During the laser safety course the student learns about laser hazards, protecting themselves and those around them and comprehending and following the regulations around the use of lasers. At the end of the Laser Safety: Regulations section of the course the student shall be able to: list the regulatory bodies for laser practices, state the basic safety procedures, hazards and administrative controls. perform the functions of a Laser Safety Officer. The student also takes a CPR Course and learns how to handle a situation where a hazard or injury has occurred.

Prerequisites: none

NLI 4. Medical Considerations – Working with Clients

8/0/8

(8 clock hours)

In this course the student learns about working with a client (or patient) in a clinical setting. At the end of this section the student will be able to: identify the criteria for patient selection and exclusions for treatment, restate types of skin conditions such as benign pigmented lesions and vascular lesions. Finally the student will be learn to list pre-treatment and post-treatment instructions and explain clinical endpoints.

Prerequisites: none

NLI 5a Technical Considerations – Laser Energy

4/0/4

(4 clock hours)

After four days of initial training the instructor begins to go deeper into how the lasers are used, the types of lasers and reinforce the wavelengths to use on specific skin types. Energy concepts will be discussed, pulsing, spot size and power density. Concepts on heating tissue and photothermolysis are reviewed.

Prerequisites: none

NLI 5b Medical Considerations – Clients and Colleagues

4/0/4

(4 clock hours)

The final course ties all the learning together discussing best practices for working in a clinical setting. This section is designed to prepare the student for the clinical reality of working in a real world setting performing treatments. Discussion includes treatment protocols, working with physicians, interacting with colleagues and preparing for a successful career.

Prerequisites: none

LHR Clinical - Clinical Laser and IPL

3/21/24

Laser Hair Removal and Comprehensive Laser Pluse Course Only

(24 clock hours)

The clinical course begins with an overview of the day and the equipment that will be used, the settings of the device and pearls of wisdom for the students. The course takes place in a state of the art medical spa and students have the opportunity to treat patients that have booked appointments at the facility. Students work in small groups with a hands on instructor. The instructor prepares the students for the treatments and goes over the following protocols:

- Review Patient Chart and Information
- Prepare Patient for treatment
- Instructor Demonstration of Hair Reduction Treatment
- Inform Patient about aftercare
- Q&A and Practicum

The day continues with each student participating in, observing and assisting in treatments. The first three days of clinical training is dedicated to laser hair removal in this course.

Prerequisites: Must have completed NLI 1, 2, 3, 4, 5a, 5b or equivalent from a licensed laser training facility.

Cosmetic Clinical – Cosmetic Clinical Treatments

6/42/48

Comprehensive Laser Pluse Course Only

(48 clock hours)

The Cosmetic Clinical Course trains the student in laser and IPL procedures beyond hair removal. The fundamentals learned in the 40 hours of didactic training and 24 hours of LHR Clinical have prepared the student to learn IPL Skin Rejuvenation, Fractional Wrinkle Reduction, Vein Reduction, Laser Tattoo Removal and other treatment modalities. Each day begins with an overview of the day and the equipment that will be used, the settings of the device and pearls of wisdom for the students. The course takes place in a state of the art medical spa and students have the opportunity to treat patients that have booked appointments at the facility. Students work in small groups with a hands on instructor. The instructor prepares the students for the treatments and goes over the following protocols:

- Review Patient Chart and Information
- Prepare Patient for treatment
- Instructor Demonstration of Treatment
- Inform Patient about aftercare
- Q&A and Practicum

The day continues with each student participating in, observing and assisting in treatments. By the end of the course the student will be proficient in using a laser for hair reduction and IPL Skin Rejuvenation and introduced to Laser Spider Veins, Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser wrinkle reduction, Tattoo Removal, Microcurrent, lamprobe and Dermal Infusion and Vibration non crystal advanced Microderm Technologies.

Prerequisites: Must have completed NLI 1, 2, 3, 4, 5a, 5b or equivalent from a licensed laser training facility and have at least 24 hours clinical laser experience.

Grading and Marking System

Students are notified immediately upon completing the course if they pass or fail. A passing grade is achieving 80% or higher on each of the written exams and completing the clinical training in a satisfactory manner. Training diplomas are provided to each student within one month of completing the course.

Student transcripts are available to all students that request them. To request transcripts the student must provide a written request along with a \$15 administrative fee and the transcripts will be mailed to them.

Institutional Satisfactory Progress Policy

a. Definition of Satisfactory Progress

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as passing or better. Practical skills are evaluated according to text procedures and performance standards established by the Texas Department of State Health Services. Students must maintain a theory grade average of 80% and pass a FINAL written and practical exam with 80% or higher scores prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

90 – 100	A = Excellent	P: Pass (80% or above)
80 – 89	B = Good	F: Fail (below 80% for Pass/Fail exams)
75 – 79	C = Not Passing	I: Incomplete
74 or less	F = Failure	W: Withdrawal

Students are notified immediately upon completing the course if they pass or fail. Passing grades are a B or higher. Training diplomas are provided to each student within one month of completing the course.

Student transcripts are available to all students that request them. To request transcripts the student must provide a written request along with a \$15 administrative fee and the transcripts will be mailed to them.

b. Definition of Progress Evaluation Period and Frequency of Progress Reporting

In accordance with *Title 40, Texas Administrative Code, Section 807.222*, National Laser Institute records a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.

c. Probation Policy and Terms

A student will be put on academic probation if they fail a course. A student will be put on general probation for misconduct or failure to pay tuition. Once a student has fulfilled the general probation requirements s/he will be fully reinstated.

Attendance: When a student has exceeded his/her allowance for absences for a course that is still in session s/he will be sent an attendance warning. The warning will remind the student that s/he has until the end of the course to make up work or s/he will fail.

Academic: A student who fails an exam will be sent an academic warning stating that they must retake the exam in order to pass the course.

d. Termination Policy

If after the probation period, a student has not fulfilled the requirements of his/her probation s/he will be dismissed.

Students can be automatically dismissed for the following reasons:

1. coming to class under the influence of drugs or alcohol
2. misconduct (obscene, violent or sexually inappropriate behavior, cheating, plagiarism, knowingly furnishing false information).

If a student wishes to appeal s/he can file a complaint with the grievance committee. To be reenrolled a student must show evidence to the School President's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Board of Directors or School President.

e. Readmission Policy

In accordance with *Title 40, Texas Administrative Code, Section 807.221-224*, National Laser Institute allows students whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. After 180 days reenrollment will be based on the current fee schedule and a reentry fee of \$50.

f. Progress Reports

National Laser Institute does not issue formal progress reports to students.

In accordance with *Title 40, Texas Administrative Code, Section 807.222*, National Laser Institute records a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.

g. Incompletes, Withdrawals, Repeat Subjects, and Remedial Work

In accordance with *Texas Education Code, Section 132.061*, National Laser Institute will record a grade of “incomplete” for a student who withdraws but is not entitled to as refund under Subsection (b) (4) (f) if the student requests the grade at the time the student withdraws and the student that withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a grade incomplete to reenroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of addition tuition.

A student wishing to withdraw is requested to have an exit interview with a school Director where s/he will file a withdrawal form that will be put in his/her student file.

Attendance Policy

General Requirements for Attendance

In accordance with *Title 40, Texas Administrative Code, Section 807.241*, National Laser Institute will charge for a full day of absence when a student fails to attend all of the scheduled classes on that day. National Laser Institute will also charge for a partial day of absence for any period of absence during the day.

National Laser Institute does not consider school holidays, such as summer vacation and Christmas holidays, etc., as days of absence.

a. Attendance Probation Policy and Terms

In accordance with *Title 40, Texas Administrative Code, Section 807.242*, if a student is absent for more than 20% of a course that is still in session s/he will be sent an attendance warning. The warning will remind the student that s/he has until the end of the course to make up work or s/he will fail.

b. Termination for Unsatisfactory Attendance

If a student exceeds the allotted attendance warnings, they will be terminated. *Title 40, Texas Administrative Code, Section 807.24* states, students whose enrollments are terminated for the violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.

c. Readmission after Termination for Unsatisfactory Attendance

National Laser Institute gives students the opportunity to make up any missed classes without any additional charge. Students are required coordinate with their admissions representative in order to schedule make up days. National Laser Institute does not guarantee make up days on

any specific dates and students are only allowed schedule make up days if there are open spots on future term's rosters.

d. Make-up Work

In accordance with *Title 40, Texas Administrative Code, Section 807.244*, National Laser Institute's make-up work shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the make-up session.

Conduct Policy

Warnings

Attendance: When a student has exceeded his/her allowance for absences for a course that is still in session s/he will be sent an attendance warning. The warning will remind the student that s/he has until the end of the course to make up work or s/he will fail.

Academic: A student who fails an exam will be sent an academic warning stating that they must retake the exam in order to pass the course.

Probation

A student will be put on academic probation if they fail a course. A student will be put on general probation for misconduct or failure to pay tuition. Once a student has fulfilled the general probation requirements s/he will be fully reinstated.

a. Termination Policy

If, after the probation period, a student has not fulfilled the requirements of his/her probation s/he will be dismissed.

Students can be automatically dismissed for the following reasons:

1. coming to class under the influence of drugs or alcohol
2. misconduct (obscene, violent or sexually inappropriate behavior, cheating, plagiarism, knowingly furnishing false information)

b. Readmission Policy

If a student wishes to appeal s/he can file a complaint with the grievance committee. To be reenrolled a student must show evidence to the School President's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Board of Directors or School President.

Graduation Requirements

National Laser Institute's requirements for graduation include the following:

1. A minimum 40 hours of Laser Training and Safety Didactic
2. 72 hours of clinical observation and hands on training in addition.

Students are notified immediately upon completing the course if they pass or fail. A passing grade is given to students who achieve B (3.0) grade point average or higher. They must score an 80% or higher on each of the written exams and a satisfactory completion of the clinical training, signed off by their instructor(s). Training diplomas are provided to each student within one month of completing the course. A student must complete their training within a year's time. Students returning after one year must re-take the entire course.

Placement Assistance Program

National Laser Institute does not guarantee job placement. Admission representatives work with local, regional, and national placement assistance organizations in order to assist graduates in job placement.

Student Grievance Procedures

Written Student Grievance Procedure

Step 1: Instructor/Staff Member:

The student is recommended to directly communicate with the instructor/staff member involved in the grievance within 14 days. The student must articulate the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated, and a proposed remedy. The person alleged to have caused the grievance must respond to the student promptly, in writing, within 7 days.

Step 2: School Administrator

In cases where the problem is not resolved through direct communication with the Instructor/staff member involved, the student will submit a Grievance Form with supporting evidence, to the office of the school administrator within 14 calendar days of the communication with the faculty/staff member. The school administrator or designee will review the grievance.

Within 14 calendar days, the school administrator or designee will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the administrative office.

Step 3: Appeal to President's Office

The student may appeal the decision in Step 2 if proper procedures were not followed or there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days of the decision from the administrator and made to the office of the President. The student must submit written justification for further review and provide evidence that there are

grounds for the appeal. The President or a designated Member of National Laser Institute will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and any further appeals shall be made to the Texas Workforce Commission as described in “b.” below, within a 3 year period.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the school administrator, who will maintain them in accordance with the state archival policies.

Students Right to Appeal to Texas Workforce Commission

National Laser Institute is required to direct all unsolved grievances to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100

Grievance Procedure Published in Following Locations:

Enrollment Agreement
Student Catalog
National Laser Institute Website

**Approved and Regulated by the Texas Workforce Commission,
Career Schools and Colleges, Austin, Texas.**

**The Information contained in this catalog is true and correct to the
best of my knowledge.**

School Director

School President